

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 April 2018 to 31 July 2018**

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

Published 5 March 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 APRIL 2018 TO 31 JULY 2018

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 2018 to 31 July 2018. 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 10 April 2018, 1 May 2018, 5 June 2018 and 3 July 2018 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 J Connor, Mr A Dignum (Chairman), Mrs J Kilby, Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs S T Taylor and Mr P Wilding.

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 Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail democraticservices@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 Davis, Democratic Services Officer on 01243 534674 (e-mail kdavis@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

| Topic | Page |
|--|-------------|
| 10 April 2018 | |
| Carry Forward Requests 2018 | 4 |
| Enabling the Delivery of Crooked Lane Birdham Exception Site | 4 |
| Exception to Tender - Disposal of Business Waste and Recycling | 4 |
| Fishbourne Conservation Area Character Appraisal | 5 |
| Section 106 Allocation - Donnington Parish Hall | 5 |
| Section 106 Allocation - Westhampnett Community Hall | 5 |
| Westbourne Neighbourhood Plan Decision Statement | 6 |
| 1 May 2018 | |
| Award of a Services Concessions Contract | 6 |
| Petworth Neighbourhood Development Plan - Making the Plan | 6 |
| Westbourne Conservation Area Character Appraisal | 7 |
| Zero Carbon Chichester | 7 |
| 5 June 2018 | |
| Novium Management Procurement Option | 7 |
| Parking Strategy Review | 8 |
| 3 July 2018 | |
| Award of Contract for East Beach Outfall Replacement | 8 |
| Council Tax Reduction Scheme | 8 |
| Local Plan Review Preferred Approach Consultation | 9 |
| Site Allocation Site Allocation Development Plan Document | 9 |
| 4 September 2018 | |
| Community Warden Funding | 9 |
| Tangmere Strategic Development Location Compulsory Purchase Order | 10 |
| 2 October 2018 | |
| Risk Based Verification Policy | 10 |
| 6 November 2018 | |
| Determination of Council Tax Reduction (CTR) scheme for 2019/20 | 11 |
| Review of council tax locally defined discounts and premia in particular the empty homes premium | 11 |
| 4 December 2018 | |
| Determination of the Council Tax Base 2019-2020 | 11 |
| February 2019 | |
| Discretionary Housing Payments (DHP) Policy 2019-20 | 12 |

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| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Carry Forward Requests 2018 In accordance with Financial Regulations, at the end of each financial year Cabinet may determine that unspent balances of a specific nature may be carried forward into the following financial year. (Recommendation from Corporate Governance and Audit Committee) |
| Report author | Mr David Cooper, Group Accountant dcooper@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |

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|---|---|
| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Enabling the Delivery of Crooked Lane Birdham Exception Site The purpose of this report is to seek approval for exploring the proposal for a Compulsory Purchase Order (CPO) to bring forward an affordable housing development at Crooked Lane, Birdham. |
| Report author | Ms Holly Nicol, Rural Enabling Officer hnicol@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |

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|---|--|
| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Exception to Tender - Disposal of Business Waste and Recycling The Cabinet will be asked to approve the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service. |
| Report author | Mrs Amie Huggett, Business Development Manager ahuggett@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Fully exempt |

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| | To report the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service. IF PART 2 - add reason if going to MARCH no need if APRIL) |
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| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Fishbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Fishbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character. |
| 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 |

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| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Section 106 Allocation - Donnington Parish Hall To approve the release of S106 Community Facilities contributions from two development sites and accrued interest to Donnington Parochial Church Council for use to extend an existing Community building. |
| 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? | |

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| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Section 106 Allocation - Westhampnett Community Hall To approve the release of S106 Community Facilities contributions from two development sites to Westhampnett Parish Council for use in the construction of a new Community building. |
| 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 |

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| | Part II item - No (work tendered and contracted by Westhampnett PC so should not need to be included in the report) |
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| Date of Meeting | 10 Apr 2018 |
| Matter in respect of which the decision is to be made | Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum. |
| Report author | Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |

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| Date of Meeting | 1 May 2018 |
| Matter in respect of which the decision is to be made | Award of a Services Concessions Contract This will be a Key decision due to potential cost/saving over term of contract. Background - On 7 November 2017 Cabinet authorised officers to enter into negotiations for a services concession contract and subsequently on 6 February 2018 agreed to expand the scope of those discussions. Through negotiation a business and legal case has been prepared together with the terms of the concessions contract for which approval to proceed is now sought. |
| 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 | Yes |
| Exempt? | Fully exempt |

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| Date of Meeting | 1 May 2018 |
| Matter in respect of which the decision is to be made | Petworth Neighbourhood Development Plan - Making the Plan To make the Petworth Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park). The report will recommend, subject to a successful referendum to be held on 19 April 2018, that Cabinet recommends that Council makes the Petworth Neighbourhood Development Plan. |
| Report author | Ms Lucy Harding, Neighbourhood Planning Officer lharding@chichester.gov.uk |

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

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| Date of Meeting | 1 May 2018 |
| Matter in respect of which the decision is to be made | Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character. |
| 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 |

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| Date of Meeting | 1 May 2018 |
| Matter in respect of which the decision is to be made | Zero Carbon Chichester As part of the redevelopment of Graylingwell, the Home and Communities Agency (HCA) have an agreement with the developer to offset residual carbon emissions from the development through funding for local energy efficiency or other carbon saving schemes. This report will seek a decision to receive the funds from the HCA and to delegate powers to determine the form and governance of projects for expenditure of the funds. |
| 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 | Yes |
| Exempt? | Open |

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| Date of Meeting | 5 Jun 2018 |
| Matter in respect of which the decision is to be made | Novium Management Procurement Option Cabinet are asked to review the procurement options available to the Council for the management of the Museum and Tourist Information Services and determine which option to pursue. |
| Report author | Mrs Sarah Peyman, Sport and Leisure Development Manager |

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| | speyman@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Fully exempt |

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| Date of Meeting | 5 Jun 2018 |
| 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-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 | Yes |
| Exempt? | Open |

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| Date of Meeting | 3 Jul 2018 |
| Matter in respect of which the decision is to be made | Award of Contract for East Beach Outfall Replacement Approval is sought because the value exceeds £50k, to award a contract for the replacement of the seaward end of the existing surface water sea outfall, which has reached the end of its serviceable life. |
| Report author | Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Part exempt |

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| Date of Meeting | 3 Jul 2018 |
| Matter in respect of which the decision is to be made | Council Tax Reduction Scheme Seeking authorisation to prepare and consult upon the draft 2019-20 CTR scheme. To be brought back to Cabinet in November for recommendation to the Council. |

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| Report author | Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |

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| Date of Meeting | 3 Jul 2018 |
| Matter in respect of which the decision is to be made | Local Plan Review Preferred Approach Consultation The Preferred Approach Consultation is the second 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. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (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 |

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| Date of Meeting | 3 Jul 2018 |
| Matter in respect of which the decision is to be made | Site Allocation Site Allocation Development Plan Document Following the examination of the Site Allocation Development Plan Document (DPD) and receipt of the Inspectors Report, it is proposed to formally adopt the DPD. |
| 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 |

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| Date of Meeting | 4 Sep 2018 |
| Matter in respect of which the decision is to be made | Community Warden Funding Agreement is sought for a further 3 years funding from April 2019 |

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| | before partners are approached for their commitment. An evaluation will be carried out in the months before. |
| Report author | Ms Pam Bushby, Community Interventions Manager pbushby@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |

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| Date of Meeting | 4 Sep 2018 |
| Matter in respect of which the decision is to be made | Tangmere Strategic Development Location Compulsory Purchase Order In order to make the Tangmere CPO there needs to be a Council Resolution. This report sets out the background and process for the Council's decision. |
| 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 |

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| Date of Meeting | 2 Oct 2018 |
| Matter in respect of which the decision is to be made | Risk Based Verification Policy Risk Based Verification (RBV) is a method of applying different levels of checks to a Housing Benefit or Council Tax Reduction claim based on the level of risk associated with a particular claim. The adoption of a RBV Policy allows an authority to allocate its resources to those claims that are considered to be higher risk. This enables the Authority to improve its claim processing times, to improve efficiency in administration and to reduce fraud and error. The purpose of this report is to seek authorisation for any proposed revisions to the policy in preparation for the 2019/10 financial year. |
| Report author | Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Fully exempt |

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| Date of Meeting | 6 Nov 2018 |
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| Matter in respect of which the decision is to be made | Determination of Council Tax Reduction (CTR) scheme for 2019/20 The report is seeking a recommendation from Cabinet that the proposed 2019-20 CTR scheme be approved by the Council. The Welfare Reform Act and Local Government Finance Acts of 2012 abolished the national council tax benefit scheme and put in place a framework for local authorities to create their own local CTR schemes from 1 April 2013. The scheme must be reviewed and approved by the Council before 11 March each year. |
| Report author | Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |

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| Date of Meeting | 6 Nov 2018 |
| Matter in respect of which the decision is to be made | Review of council tax locally defined discounts and premia in particular the empty homes premium Local discounts: The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 : extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. This report will review the current discounts with particular emphasis on the empty homes premium. |
| 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 | Yes |
| Exempt? | Open |

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| Date of Meeting | 4 Dec 2018 |
| Matter in respect of which the decision is to be made | Determination of the Council Tax Base 2019-2020 To set the Council Tax base for 2019/20. The tax base 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. |
| Report author | Mr Paul Jobson, Taxation Manager |

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

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| Date of Meeting | 5 Feb 2019 |
| Matter in respect of which the decision is to be made | Discretionary Housing Payments (DHP) Policy 2019-20 The DHP scheme provides limited funding to support customers facing financial hardship situations where the normal Housing Benefit or Universal Credit awarded does not cover in full their liability to pay rent or other housing related costs. Welfare Reform has significantly impacted communities, the DHP scheme aims to alleviate poverty and to ensure that those that are vulnerable in the community are supported by this additional funding. This report to will be seeking authorisation for any minor revision to the policy in preparation for the 2019/20 financial year. |
| Report author | Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | Yes |
| Exempt? | Open |