

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2020 to 31 October 2020**

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

Published 5 June 2020

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2020 TO 31 OCTOBER 2020

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 2020 to 31 October 2020. 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 T Taylor (Vice Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant, Mr A Sutton 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 Fiona Baker, Democratic Services Officer on 01243 534609 (e-mail fbaker@chichester.gov.uk)

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

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|---|---|
| Date of Meeting | 7 Jul 2020 |
| Matter in respect of which the decision is to be made | Approval to consult on Draft Local Cycle and Walking Infrastructure Plan To report the findings of the study into cycling and walking infrastructure which will be used to support improvements to the infrastructure within the Chichester City. |
| 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 | Yes |
| Exempt? | Open |

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|---|--|
| Date of Meeting | 7 Jul 2020 |
| Matter in respect of which the decision is to be made | Boxgrove Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Boxgrove 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 |

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|---|--|
| Date of Meeting | 7 Jul 2020 |
| Date of Council Meeting | 21 Jul 2020 |
| Matter in respect of which the decision is to be made | Covid 19 Recovery Plan and future services framework The report will set out the impacts on the Council and its communities and will provide a recovery plan to help communities and businesses recovery from the impacts of C19 as quickly as possible. It will also set out a future services framework in which to consider its priorities. |
| Report author | Mrs Diane Shepherd, Chief Executive dshepherd@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 | 7 Jul 2020 |
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| Matter in respect of which the decision is to be made | Discretionary Council Tax Reduction & Council Tax Reduction Scheme for 2021/22 To outline proposals for utilising Discretionary Council Tax Reduction funding provided to support Council Tax payers who are economically vulnerable as a result of the Coronavirus pandemic. |
| 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 | 7 Jul 2020 |
| Date of Council Meeting | 21 Jul 2020 |
| Matter in respect of which the decision is to be made | Financial Impact of Covid-19 To report on the impact that Covid-19 has had on the Council's financial position, and the extent to which reserves will have to be used during 2020-21. |
| Report author | Mr John Ward, Director of Corporate Services jward@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 | 7 Jul 2020 |
| Date of Council Meeting | 21 Jul 2020 |
| Matter in respect of which the decision is to be made | Increasing the provision of short stay accommodation at Freeland Close Approval will be sought for the project budget to deliver the scheme and in principle decision to appoint the contractor following the tender process in order to deliver additional short stay accommodation and meet a statutory purpose. |
| 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 | No |
| Exempt? | Fully exempt |

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| Date of Meeting | 7 Jul 2020 |
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| Matter in respect of which the decision is to be made | Public Space Protection Order (PSPO) Dogs draft for consultation To seek approval to go to public consultation on the draft revised PSPO Dogs. |
| 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 | Yes |
| Exempt? | Open |

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|---|---|
| Date of Meeting | 7 Jul 2020 |
| Matter in respect of which the decision is to be made | Selsey Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Selsey Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum. |
| Report author | Ms Hannah Chivers, Planning Policy Officer hchivers@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 | 7 Jul 2020 |
| Date of Council Meeting | 21 Jul 2020 |
| Matter in respect of which the decision is to be made | Site acquisition within the Southern Gateway Masterplan To review the options and agree the acquisition of a site within the Southern Gateway Master Plan |
| Report author | Mrs Jane Hotchkiss, Director of Growth and Place jhotchkiss@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 | 8 Sep 2020 |
| Date of Council Meeting | 22 Sep 2020 |
| Matter in respect of which the decision is to be made | Infrastructure Business Plan Consider new IBP for 2021-2026 for consultation with stakeholders |

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| 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 |

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|---|--|
| Date of Meeting | 8 Sep 2020 |
| Matter in respect of which the decision is to be made | Provision of Coastal Engineering Service Review of coastal engineering service models |
| 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 |

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|---|---|
| Date of Meeting | 8 Sep 2020 |
| Matter in respect of which the decision is to be made | Provision of a Parking Enforcement Service |
| 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? | |

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|---|---|
| Date of Meeting | 8 Sep 2020 |
| Matter in respect of which the decision is to be made | Treasury Management 2019/20 outturn report This report provides the Cabinet with a summary of Treasury Management activity during 2019-20 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 submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |

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|---|---|
| Date of Meeting | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Approval to Consult on Draft Air Quality Action Plan Consultation on the draft Air Quality Action Plan for Chichester District. |
| 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 | Yes |
| Exempt? | Open |

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|---|--|
| Date of Meeting | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Future Funding for Community Wardens Community Warden funding ceases end March 2021 and a decision needs to be made as to whether CDC will continue to fund 50% of the service and 100% of the senior Community warden post for a further 3 years subject of aptner funding being secured. |
| 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 |

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|---|--|
| Date of Meeting | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Low Carbon Chichester Fund To agree the scope of the fund and the criteria to be used in assessing carbon saving projects for approval. The scheme utilises funds being provided via Homes England from the redevelopment of Graylingwell. |
| 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 |

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|---|--|
| Date of Meeting | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Public Space Protection Order (PSPO) Dogs To report the results of the public consultation and seek approval |

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| | for the draft revised PSPO. |
| 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 | Yes |
| Exempt? | Open |

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|---|---|
| Date of Meeting | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Review of council tax locally defined discounts and premium Local Discounts: The Council have devolved powers to make decisions on council tax discounts for certain dwellings such as second homes. The Council also has the power to charge an additional premium for properties that have been empty for than two years. This premium can increase for properties that have been empty for more than five years. |
| 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 | 6 Oct 2020 |
| Matter in respect of which the decision is to be made | Section 106 Funding for 3G pitch at Oaklands Park, Chichester Release of Section 106 money towards the development of a 3rd Generation Artificial Turf Pitch at Chichester City Football Ground, Oaklands Park, Chichester. |
| 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? | Open |

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|---|--|
| Date of Meeting | 3 Nov 2020 |
| Date of Council Meeting | 24 Nov 2020 |
| Matter in respect of which the decision is to be made | Financial Strategy and Plan 2021-22 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 Government funding for the |

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| | <p>coming year and potentially future years.</p> <p>The key recommendations from this report will help formulate the 2021-22 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> <p>Key issue – yes</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 |

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|---|---|
| Date of Meeting | 3 Nov 2020 |
| Matter in respect of which the decision is to be made | Review of Parking Charges To review the parking charges in Chichester District and consider proposals for charges from 1st April 2021 |
| 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 |

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|---|---|
| Date of Meeting | 3 Nov 2020 |
| Matter in respect of which the decision is to be made | Treasury Management 2020-21 mid-year update Required by the Council's Treasury Strategy, this report summarises the Council's Treasury activity for the period 1 April to 30 September 2020, 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 |

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|---|---|
| Date of Meeting | 8 Dec 2020 |
| Matter in respect of which the decision is to be made | Contaminated Land Inspection Strategy To seek approval for the adoption of the revised Contaminated Land Inspection Strategy. |
| 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 | Yes |
| Exempt? | Open |

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|---|---|
| Date of Meeting | 8 Dec 2020 |
| Matter in respect of which the decision is to be made | Determination of the Council Tax Base 2021-2022 To set the Council Tax base for 2021-2022. The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of discounts and exemptions and is expressed as the number of band D equivalent dwellings in the district. |
| 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 | 8 Dec 2020 |
| Matter in respect of which the decision is to be made | Report consultation responses and approve adoption of Local Cycling and Walking Infrastructure Plan To report the results of the earlier Cabinet approved consultation for the Local Cycling and Walking Infrastructure Plan and to recommend its adoption. |
| 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 |

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| Date of Meeting | 8 Dec 2020 |
| Matter in respect of which the decision is to be made | Selsey & Wittering Beach Management Plan 2021-26 Seeking approval to proceed with a five year project to protect our coastline from flood / erosion risk, including works schedule, |

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| | approval to draw down funds from the Environment Agency and delegation of awarding of annual construction contracts. |
| 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? | Open |

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|---|--|
| Date of Meeting | 5 Jan 2021 |
| Matter in respect of which the decision is to be made | Chichester District Climate Emergency Action Plan To approve the full Climate Emergency Action Plan, which is being developed from the Initial Climate Emergency Action Plan that was approved in January 2020 |
| 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 Jan 2021 |
| Matter in respect of which the decision is to be made | IPPD - Sport and Physical Activity/Wellbeing Strategy Receive the IPPD for the development of a district 'Sport & Physical Activity/Wellbeing Strategy'. |
| 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? | Open |

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|---|--|
| Date of Meeting | 5 Jan 2021 |
| 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 |

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| Exempt? | Open |
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| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | 2021-22 Treasury Management & Investment Strategy and Capital Strategy update The Treasury Management and Investment Strategies for 2021-22 will be presented for approval in accordance with CIPFA's Treasury Management 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 |

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|---|---|
| Date of Meeting | 2 Feb 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | The IBP 2021. Recommend to Council, the approval of the consultation responses and approval and publication of the IBP 2021 |
| 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 |

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|---|---|
| Date of Meeting | 2 Mar 2021 |
| Date of Council Meeting | 2 Mar 2021 |
| Matter in respect of which the decision is to be made | Local Plan Review Proposed Submission Local Plan consultation |
| Report author | Mr Toby Ayling, Divisional Manager for Planning Policy tayling@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 Apr 2021 |
| 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 |

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|---|--|
| Date of Meeting | September 2021 |
| Matter in respect of which the decision is to be made | Award of Contract for Insurance Services Award of the Council's Insurance Service contract with associated broker contract (if necessary). |
| 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 |

