

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 July 2017 to 31 October 2017**

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

**Published 1 June 2017**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 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 July 2017 to 31 October 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, 19 June 2017, 11 July 2017, 5 September 2017 and 30 October 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 J Connor, Mr A Dignum (Chairman), Mrs J Kilby, Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick, 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 Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail [memberservices@chichester.gov.uk](mailto: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](mailto:kjeram@chichester.gov.uk))

Tony Dignum  
Leader of the Council

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

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Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<b>Chichester Vision - Approval of Final Document</b> 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) (Recommendation to Council)
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	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<b>City Market Consultation Timetable</b> To consider the results of the six week business and public consultation held during March/April 2017 and recommendations for future operation of the Wednesday market.
Report author	Mr Laurence Foord, Licensing Manager, Mr Peter Legood, Valuation and Estates Manager lfoord@chichester.gov.uk, plegood@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	<b>Council Tax Reduction Scheme 2018/19 Consultation</b> To agree the preferred local council tax reduction scheme options for consultation.
Report author	Mrs M 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	11 Jul 2017
Matter in respect of which the decision is to be made	<p><b>Housing Allocations Scheme Review</b>  Three yearly review of the Housing Allocations Scheme. The scheme determines applicants that are eligible and qualify to join the Housing Register and decides the priority that applicants are given on the Register.</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
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	11 Jul 2017
Matter in respect of which the decision is to be made	<p><b>Lavant Neighbourhood Development Plan - Making the Plan</b>  To make the Lavant Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park);</p> <p>The report will recommend, subject to a successful referendum to be held on 18 July, that Cabinet recommends that Council makes the Lavant Neighbourhood Development Plan.</p>
Report author	Mrs Valerie Dobson, Neighbourhood 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	11 Jul 2017
Matter in respect of which the decision is to be made	<b>Pay Policy</b> A policy paper outlining the approach to be taken in designing job roles within the organisation and evaluating those roles against a set of agreed criteria to ensure consistent and fair pay. The recommendation will seek adoption of the policy.
Report author	Mrs Jane Dodsworth, Head of Business Improvement 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	11 Jul 2017
Matter in respect of which the decision is to be made	<b>Plot 21, Terminus Road, Chichester</b> Tender analysis and contract award. Development of a six-unit speculative development, but in two stages – The detailed design is out to tender shortly for construction, and is to be followed by a further report to Cabinet on current market conditions and expected return on investment before proceeding with a construction contract.
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

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<b>Public Space Protection Order for Dog and Environmental Related Offences</b> Public Spaces Protection Orders (PSPO's) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature and be unreasonable.

	<p>An order, if granted, gives additional powers to the Council and Police to issue notices to individuals breaching the PSPO by carrying out specific identified types of nuisance. The initial view is that a district wide consultation will be undertaken for various environmental and dog offences including dog fouling, dogs on lead by direction, prohibition of dogs.</p> <p>The dog offences are currently controlled by Dog Control Orders but in accordance with the transition provisions in the anti-social behaviour legislation, these must be replaced by a PSPO by 1 October 2017.</p> <p>To consider the results of the consultation.</p> <p>(Recommendation to Council)</p>
Report author	Mrs Alison Stevens, Environment Manager astevens@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	<b>Selsey Conservation Area Character Appraisal</b>
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@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><b>South Downs National Park Authority Development Management Agency Agreement</b></p> <p>Extension of the current host authority arrangement on the current (2016/17) payment terms for a period of no more than 6 months up to 30 September 2017, in order to complete negotiations on new Agreements under Section</p>

	<p>101 of the Local Government Act 1972 to enable Chichester District Council to continue to provide development management services for up to three years from 1st April 2017 to 31st March 2020.</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p><b>Tangmere Strategic Development Location Compulsory Purchase Order (CPO)</b></p> <p>The adopted Local Plan identifies Tangmere as a Strategic Development Location. Work has started on a CPO in order to deliver the 1000 homes required. This report will update Members on the work undertaken and includes some of the first steps which need to take place to start the CPO process.</p> <p>(Recommendation from Development Plan and Infrastructure Panel)</p>
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	11 Jul 2017
Matter in respect of which the decision is to be made	<p><b>To approve the Council's Annual Report for 2016/17</b></p> <p>Reporting of significant achievements and future work areas. (Recommendation to Council)</p>
Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@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	<b>Treasury Management 2016-17 Out-turn Report</b> (Recommendation from Corporate Governance & Audit Committee)
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	11 Jul 2017
Matter in respect of which the decision is to be made	<b>Write Off Policy and updated Corporate Debt Recovery Policy</b> To approve a new write off policy; this sets out clearly the justifiable reasons for writing off debts considered to be irrecoverable. This is linked to the Corporate Debt Policy which Cabinet had previously approved in October 2014. The Corporate Debt Policy is also being updated and refreshed. (Recommendation from Corporate Governance & Audit Committee)
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	5 Sep 2017
Matter in respect of which the decision is to	<b>Agency Framework</b> A framework agreement to be approved for the supply of

be made	temporary staff to Chichester Contract Services, commencing 1st January 2018
Report author	Mr Andy Ifould, Cleansing Manager aifould@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	<b>Fishbourne Conservation Area Character Appraisal</b>
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan - Approval for Consultation</b> To consider the IBP and any changes resulting from the Infrastructure Joint Member Liaison Group. Recommendation to Council to approve the IBP for consultation. (Recommendation from Development Plan and Infrastructure Panel).
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	5 Sep 2017
Matter in respect of which the decision is to be made	<p><b>Litter Clearance Programme for A27 Trunk Road and other high speed roads</b></p> <p>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.</p> <p>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.</p> <p>The report will outline proposals for a revised regime and request funding to provide an adequate frequency of cleansing for the remainder of 17/18 and budgetary provision for future years. (Recommendation to Council)</p>
Report author	Mr Andy Howard, Open Spaces and Street Scene Manager ahoward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	<b>New Discretionary Rate Relief Scheme</b>
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	5 Sep 2017
Matter in respect of which the decision is to be made	<p><b>Pallant House Gallery - Approval of Revised Articles of Association</b></p> <p>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</p>

	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	5 Sep 2017
Matter in respect of which the decision is to be made	<p><b>Road Space Audit</b>  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. 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	5 Sep 2017
Matter in respect of which the decision is to be made	<p><b>Selsey Haven Project</b>  To report back to Cabinet on phase 2 - the findings of the economic and technical feasibility studies.  To outline the possible proposals on the way forward of the</p>

	project. (Recommendation to Council)
Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	<b>Review of CCTV Assets, Functions and Costs</b> 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	3 Oct 2017
Matter in respect of which the decision is to be made	<b>Southern Gateway - Implementation Phase</b> The report will request the approval of the Project Implementation Document (PID) for the implementation of the development which will include approval of the resource plan and timetable. (Recommendation Overview and Scrutiny Committee) (Recommendation to Council)
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	No
Exempt?	Fully exempt The PID will include commercially confidential information

	regarding the acquisition/relocation costs of privately owned premises within the redevelopment area.
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Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	<b>Council Tax Reduction Scheme 2018/19 - Approval of Scheme</b> To agree a local council tax reduction scheme for 2018/19.
Report author	Mrs M 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	7 Nov 2017
Matter in respect of which the decision is to be made	<b>Parking Strategy Review and Car Park Charges 2018/19</b> 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	7 Nov 2017
Matter in respect of which the decision is to be made	<b>Southern Gateway – Adoption of Final Masterplan</b> (Recommendation to Council)
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	5 Dec 2017
Matter in respect of which the decision is to be made	<p><b>Financial Strategy and Plan 2018/19</b></p> <p>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.</p> <p>The key recommendations from this report will help formulate the 2018-19 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  (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>
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	5 Dec 2017
Matter in respect of which the decision is to be made	<b>Westbourne Conservation Area Character Appraisal</b>
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk

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

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2018-19</b> To set a net budget requirement and the council tax for the Council for the financial year 2018-19.
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	6 Feb 2018
Matter in respect of which the decision is to be made	<b>East Pallant House Options appraisal</b> An options appraisal investigating potential future use of East Pallant House by Chichester District Council or release of the site to generate income and relocation of office based staff
Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Feb 2018
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 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