

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2019 to 31 October 2019**

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

Published 31 May 2019

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2019 TO 31 OCTOBER 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 July 2019 to 31 October 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: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs N Graves, Mrs P Plant 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 Democratic Services on 01243 534684 or by emailing democraticservices@chichester.gov.uk.

Eileen Lintill
Leader of the Council

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Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Cash Collection Contract Cabinet will be requested to approve the award of a new cash collection contract for a period of 5 years. Item - partially exempt
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?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	CDC Participation in County Food Waste Collection Trial To consider whether CDC should participate in the proposed trial of weekly food waste collection
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?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Climate Emergency Officer Following an amendment at Council to the recommendation on Budget Spending Plans 2019-2020, Cabinet has been tasked with considering the following initiative to be funded from reserves. "The appointment of a Climate Emergency Officer on a three-year fixed term contract to support Chichester District Council in the development of policies on climate change" This report will set out options for appointing such an officer and for prioritising their areas of work.
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	9 Jul 2019
Matter in respect of which the decision is to be made	Council's Annual Report 2018-2019 To approve the Council's Annual Report for 2018-2019 that reports on significant achievements for the previous year and outlines key future work areas (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	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site This report will review the evidence gathered following the 1st Cabinet report in April 2018. It will consider whether the acquisition of the access land to the site and the interests or right to the land is justified on the grounds that it is in the public interest and will consider the relevant compulsory purchase powers.
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	9 Jul 2019
Matter in respect of which the decision is to be made	Internal Review of Revenues, Benefits and Customer Services A Post Project Evaluation of the 2017-2018 internal review of the Revenues, Benefits and Customer Services teams.
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	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Oaklands Park Football Ground Lease Following the receipt of a number of tenders for the new lease at Oaklands Park Football Ground, receive the evaluation of the exercise and recommendation for entering a new lease with the preferred organisation.
Report author	Mrs Vicki McKay, Divisional Manager for Growth, Mrs Sarah Peyman, Divisional Manager for Culture vmckay@chichester.gov.uk, speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Post Project Evaluation Report: Telephony System A review of how the replacement telephone system project performed against the original intentions (as set out in the project initiation document) agreed by Cabinet March 2016.
Report author	Mr Andrew Forward, ICT Manager aforward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Revenues & Benefits Systems Review To gain Cabinet approval for the Revenues & Benefits system review.
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

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Review of Evening Parking Charges An extension to charging hours from 6pm to 8pm in two of the council's car parks was agreed for implementation from April 2017. As requested at Council on 5th March 2019 a review of the evening charges in these car parks is required.

Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Southern Gateway - progress update A general update on commercial negotiations
Report author	Mr Paul E Over, Executive Director & Deputy Chief Executive POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Tangmere Compulsory Purchase Order To seek resolution to make the CPO for Tangmere
Report author	Ms H Chivers, Planning Policy Officer hchivers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Bracklesham Bay - Options Appraisal Recommendations to Cabinet of preferred option, together with PID
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	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the	Corporate Debt Recovery Policy & Write-Off Policy

decision is to be made	To consider the updated and refreshed Corporate Debt Recovery and Write -Off Policies, which were last approved in September 2017 by Cabinet.
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	3 Sep 2019
Matter in respect of which the decision is to be made	Declaration of Air Quality Management Area To seek resolution to consult on a new Air Quality Management Area.
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	3 Sep 2019
Matter in respect of which the decision is to be made	Infrastructure Business Plan (IBP) 2019-2020 - Consider changes from Growth Board prior to consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Chichester District Growth Board and 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

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Old Bakery, Petwoth - Options Appraisal Recommendation to Cabinet of preferred option following completion of options appraisal, together with PID
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	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Plot 21/Ravenna Point, Terminus Road Post Project Evaluation (PPE) report for the Plot 21/Ravenna Point, Terminus Road 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	3 Sep 2019
Matter in respect of which the decision is to be made	Production of an Air Quality Action Plan To seek resolution to consult on a new draft Air Quality Action Plan, without prejudice, for Chichester and Midhurst.
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	3 Sep 2019
Matter in respect of which the decision is to be made	Universal Credit - 1 year on To report on impact of the Universal Credit full service rollout in July 2018.
Report author	Ms Diane Kirkham, Divisional Manager for Revenues and Benefits dkirkham@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 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	Yes
Exempt?	Open

Date of Meeting	1 Oct 2019
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 which Councils may now increase to 100% after 24 months and from the 1 April 2020, 200% after 60 months.
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

Date of Meeting	1 Oct 2019
Matter in respect of which the decision is to be made	Treasury management 2018/19 outturn report This report provides the Cabinet with a summary of Treasury Management activity during 2018-19 and provides a compliance report against the Council's approved Treasury Management Strategy and Policy statement.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	5 Nov 2019
Matter in respect of which the decision is to be made	<p>Financial Strategy and Plan 2020-21 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, considering future Government funding, whilst awaiting the outcome of the 2019 Spending Review, Fair Funding Review and the Localisation of Business Rates Retention Scheme.</p> <p>The key recommendations from this report will help formulate the 2020-21 budget, and level of Council Tax.</p> <p>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.</p> <p>Key issue – yes</p> <p>(Recommendation from Corporate Governance and Audit Committee)</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	5 Nov 2019
Matter in respect of which the decision is to be made	Southern Gateway - Appointment of development partner Southern Gateway Developer Appointment
Report author	Mr Paul E Over, Executive Director & Deputy Chief Executive POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	3 Dec 2019
Matter in respect of which the decision is to be made	2019-20 Treasury Management half-yearly update Required by the Council's Treasury Strategy, this report summarises the Council's Treasury Activity for the period 01 April to 30 September 2019, including compliance with approved indicators and limits.
Report author	Mr 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	3 Dec 2019
Matter in respect of which the decision is to be made	Declaration of Air Quality Management Area To report the outcome of the consultation exercise and seek resolution to declare an Air Quality Management Area by Order, without prejudice, for Chichester and Midhurst.
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	3 Dec 2019
Matter in respect of which the decision is to be made	Determination of the Council Tax Base 2020-2021 To set the Council Tax base for 2020/21. 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	Yes
Exempt?	Open

Date of Meeting	3 Dec 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	7 Jan 2020
Matter in respect of which the decision is to be made	Members Allowances Scheme To consider a report of the Independent Remuneration Panel on the review of the Members' Allowances Scheme. (Recommendation to Council)
Report author	Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	2020-21 Treasury Management and Investment Strategies and Capital Strategy update The Treasury Management and Investment Strategies for 2020-2021 will be presented for approval in accordance with CIPFA's Treasury Management in the Public Services: Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item.
Report author	Mr 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	4 Feb 2020
Matter in respect of which the decision is to be made	<p>Budget Spending Plans 2020-21 Budget Spending Plans 2020-21</p> <p>To set a net budget requirement and the council tax for the Council for the financial year 2020-21.</p> <p>Key issue – yes</p> <p>(Recommendation to Council)</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 Feb 2020
Matter in respect of which the decision is to be made	<p>Infrastructure Business Plan (IBP) - Approval Following Consultation</p> <p>Recommend approval by Council on 25 February 2019 Following Consultation.</p> <p>Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board & Development Plan and Infrastructure Panel) (Recommendation to Council)</p>
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	4 Feb 2020
Matter in respect of which the decision is to be made	<p>New Local Biodiversity Action Plan 2020 - 2024</p> <p>To approve Chichester District Council's new Local Biodiversity Action Plan which will run from 2020 until 2024 and will demonstrate how CDC will meet its Statutory Biodiversity Duty under Section 40 of the Natural Environment and Rural Communities Act 2006</p>
Report author	Mrs Stephanie Evans, Environmental Coordinator sevans@chichester.gov.uk

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

Date of Meeting	7 Apr 2020
Matter in respect of which the decision is to be made	<p>Increasing the provision of the Councils temporary homeless accommodation</p> <p>In December 2018 the Council approved a project to provide additional temporary homeless accommodation units.</p> <p>This report will seek approval:</p> <ol style="list-style-type: none"> 1. To allocate commuted sum grant towards the scheme; 2. To allocate capital funds to cover the construction costs through to completion; and 3. To award the development contract <p>A revised project initiation document will also be presented with revised timescales.</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