

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2024 to 31 May 2024**

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

Published 8 January 2024

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2024 TO 31 MAY 2024

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 2024 to 31 May 2024. 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:

- Adrian Moss: Leader of the Council and Regeneration, Estates and Building Services
- Jonathan Brown: Deputy Leader and Cabinet Member for Environmental Strategy.
- Mark Chilton: Cabinet Member for Finance, Corporate Services and Chichester Contract Services
- Tracie Bangert: Cabinet Member for Communities and Wellbeing
- David Betts: Cabinet Member for Housing and Revenue and Benefits
- Bill Brisbane: Cabinet Member for Planning
- Jess Brown-Fuller: Cabinet Member for Culture and Events.
- Harsha Desai: Cabinet Member for Growth and Place

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 Molly de Silva Puttick, Democratic Services Officer (e-mail democraticservices@chichester.gov.uk)

Adrian Moss
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
6 February 2024	
Award of Coast Defence Maintenance Contract	4
Budget Spending Plans 2024-25	4
Capital Strategy	4
CCS Vehicle Replacement	4
Council Tax Second Home Premium	5
Extension of Deed of Delegation for Environmental Enforcement arrangement with East Hampshire District Council and to raise the rate for Fixed Penalty Charge Notices for litter and dog control offences	5
Simpler Recycling Waste Reforms	5
Southern Gateway	6
Treasury Management and Investment Strategies for 2024-25	6
Wisborough Green Public Conveniences	6
27 February 2024	
Southbourne Modified Neighbourhood Development Plan – Making the Plan	7
5 March 2024	
Chichester Harbour Investment and Adaptation Plan	7
Pallant House Gallery Conservation Management Plan	7
Senior Staff Pay Policy Statement 2024-2025	8
16 April 2024	
Award of Contract for Electrical Services to Council Buildings	8

Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Award of Coast Defence Maintenance Contract
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Environmental Strategy (Jonathan Brown)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Budget Spending Plans 2024-25 To set a net budget requirement and the Council Tax for the Council for the financial year 2024-25.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Capital Strategy
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	CCS Vehicle Replacement This report will present recommendations for the replacement of CCS vehicles in line with the Asset Replacement Programme.
Report author	Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk

Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Council Tax Second Home Premium The Levelling Up and Regeneration Act 2023 contains provision for councils to charge a second home premium of up to 100%, from the financial year 2025-26 onwards. There is a requirement within the act for councils that wish to charge this premium that the decision to do so is taken at least 12 months before the relevant financial year. Therefore, should the Council wish to charge a second home premium from 1 April 2025 a decision by Full Council will need to be made by no later than 31 March 2024.
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager pjobson@chichester.gov.uk
Cabinet Member	Cabinet Member for Housing, Benefits and Revenue (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Extension of Deed of Delegation for Environmental Enforcement arrangement with East Hampshire District Council and to raise the rate for Fixed Penalty Charge Notices for litter and dog control offences The current Deed of Delegation for environmental enforcement services made with EHDC ends 29 Feb 2024. The intention is to extend the DoD by six months in order to invite tenders for the service. Also to raise Fixed Penalty Notices to assist the arrangement to meet its Cabinet resolved aim to break-even.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Environmental Strategy (Jonathan Brown)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the	Simpler Recycling Waste Reforms

decision is to be made	In light of Government direction outlined in the Simpler Recycling Waste Reforms, consider Officer recommendations in relation to commercial and domestic food waste collections.
Report author	Mrs Amie Huggett, Business Development Manager ahuggett@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Southern Gateway Progress report
Report author	Mrs Jane Hotchkiss, Director of Growth and Place jhotchkiss@chichester.gov.uk
Cabinet Member	Leader of the Council and Cabinet Member for Regeneration and Property (Adrian Moss)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Part exempt
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Treasury Management and Investment Strategies for 2024-25
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	6 Feb 2024
Matter in respect of which the decision is to be made	Wisborough Green Public Conveniences Recommendation to Cabinet to transfer ownership of Wisborough Green Public Conveniences to Wisborough Green Parish Council.
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk

Cabinet Member	Cabinet Member for Growth and Place (Harsha Desai)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Part exempt The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (information relating to the business affairs of any person including this authority) of Part I of Schedule 12A to the Local Government Act 1972.
Date of Meeting	27 Feb 2024
Matter in respect of which the decision is to be made	Southbourne Modified Neighbourhood Development Plan – Making the Plan To make the Southbourne Modified Neighbourhood Development Plan part of the Development Plan for Chichester District The report will recommend, subject to a successful referendum to be held on 25 January 2024, that Cabinet recommends that Council makes the Southbourne Modified Neighbourhood Development Plan.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
Cabinet Member	Cabinet Member for Planning (Bill Brisbane)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	5 Mar 2024
Matter in respect of which the decision is to be made	Chichester Harbour Investment and Adaptation Plan
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Environmental Strategy (Jonathan Brown)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	5 Mar 2024
Matter in respect of which the decision is to be made	Pallant House Gallery Conservation Management Plan Consideration of the policy recommendations from the

	Conservation Management Plan.
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk
Cabinet Member	Cabinet Member for Growth and Place (Harsha Desai)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	5 Mar 2024
Matter in respect of which the decision is to be made	Senior Staff Pay Policy Statement 2024-2025 The Council is required to publish an annual pay policy statement concerning its statutory and non-statutory chief officers and senior staff immediately reporting to them. The statement must be approved by full Council.
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	16 Apr 2024
Matter in respect of which the decision is to be made	Award of Contract for Electrical Services to Council Buildings The Cabinet will be asked to approve the award of a new four year contract to provide electrical services for revenue and capital projects.
Report author	Mr Richard Hawes, Asset Manager rhawes@chichester.gov.uk
Cabinet Member	Cabinet Member for Growth and Place (Harsha Desai)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open