

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 May 2022 to 31 August 2022**

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

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CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 MAY 2022 TO 31 AUGUST 2022

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 May 2022 to 31 August 2022. 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 A 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 Katherine Davis, Democratic Services Officer on 01243 534674 (e-mail kdavis@chichester.gov.uk)

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

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Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	Amendment to Parking Order Cabinet will be asked to note and agree the amendment to the Parking Order in order to reflect the Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 which comes into force on 31st May 2022
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	3 May 2022
Matter in respect of which the decision is to be made	Barnfield Post Project Evaluation (Phase 1 & 2A) Review of the third party development of land at Barnfield, Chichester
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	No
Exempt?	Open
Date of Meeting	
Matter in respect of which the decision is to be made	Consider and determine next steps associated with Market/Events Space Feasibility Study
Report author	Mr Laurence Foord, Divisional Manager for Communications, Licensing & Events lfoord@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	Development Management Resourcing Cabinet will be asked to approve the resourcing of agency staff within Development Management.
Report author	Mrs Fjola Stevens, Divisional Manger for Planning fstevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open
Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	Leisure Management Agreement for 2022-23 Council are requested to review a number of options for the Leisure Management Agreement for the remaining period of the contract and agree on the preferred option.
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?	Fully exempt
Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	Options for Bosham Car Park This project will look at the options available to the Council to improve the area owned at Bosham Car Park. The project will consider options to consider layout, licence arrangements, planting and links to the village. It is intended that this project will improve the welcome to visitors and make the best use of the land.
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	3 May 2022
Matter in respect of which the decision is to be made	Refurbishment of Public Conveniences This report will provide an update on the proposed refurbishment programme for the public conveniences and will seek approval for the release of budget for the works.
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	3 May 2022
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
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	3 May 2022
Matter in respect of which the decision is to be made	Stock Condition Surveys Proposal to engage an external organisation to undertake the stock condition surveys of the Council's built assets.
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	No
Exempt?	Open
Date of Meeting	7 Jun 2022
Matter in respect of which the decision is to be made	A27 & High Speed Road Cleaning The council is responsible for litter picking and sweeping public highways across the district. The majority of roads are cleaned by our in-house team but the A27 and a small number of high speed roads require specialist traffic management. The contract for this work expires in September so this report will advise Cabinet of the intention to go out to tender for a new contract.
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	7 Jun 2022
Matter in respect of which the decision is to be made	Disposal of Land at Mill Road, Westbourne Terms of disposal of land for to the Westbourne Community Land Trust for affordable housing development.
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	5 Jul 2022
Matter in respect of which the decision is to be made	Award of Contract for Electrical Services to Council Buildings including minor repairs, installation testing, capital works and planned maintenance services 2022 – 2026 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	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?	Open
Date of Meeting	5 Jul 2022
Matter in respect of which the decision is to be made	Council's Annual Report 2021-22 To approve the Council's Annual Report for 2021-2022 that reports on significant achievements for the previous year and outlines key future work areas.
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	5 Jul 2022
Matter in respect of which the decision is to be made	Freeland Close Post Project Evaluation
Report author	Cally Antill, West Sussex County Adaptions Manager cantill@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	5 Jul 2022
Matter in respect of which the decision is to be made	WSSC Concession Contract for the Design, Installation, Service and Maintenance and Operation of Electric Vehicle Charge Points To indicate whether the Council wishes to join the WSSC Concession Contract
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	6 Sep 2022
Matter in respect of which the decision is to be made	Future of the Community Warden Service Outcomes of the Community warden review and recommendations for the future and funding arrangements for the service.
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
Date of Meeting	
Matter in respect of which the decision is to be made	Treasury Management - Outturn 2021-22
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?	Open
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	CCTV Review Outcome and recommendations for CCTV review
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
Date of Meeting	1 Nov 2022
Matter in respect of which the decision is to be made	Financial Strategy and Plan 2023-24 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 forecasts for the coming year and potentially future years. The key recommendations from this report will help formulate the

	2023-24 budget and the level of Council Tax. Cabinet is asked to recommend to Council the following: (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 to be set, having considered the recommendations from the Corporate Governance and Audit Committee. (4) that the current resources position is noted.
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?	Open
Date of Meeting	
Matter in respect of which the decision is to be made	Treasury Management - half year 2022-23
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?	Open
Date of Meeting	
Matter in respect of which the decision is to be made	Treasury Management, Investment and Capital Strategies for 2023-24
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?	Open
Date of Meeting	7 Feb 2023
Matter in respect of which the decision is to be made	Budget Spending Plans 2023-24 To set a net budget requirement and the Council Tax for the Council for the financial year 2023-24. Key Decision - yes
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	Yes
Exempt?	Open