

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

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

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

**Published 29 May 2018**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 JULY 2018 TO 31 OCTOBER 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 July 2018 to 31 October 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.

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](mailto: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](mailto:kdavis@chichester.gov.uk))

Tony Dignum  
Leader of the Council

**Topics due to be considered are as follows:**

<b>Topic</b>	<b>Page</b>
<b>3 July 2018</b>	
Award of a Services Concessions contract	5
Award of Contract for Business Waste and Recycling Disposal	5
Council Tax Reduction Scheme	5
Council's Annual Report 2017-2018	6
Housing Grant and Resources	6
Novium Management Procurement Option	6
Petworth Neighbourhood Development Plan - Making the Plan	7
Section 106 Allocation - Selsey Sports Dream	7
Southern Gateway - revision of project timetable	7
St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild	8
<b>4 September 2018</b>	
Award of Contract for East Beach Outfall Replacement	8
Community Warden Funding	8
Disposal of The Grange development site, Midhurst	9
Site Allocation Development Plan Document	9
Tangmere Strategic Development Location (SDL) - Selection of a Development Partner	9
Westbourne Neighbourhood Plan Decision Statement	10
Zero Carbon Chichester	10
<b>2 October 2018</b>	
Infrastructure Business Plan 2018-2019 - Consider changes from Growth Board prior to consultation	10
Review of council tax locally defined discounts and premia in particular the empty homes	11

premium	
Risk Based Verification Policy	11
Southern Gateway, Chichester	11
<b>6 November 2018</b>	
Determination of Council Tax Reduction (CTR) scheme for 2019/20	12
Local Plan Review Preferred Approach Consultation	12
<b>4 December 2018</b>	
Determination of the Council Tax Base 2019-2020	13
Financial Strategy and Plan 2019-2020	13
<b>8 January 2019</b>	
Westbourne Conservation Area Character Appraisal	14
<b>5 February 2019</b>	
Budget Spending Plans 2019-2020	14
Discretionary Housing Payments (DHP) Policy 2019-20	14
Infrastructure Business Plan - Approval Following Consultation	15
<b>5 March 2019</b>	
Chichester Harbour AONB Management Plan 2019-2024	15

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Award of a Services Concessions contract</b> 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, 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	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Award of Contract for Business Waste and Recycling Disposal</b> 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 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)

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Council Tax Reduction Scheme</b> 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.
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	<b>Council's Annual Report 2017-2018</b> To approve the Council's Annual Report for 2017/18 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?	

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Housing Grant and Resources</b> The agenda report will outline how the Housing Service intends to spend the government grant received to support the implementation of the new statutory duties required by the Homelessness Reduction Act 2017.
Report author	Mrs Linda Grange, Divisional Manager for Housing lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Novium Management Procurement Option</b> 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, Divisional Manager for Culture 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	3 Jul 2018
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Matter in respect of which the decision is to be made	<b>Petworth Neighbourhood Development Plan - Making the Plan</b> 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	Mrs Lucy Hill, Senior Neighbourhood Planning Officer lharding@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Section 106 Allocation - Selsey Sports Dream</b>
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Southern Gateway - revision of project timetable</b> The Southern Gateway project implementation was approved by Cabinet at their meeting in November 2017. A Project Implementation Document, including tasks, resources and responsibilities was also approved at the same time. Cabinet will be asked to consider progress to date and approve a revised timetable for the delivery of the project.
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	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the	<b>St James Industrial Estate, Chichester – Partial</b>

decision is to be made	<p><b>Refurbishment and Partial Rebuild</b>  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 consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available.</p> <p>(Recommendation to Council)</p>
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 Sep 2018
Matter in respect of which the decision is to be made	<p><b>Award of Contract for East Beach Outfall Replacement</b>  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.</p>
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	4 Sep 2018
Matter in respect of which the decision is to be made	<p><b>Community Warden Funding</b>  Agreement is sought for a further 3 years funding from April 2019 before partners are approached for their commitment. An evaluation will be carried out in the months before.</p>
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	4 Sep 2018
Matter in respect of which the decision is to be made	<b>Disposal of The Grange development site, Midhurst</b> Proposed disposal of The Grange development site to the preferred bidder.
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@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 Sep 2018
Matter in respect of which the decision is to be made	<b>Site Allocation Development Plan Document</b> 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	4 Sep 2018
Matter in respect of which the decision is to be made	<b>Tangmere Strategic Development Location (SDL) - Selection of a Development Partner</b> In order to progress the development of the Tangmere SDL the Council is selecting a development partner. This will result in the Council entering into a development agreement with a master developer to deliver the homes planned for Tangmere.  The report will update Members of the process, and seek approval or a delegation process in order to enter into a developer agreement.  (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	4 Sep 2018
Matter in respect of which the decision is to be made	<b>Westbourne Neighbourhood Plan Decision Statement</b> 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 Sep 2018
Matter in respect of which the decision is to be made	<b>Zero Carbon Chichester</b> 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	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan 2018-2019 - Consider changes from Growth Board prior to consultation</b> 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
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Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Review of council tax locally defined discounts and premia in particular the empty homes premium</b> 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

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Risk Based Verification Policy</b> 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

Date of Meeting	2 Oct 2018
Matter in respect of which the	<b>Southern Gateway, Chichester</b>

decision is to be made	Following a market tendering exercise to select a preferred developer(s) to undertake the regeneration of the Southern Gateway area in accordance with the adopted masterplan. (Recommendation from Overview and Scrutiny Committee)
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	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Determination of Council Tax Reduction (CTR) scheme for 2019/20</b> 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

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Local Plan Review Preferred Approach Consultation</b> 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
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Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base 2019-2020</b> 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	<b>Financial Strategy and Plan 2019-2020</b> 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	8 Jan 2019
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Matter in respect of which the decision is to be made	<b>Westbourne Conservation Area Character Appraisal</b> 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	<b>Budget Spending Plans 2019-2020</b> 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	<b>Discretionary Housing Payments (DHP) Policy 2019-20</b> 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	<b>Infrastructure Business Plan - Approval Following Consultation</b> 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 Mar 2019
Matter in respect of which the decision is to be made	<b>Chichester Harbour AONB Management Plan 2019-2024</b> The harbour Area of Outstanding Natural Beauty Management Plan has to be reviewed every five years in accordance with the CRoW 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.
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