

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2017 to 31 May 2017**

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

Published 6 January 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2017 TO 31 MAY 2017

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 2017 to 31 May 2017. 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.

The meetings of the Cabinet due to be held during this period are, 7 February 2017, 9 March 2017, 4 April 2017 and 9 May 2017 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

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 A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick Mrs P Plant, Mrs C Purnell and Mrs S T Taylor.

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 Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail memberservices@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 Jeram, Member Services Officer on 01243 534674 (e-mail kjeram@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
7 February 2017	
Budget Spending Plans 2017-2018	4
Community Housing Fund	4
Financial Management System Upgrade - Post Project Evaluation	4
Infrastructure Business Plan - Approval	5
Litter Clearance Programme for A27 Trunk Road	5
Maintenance Programme for Closed Churchyards	6
Museum Service Options Appraisal	6
Revised Local Development Scheme 2016-2020	6
Senior Staff Pay Policy	7
Sussex Energy Tariff	7
To Authorise Technical, Financial and Socio-economic Studies of a Potential Haven (small harbour) in Selsey	8
Tourism and Visitor Economy Strategy	8
Treasury Management Strategy Statement for 2017-18	9
7 March 2017	
Pallant House Gallery - Approval of Revised Articles of Association	9
4 April 2017	
Chichester Vision - Approval of Final Document	9
Housing Allocations Scheme Review	10
Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption	10
Recycling Action Plan	11
Review of CCTV Assets, Functions and Costs	11
Southern Gateway - Approval of Draft Masterplan and Consultation Process	11
6 June 2017	
Parking Strategy Review	12
Road Space Audit	12
Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document	13
11 July 2017	
Plot 21, Terminus Road, Chichester	13

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Budget Spending Plans 2017-2018 To set a net budget requirement and council tax increase for the Council for the financial year 2017-2018. (Recommendation to Council)
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Community Housing Fund This report will outline details of the Community Housing Fund allocation of almost £1.4million from government and make recommendations in terms of delegated powers and the spend of these funds. (Recommendation to Council)
Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open
---------	------

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval To consider the proposed modifications to the Infrastructure Business Plan for approval following consultation. (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	7 Feb 2017
Matter in respect of which the decision is to be made	Litter Clearance Programme for A27 Trunk Road The Council is the Primary Litter Authority and is responsible for keeping relevant land clear of litter and debris. This responsibility includes the A27 trunk road. A change to the way that traffic management legislation is applied to work on the highway has meant that the previous litter clearance methodology is no longer adequate. The report will outline proposals for a revised cleansing regime and request funding to carry out one full clean of the trunk road during spring 2017. The street cleaning budget for 2017/18 onwards will be adjusted to allow for additional costs (Recommendation to Council)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
-----------------	------------

Matter in respect of which the decision is to be made	Maintenance Programme for Closed Churchyards The Council has responsibilities for several closed churchyards and burial grounds throughout the district. A full survey has been carried out of the various grounds, identifying the need to develop an enhanced repair and maintenance programme to ensure that the sites are maintained to satisfactory standards. The report will request the provision of addition budget to complete this work. (Recommendation to Council)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Museum Service Options Appraisal Cabinet to consider the findings of the options appraisal of the current museum service management. To identify options for delivery of the museum and recommend preferred model for future delivery of The Novium. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Revised Local Development Scheme 2016-2020 To consider the revised Local Development Scheme (LDS) 2016-2020. The LDS details the current Development Plan and proposals for new documents in the Chichester Local Plan area. It ensures that the local community and

	developers are kept informed of the current timetable for producing planning policy documents during the rolling three year timeframe. (Recommendation to Council)
Report author	Mrs Anna Miller, Planning Policy Officer amiller@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Senior Staff Pay Policy Publication of the Senior Staff Pay Policy Statement as required by Section 38(1) of the localism Act 2011. (recommendation to Council)
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Sussex Energy Tariff CDC is a partner in Your Energy Sussex (YES), led by WSCC. YES are undertaking procurement of an energy supply company in order to launch a Sussex Energy Tariff in late 2017, to be offered to householders and small businesses. This report recommends that CDC offer a letter of support to the project including a commitment to promote it once launched and so are included in future procurement processes and notices.
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	7 Feb 2017
Matter in respect of which the decision is to be made	<p>To Authorise Technical, Financial and Socio-economic Studies of a Potential Haven (small harbour) in Selsey</p> <p>Description: Following an initial feasibility study the report requests authorisation to commission further reports (technical, financial & socio-economic) into the feasibility of building a small harbour near East Beach, Selsey including associated business units, to provide fisheries protection, economic opportunities, flood protection and a visitor focus on the Manhood Peninsula.</p> <p>Expected outcome: A secure and expanding inshore fishing industry. A place where Selsey businesses can grow; and where residents and visitors can find good cultural, leisure and sporting activities.</p>
Report author	Mrs Louise Rudziak, Head of Housing and Environment Services lrudziak@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>Tourism and Visitor Economy Strategy</p> <p>Following Town and City Centre research undertaken as a result of Initial Project Proposal Document agreed by Cabinet January 2015, and visitor and destination research undertaken under the Project Initiation Document agreed by Cabinet July 2015, to approve a new strategy and funding contribution for developing the District's visitor economy</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	Open
---------	------

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Treasury Management Strategy Statement for 2017-18 Setting out any proposed changes to the Council's Treasury Management Policy and Strategy, Investment Strategy and Minimum Revenue Provision Statement for the forthcoming financial year 2017/18 and the prudential indicators and limits as required under CIPFA's Prudential and Treasury Management Codes. (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	7 Mar 2017
Matter in respect of which the decision is to be made	Pallant House Gallery - Approval of Revised Articles of Association Following a Governance Review, the Pallant House Gallery Board have made a series of recommendations that require amendments to their Articles of Association. Given the context of the establishment of the Gallery, the Articles have been referred to CDC for comment
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Chichester Vision - Approval of Final Document To approve the final Chichester Vision document and the accompanying project plan and timetable. To note any

	comments and recommendations from OSC. To agree any funding to commence implementation of initial projects. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Housing Allocations Scheme Review Three yearly review of the rural allocations scheme. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption Following consultation on the draft document, the representations received during the consultation (10 November - 22 December 2016) have been considered and amendments proposed. These have been incorporated into the final document for adoption by the Council. Recommendation: to adopt the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.
Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Recycling Action Plan To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets. (Recommendation from Waste Panel and Overview and Scrutiny Committee)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Review of CCTV Assets, Functions and Costs To consider how to provide the service more efficiently. Consider data on the use of CCTV in prosecutions and reducing crime. (Recommendation from Overview and Scrutiny Committee)
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Southern Gateway - Approval of Draft Masterplan and Consultation Process (Recommendation to Special Council)

Report author	Miss Amy Loaring, Partnerships Officer, Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager aloaring@chichester.gov.uk, mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-refresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Road Space Audit Along with many towns and cities across the UK Chichester faces a number of challenges – it must accommodate significant new development, both residential and commercial, whilst preserving its historic character. Parking is particularly problematic, with high demands and constraints in meeting supply in the area of greatest demand. West Sussex County Council has appointed consultants (WSP Parsons Brinckerhoff) to consider the parking issues and use of road space in Chichester city to consider the challenges and consider how these might be affected by emerging strategies and plans in the area, along with consideration of the changing role of the high street.

	<p>The work undertaken will set the way for a strategic vision for parking within the city.</p> <p>This report to members will provide an update on the work undertaken so far and will request consideration of the proposals which are being put forward.</p>
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document</p> <p>To approve the Masterplan and a Project Initiation Document that will propose the arrangements for the implementation of the Southern Gateway project.</p> <p>(Recommendation to Special Council)</p>
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager, Miss Amy Loaring, Partnerships Officer mallgrove@chichester.gov.uk, aloaring@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Plot 21, Terminus Road, Chichester</p> <p>Tender analysis and contract award.</p>
Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Fully exempt
---------	--------------