

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

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

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

Published 3 May 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JUNE 2017 TO 30 SEPTEMBER 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 June 2017 to 30 September 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, 6 June 2017, 19 June 2017 (Special) 11 July 2017 and 5 September 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

Topics due to be considered are as follows:

Topic	Page
6 June 2017	
Appointments to Outside Organisations	4
Appointments to Panels and Forums	4
Claim concerning a tree adjacent to 22 Salthill Road, Fishbourne	4
Public Space Protection Order for Dog and Environmental Related Offences	5
19 June 2017 (Special)	
Local Plan Review Issues & Options Consultation	5
Southern Gateway - Approval of Draft Masterplan and Consultation Process	6
11 July 2017	
Chichester Vision - Approval of Final Document	6
City Market Consultation Timetable	7
Custom and Self-build Register	7
Housing Allocations Scheme Review	7
Pay Policy	8
Plot 21, Terminus Road, Chichester	8
SDNP Extension of Management Agreement	9
Tangmere Strategic Development Location Compulsory Purchase Order (CPO)	9
To approve the Council's Annual Report for 2016/17	10
Write Off Policy and updated Corporate Debt Recovery Policy	10
5 September 2017	
Agency Framework	10
Fishbourne Conservation Area Character Appraisal	11
Infrastructure Business Plan - Approval for Consultation	11
Litter Clearance Programme for A27 Trunk Road and other high speed roads	12
New Discretionary Rate Relief Scheme	12
Pallant House Gallery - Approval of Revised Articles of Association	12
Road Space Audit	13
Selsey Haven Project	13
3 October 2017	
Review of CCTV Assets, Functions and Costs	14
Southern Gateway – Adoption of Final Masterplan	14
Southern Gateway - Implementation Phase	14
7 November 2017	
Approval of Statement of Community Involvement for adoption following public consultation	15
Parking Strategy Review and Car Park Charges 2018/19	15
6 February 2018	
Infrastructure Business Plan - Approval Following Consultation	16

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Appointments to Outside Organisations To appoint representatives to serve on the outside organisations for 2017-2018
Report author	Mrs Katherine Jeram, Member Services Officer kjeram@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	Appointments to Panels and Forums Approval of the memberships for panels and forums for 2017-2018
Report author	Mrs Bambi Jones, Principal Scrutiny Officer bjones@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	Claim concerning a tree adjacent to 22 Salthill Road, Fishbourne
Report author	Mr Tony Whitty, Development Management Service Manager twhitty@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>Public Space Protection Order for Dog and Environmental Related Offences</p> <p>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 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> <p>(Recommendation to Council)</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	No
Exempt?	Open

Date of Meeting	19 Jun 2017
Matter in respect of which the decision is to be made	<p>Local Plan Review Issues & Options Consultation</p> <p>The Issues & Options consultation is the first stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. The published consultation documents will include a questionnaire which will seek views on what should be included in the development strategy, which locations are suitable for development, and what planning policies are required to deliver the strategy. It is intended to undertake public consultation over a 6-week period from late May to July 2017.</p> <p>Recommendations:</p> <p>1) To approve the Local Plan Review Issues & Options</p>

	questionnaire and supporting documents for a 6-week period of public consultation from May-July 2017; and 2) To agree a formal timetable for the later stages of the Local Plan Review process which will be added to the Council's published Local Development Scheme 2017-2020. (Recommendation to Council)
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	19 Jun 2017
Matter in respect of which the decision is to be made	Southern Gateway - Approval of Draft Masterplan and Consultation Process (Recommendation from Development Plan and Infrastructure Panel) (Recommendation to 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?	Part exempt Appendices are restricted

Date of Meeting	11 Jul 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	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	City 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 of the Wednesday market.
Report author	Mr Peter Legood, Valuation and Estates Manager, Mr Laurence Foord, Licensing Manager plegood@chichester.gov.uk, lfoord@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	Custom and Self-build Register This report will make recommendations in respect of changes to the Custom and Self- build register, local connection requirements and the option to charge for registration.
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?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to	Housing Allocations Scheme Review Three yearly review of the Housing Allocations Scheme.

be made	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	11 Jul 2017
Matter in respect of which the decision is to be made	Pay Policy A policy paper outlining the approach to be taken in designing job roles within the organisation and evaluating those roles against a set of agreed criteria to ensure consistent and fair pay. The recommendation will seek adoption of the policy.
Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@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	Plot 21, Terminus Road, Chichester Tender analysis and contract award. Development of a six-unit speculative development, but in two stages – The detailed design is out to tender shortly for construction, and is to be followed by a further report to Cabinet on current market conditions and expected return on investment before proceeding with a construction contract.
Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>SDNP Extension of Management Agreement Extension of the current host authority arrangement on the current (2016/17) payment terms for a period of no more than 6 months up to 30 September 2017, in order to complete negotiations on new Agreements under Section 101 of the Local Government Act 1972 to enable Chichester District Council to continue to provide development management services for up to three years from 1st April 2017 to 31st March 2020.</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Tangmere Strategic Development Location Compulsory Purchase Order (CPO) The adopted Local Plan identifies Tangmere as a Strategic Development Location. Work has started on a CPO in order to deliver the 1000 homes required. This report will update Members on the work undertaken and includes some of the first steps which need to take place to start the CPO process. (Recommendation from Development Plan and Infrastructure Panel)</p>
Report author	Mrs 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	11 Jul 2017
Matter in respect of which the decision is to be made	To approve the Council's Annual Report for 2016/17 Reporting of significant achievements and future work areas. (Recommendation to Council)
Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@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	Write Off Policy and updated Corporate Debt Recovery Policy To approve a new write off policy; this sets out clearly the justifiable reasons for writing off debts considered to be irrecoverable. This is linked to the Corporate Debt Policy which Cabinet had previously approved in October 2014. The Corporate Debt Policy is also being updated and refreshed. (Recommendation from Corporate Governance & Audit Committee)
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	5 Sep 2017
Matter in respect of which the decision is to be made	Agency Framework A framework agreement to be approved for the supply of temporary staff to Chichester Contract Services, commencing 1st January 2018

Report author	Mr Andy Ifould, Cleansing Manager aifould@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	Fishbourne Conservation Area Character Appraisal
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval for Consultation To consider the IBP and any changes resulting from the Infrastructure Joint Member Liaison Group. Recommendation to Council to approve the IBP for consultation. (Recommendation from Development Plan and Infrastructure Panel).
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	5 Sep 2017
Matter in respect of	Litter Clearance Programme for A27 Trunk Road and

which the decision is to be made	<p>other high speed roads</p> <p>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 regime and request funding to provide an adequate frequency of cleansing for the remainder of 17/18 and budgetary provision for future years. (Recommendation to Council)</p>
Report author	Mr Andy Howard, Open Spaces and Street Scene Manager ahoward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	New Discretionary Rate Relief Scheme
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	<p>Pallant House Gallery - Approval of Revised Articles of Association</p> <p>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	5 Sep 2017
Matter in respect of which the decision is to be made	<p>Road Space Audit 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	5 Sep 2017
Matter in respect of which the decision is to be made	<p>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. (Recommendation to Council)</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	No
Exempt?	Open

Date of Meeting	3 Oct 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	3 Oct 2017
Matter in respect of which the decision is to be made	Southern Gateway – Adoption of Final Masterplan (Recommendation to Council)
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	3 Oct 2017
Matter in respect of which the decision is to	Southern Gateway - Implementation Phase The report will request the approval of the Project

be made	Implementation Document (PID) for the implementation of the development which will include approval of the resource plan and timetable. (Recommendation Overview and Scrutiny Committee) (Recommendation to Council)
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt The PID will include commercially confidential information regarding the acquisition/relocation costs of privately owned premises within the redevelopment area.

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Approval of Statement of Community Involvement for adoption following public consultation This document will set out how the Council consults communities and other interested parties over planning issues. (Recommendation from Development Plan and Infrastructure Panel) (Recommendation to Council)
Report author	Mrs Kate Chapman, Planning Policy Officer kchapman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Parking Strategy Review and Car Park Charges 2018/19 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.
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 Feb 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Development Plan and Infrastructure Panel) (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