Chichester District Council

CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

For the period
1 November 2018 to 28 February 2019

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

Published 1 October 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 NOVEMBER 2018 TO 28 FEBRUARY 2019

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 November 2018 to 28 February 2019. 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.

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

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Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	**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. **(Recommendation to Council)**
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	6 Nov 2018
Matter in respect of which the decision is to be made	**Adoption of Fees for Animal Licensing** A new licensing regime was introduced from 1 Oct 2018 which requires Councils to set fees that reflect the reasonable anticipated costs to administering the licensing regime. The fees including application/inspection for new licences, renewal or variation of licences, and the reasonable anticipated costs of compliance, enforcement and submitting the annual return. Recommendation to Council to approve fees and charges in relation to animal licensing reforms as of 1st October 2018 are adopted.
Report author	Mr Tim Horne, Principal Environmental Health Officer THorne@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	**Amendment to Non Domestic Rates Discretionary Scheme 2017-2021** The report is seeking a recommendation from Cabinet that the proposed changes to the NDR discretionary scheme be approved by Council. **(Recommendation to Council)**
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	6 Nov 2018
Matter in respect of which the decision is to be made	**Award of a Concessions Contract** To consider the terms negotiated under delegated powers by the Director of Residents Services and the Cabinet Member for Community Services relating to the proposal outlined in Section 5 of the Cabinet agenda report of 3 July 2018 and **to recommend a decision to Council.**
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 2018
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. **(Recommendation to Council)**
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

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	**Environmental Supplementary Planning Document for the Revised Local Plan (SPD)** Environmental policies for the protection of the environment in relation to noise, light and air quality are included in the draft Revised Local Plan. In order to provide transparency as to how these policies will be applied though the Development

	Management process a draft SPD has been produced. This document will be subject to public consultation as part of the consultation for the Revised Local Plan Preferred approach.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	**Increasing the Provision of the Council's Temporary Accommodation at Freeland Close, Chichester** The council is being presented with increasing levels of homelessness and is having particular problems finding temporary housing for larger families. Local authorities owe a statutory duty under Part 7 of the Housing Act 1996 to secure suitable accommodation for unintentionally homeless households who are in a priority need category. **(Recommendation to Council)**
Report author	Ms Holly Nicol, Housing Delivery Manager hnicol@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 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, Divisional Manager for Planning Policy mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	**Local Development Scheme 2018-2021 (LDS)** The Local Development Scheme (LDS) is the timetable that sets out which documents the council will produce, when the consultation stages will be and when the council will adopt the documents. The LDS was last approved by Council on 23 January 2018. It replaces the previous version published in March 2017 and is available to view. Recommendation: To approve the revised Local Development Scheme. (Recommendation to Council)
Report author	Ms Anna-Marie Ferrier, Planning Policy Officer amferrier@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

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

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	**Financial Strategy and Plan 2019-2020** The purpose of the report is to update the Council's medium term financial strategy and action plan to help guide the management of the Council's finances having signed up to the government's

	four year settlement in the previous year, and to build upon the work already achieved in the deficit reduction plan in previous years. The key recommendations from this report will help formulate the 2019-20 budget, and level of Council Tax. Cabinet is asked **to recommend to Council the following**; (1) The key financial principles and actions of the five year financial strategy (2) That the current five year Financial Model is noted (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee (4) That the current resources position is noted.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Dec 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

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	**Year 2 Review of Litter Strategy 2018/20** Review strategy and seek approval for proposed year 2 actions
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	**Corporate Plan Annual Review** Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents (IPPDs) put forward for 2019-20. **(Recommendation to Council)**
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	**Staff Pay Structure** A recommendation to adopt a new staff grading structure that is both fair and consistent, and that seeks to address recruitment and retention issues experienced at CDC. **(Recommendation to Council)**
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	**Vehicle Wash-Down Facility at Westhampnett Depot - Project Initiation Document** To consider the Project Initiation Document for the provision of this facility with associated works
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	5 Feb 2019

Matter in respect of which the decision is to be made	**2018-19 Treasury Management half-year position** To receive and review a report on the Council's Treasury Management activity for the 6 months to 31-9-2018, including compliance with relevant prudential and local indicators.
Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	**2019-20 Treasury Management Strategy statement and Policy and Capital Strategy** The Council is asked to consider and approve the Council's 2019-20 Treasury Strategy Statement and Policy and linked Capital strategy statement. These documents are required to be approved by Full Council before the start of the relevant financial year by the CIPFA Treasury Management and Prudential Codes of Practice. **(Recommendation to Council)**
Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	**Budget Spending Plans 2019-2020** To set a net budget requirement and the council tax for the Council for the financial year 2019-20. (Recommendation from Budget Task and Finish Group)
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

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

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	**Infrastructure Business Plan (IBP) - Approval Following Consultation** Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) **(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	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
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	Mrs Anna-Marie Pagano, Principal Conservation and Design Officer ampagano@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open

Date of Meeting	5 Feb 2019
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

Date of Meeting	5 Mar 2019
Matter in respect of which the decision is to be made	**Chichester Harbour AONB Management Plan 2019-2024** The harbour Area of Outstanding Natural Beauty Management Plan has to be reviewed every five years in accordance with the Countryside and Rights of Way Act (2000). Following public consultation and approval by the Harbour Conservancy, it is then put forward for adoption by the four constituent local authorities of which Chichester DC is one. **(Recommendation to Council)**
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