

CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 March 2017 to 30 June 2017**

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

Re-published 2 February 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 MARCH 2017 TO 30 JUNE 2017

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 March 2017 to 30 June 2017. 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, 7 March 2017, 4 April 2017, 9 May 2017 and 6 June 2017 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, Mrs G Keegan, Mrs P A Hardwick Mrs P Plant, Mrs C Purnell 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) 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)

Tony Dignum
Leader of the Council

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Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Chichester Contract Services Staff Grading Review To agree the revised grading structure for the grounds maintenance, street cleaning and waste staff.
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Grant Application - St Wilfrids Hospice St Wilfrid's Hospice seeks a £50,000 contribution to their "Dreambuilding" capital fundraising, to build a new Hospice for the 21st Century in the District. An application is before the Grants and Concessions Panel but the amount exceeds the delegation to the Cabinet Member for Community Services. The recommendations of the Panel will be presented to Cabinet for determination. (Recommendation from Grants and Concessions Panel)
Report author	Mr Steve Hansford, Head of Community Services, Miss Chloe Williams, Community Liaison Officer shansford@chichester.gov.uk, cwilliams@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval To consider the proposed modifications to the Infrastructure Business Plan for approval following consultation. (recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	<p>Litter Clearance Programme for A27 Trunk Road The Council is the Primary Litter Authority and is responsible for keeping relevant land clear of litter and debris. This responsibility includes the A27 trunk road.</p> <p>A change to the way that traffic management legislation is applied to work on the highway has meant that the previous litter clearance methodology is no longer adequate.</p> <p>The report will outline proposals for a revised cleansing regime and request funding to carry out one full clean of the trunk road during spring 2017. The street cleaning budget for 2017/18 onwards will be adjusted to allow for additional costs (Recommendation to Council)</p>
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	<p>Pallant House Gallery - Approval of Revised Articles of Association Following a Governance Review, the Pallant House Gallery Board have made a series of recommendations that require amendments to their Articles of Association. Given the context of the establishment of the Gallery, the Articles have been referred to CDC for comment</p>
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Proposed Acquisition of Freeland Close Property The purchase of a property in Freeland Close, Chichester, comprising 3 self-contained 1 bedroom flats with shared communal lounge and an office, together with associated works to provide additional short term accommodation for homeless families and single vulnerable persons. (Recommendation to Council)
Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Proposed Submission Draft West Sussex Minerals Local Plan - Consultation Response
Report author	Ms Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Senior Staff Pay Policy Publication of the Senior Staff Pay Policy Statement as required by Section 38(1) of the localism Act 2011. (recommendation to Council)

Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Sussex Energy Tariff CDC is a partner in Your Energy Sussex (YES), led by WSCC. YES are undertaking procurement of an energy supply company in order to launch a Sussex Energy Tariff in late 2017, to be offered to householders and small businesses. This report recommends that CDC offer a letter of support to the project including a commitment to promote it once launched and so are included in future procurement processes and notices.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption Following consultation on the draft document, the representations received during the consultation (10 November - 22 December 2016) have been considered and amendments proposed. These have been incorporated into the final document for adoption by the Council. Recommendation: to adopt the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.
Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Recycling Action Plan To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets. (Recommendation from Waste Panel and Overview and Scrutiny Committee)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Review of CCTV Assets, Functions and Costs To consider how to provide the service more efficiently. Consider data on the use of CCTV in prosecutions and reducing crime. (Recommendation from Overview and Scrutiny Committee)
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Southern Gateway - Approval of Draft Masterplan and Consultation Process (Recommendation to Special Council)
Report author	Miss Amy Loaring, Partnerships Officer, Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager

	aloaring@chichester.gov.uk, mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 May 2017
Matter in respect of which the decision is to be made	Housing Allocations Scheme Review Three yearly review of the Housing Allocations Scheme. The scheme determines applicants that are eligible and qualify to join the Housing Register and decides the priority that applicants are given on the Register. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Chichester Vision - Approval of Final Document To approve the final Chichester Vision document and the accompanying project plan and timetable. To note any comments and recommendations from OSC. To agree any funding to commence implementation of initial projects. (Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Market Consultation Timetable To consider the results of the six week business and public consultation held during March/April 2017 and recommendations for future operation.
Report author	Mr Laurence Foord, Licensing Manager, Mr Peter Legood, Valuation and Estates Manager lfoord@chichester.gov.uk, plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Parking Strategy Review 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-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 first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2016
Matter in respect of which the decision is to be made	Public Space Protection Order for Dog and Environmental Related Offences Public Spaces Protection Orders (PSPO's) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where

	<p>the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature and be unreasonable. An order, if granted, gives additional powers to the Council and Police to issue notices to individuals breaching the PSPO by carrying out specific identified types of nuisance. The initial view is that a district wide consultation will be undertaken for various environmental and dog offences including dog fouling, dogs on lead by direction, prohibition of dogs.</p> <p>The dog offences are currently controlled by Dog Control Orders but in accordance with the transition provisions in the anti-social behaviour legislation, these must be replaced by a PSPO by 1 October 2017.</p> <p>To consider the results of the consultation.</p>
Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>Road Space Audit</p> <p>Along with many towns and cities across the UK Chichester faces a number of challenges – it must accommodate significant new development, both residential and commercial, whilst preserving its historic character. Parking is particularly problematic, with high demands and constraints in meeting supply in the area of greatest demand. West Sussex County Council has appointed consultants (WSP Parsons Brinckerhoff) to consider the parking issues and use of road space in Chichester city to consider the challenges and consider how these might be affected by emerging strategies and plans in the area, along with consideration of the changing role of the high street. The work undertaken will set the way for a strategic vision for parking within the city.</p> <p>This report to members will provide an update on the work undertaken so far and will request consideration of the proposals which are being put forward.</p>
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document To approve the Masterplan and a Project Initiation Document that will propose the arrangements for the implementation of the Southern Gateway project.</p> <p>(Recommendation to Special Council)</p>
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager, Miss Amy Loaring, Partnerships Officer mallgrove@chichester.gov.uk, aloaring@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Plot 21, Terminus Road, Chichester Tender analysis and contract award. Development of a six-unit speculative development, but in two stages – initially to draw up a detailed design, obtain detailed planning permission and tender for construction, to be followed by a further report to Cabinet on current market conditions and expected return on investment before proceeding with a construction contract.</p>
Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	Selsey Haven Project To report back to Cabinet on phase 2 - the findings of the economic and technical feasibility studies. To outline the possible proposals on the way forward of the project.
Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open