

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 December 2018 to 31 March 2019**

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

Published XX XX 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 DECEMBER 2018 TO 31 MARCH 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 December 2018 to 31 March 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

Topics due to be considered are as follows:

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Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	Air quality modelling for Chichester District In accordance with it's statutory Local Air Quality Management duties budget is sought to carry out air quality modelling of parts of Chichester and Midhurst. The model outputs will inform CDC's rewrite of it's statutory Air Quality Action Plan and inform the declaration of a new Air Quality Management Area(s).
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	4 Dec 2018
Matter in respect of which the decision is to be made	Barnfield Development Chichester Cabinet to be advised of the outcome of discussions relating to the units at this retail park following initial consideration at its meeting held on 2 October 2018
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	Chichester Enterprise Centre - Post Project Evaluation To consider the Post Project Evaluation report for the Chichester Enterprise Centre development.
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
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	<p>Financial Strategy and Plan 2019-2020</p> <p>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.</p> <p>The key recommendations from this report will help formulate the 2019-20 budget, and level of Council Tax.</p> <p>Cabinet is asked to recommend to Council the following;</p> <p>(1) The key financial principles and actions of the five year financial strategy</p> <p>(2) That the current five year Financial Model is noted</p> <p>(3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee</p> <p>(4) That the current resources position is noted.</p>
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	<p>Housing Grant and Resources</p> <p>To approve the use of the Custom and self build New Burdens Grant to fund a Housing Strategy and Policy Officer.</p>
Report author	Mrs Linda Grange, Divisional Manager for Housing lgrange@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<p>Increasing the Provision of the Council's Temporary Accommodation at Freeland Close, Chichester</p> <p>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.</p> <p>(Recommendation to Council)</p>
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	4 Dec 2018
Matter in respect of which the decision is to be made	<p>Selsey Neighbourhood Plan Decision Statement</p> <p>To consider the Examiner's recommendations made on the Selsey Neighbourhood Plan.</p> <p>The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.</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	Yes
Exempt?	

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<p>St James Industrial Estate, Chichester - Partial Refurbishment and Partial Rebuild</p> <p>Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated</p>

	consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available. (Recommendation to Council)
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

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	City Centre CCTV upgrade Roll up of ARP monies from 2018- 2025 to facilitate the upgrading of the outdated CCTV cameras in Chichester City centre that have been in place since 1996.
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@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	Community Trust Proposals Westbourne Westbourne Parish Council wish to purchase land to the rear of 30 to 56 Mill Road Westbourne for the construction of affordable housing as part of a Community Trust proposal. They also have interest in other CDC owned property in the Parish
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@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	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	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	8 Jan 2019
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	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	Award of Chichester Coastal Maintenance Contract The Cabinet will be asked to approve the award of the Chichester Coastal Maintenance Contract 2019-2022.
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

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) (Council recommendation)
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
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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	Ms Clare Dales, Principal Conservation and Design Officer cdales@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

Date of Meeting	5 Mar 2019
Matter in respect of which the decision is to be made	Chichester Wellbeing To enter into a new fully funded 3 year agreement with West Sussex County Council to deliver the Wellbeing service
Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	Yes
Exempt?	Open