

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2021 to 31 May 2021**

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

Published 22 December 2020

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2021 TO 31 MAY 2021

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 February 2021 to 31 May 2021. 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 R Briscoe, Mr T Dignum, Mrs P Plant, Mr A Sutton, 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	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
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Authority's Monitoring Report 2019/20 To agree the Authority Monitoring Report for publication. The AMR sets out information about delivery of the Local Plan, including performance against key targets.
Report author	Ms Vicky Owen, Principal Planning Policy Officer vowen@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	[Exempt item] Award of contract for Insurance Broker services This report will seek approval to award a contract for Insurance Broking and Advisory Service in accordance with CCS Framework RM6020. The broker will support the subsequent procurement of insurance services for the Council during 2021.
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	Yes
Exempt?	Fully exempt
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the	Budget Spending Plans 2021-22 & Council Tax Setting

decision is to be made	To set a net budget requirement and the council tax for the Council for the financial year 2021-22. Set the Council Tax for 2021-22.
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	2 Feb 2021
Matter in respect of which the decision is to be made	Housing Standards Financial Assistance and Enforcement Policy 2020-25 Proposed new policy detailing capital spending in relation to housing improvement, with a focus on reducing cold homes and fuel poverty, and also improving standards in the private rented sector. The document also includes a new Enforcement Policy providing officers with all the legislative tools available, to enable them to deal with those who fail to maintain their properties to a safe standard, including rogue landlords.
Report author	Mrs Liz Reed, Environmental Housing Manager lreed@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
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
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Land at Church Road, Chichester To agree marketing approach and extent of disposal site.
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	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Local Development Scheme The Local Development Scheme identifies and timetables the planning documents that the Council will prepare to plan for development in that part of the District which falls outside the South Downs National Park.
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
Date of Meeting	2 Feb 2021
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
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Parking Charges Consideration of consultation feedback relating to Parking Charges
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	2 Feb 2021

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
Date of Meeting	2 Feb 2021
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
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	St James Industrial Estate Updated information on capital costs and approval to proceed to the next stage in which the Council will enter into a contract with the preferred contractor.
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?	Fully exempt
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Textile and WEEE (Waste Electronic and Electrical Equipment kerbside collection pilot To approve the pilot to collect textiles and small WEEE items from domestic properties.
Report author	Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Update of Contract Procedure Rules Update of contract procedure rules
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	Yes
Exempt?	Open
Date of Meeting	2 Mar 2021
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
Date of Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Business Rates Pool Grant Award To authorise the spend of a Business Rates Pool £70,000 grant award on cycling projects
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	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	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open
Date of Meeting	2 Mar 2021
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
Date of Meeting	2 Mar 2021
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, 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
Date of Meeting	6 Apr 2021
Matter in respect of which the decision is to be made	CCS RCV Fleet procurement strategy To consider the proposed procurement strategy to replace the CCS fleet of refuse collection vehicles and to approve the commencement of the procurement The report will recommend a preferred option to proceed
Report author	Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

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
Date of Meeting	6 Jul 2021
Matter in respect of which the decision is to be made	Approval of an Air Quality Action Plan To report on the results of the public consultation and to adopt the Air Quality Action Plan
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	7 Sep 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
Date of Meeting	2 Nov 2021
Matter in respect of which the decision is to be made	Future Funding for Community Wardens Decision needed as to how the Community Warden Service will be funded from April 2021 if partner organisations cannot fully fund 50% of Service including the Senior Community Warden post.
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

