

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 September 2022 to 31 December 2022**

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

Published 28 July 2022

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 SEPTEMBER 2022 TO 31 DECEMBER 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 September 2022 to 31 December 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	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	6 Sep 2022
Matter in respect of which the decision is to be made	Proposed new lease for Sea Cadets, Chichester The Chichester Sea Cadets have requested a new long lease (75 years) of the existing site in Pound Farm Road in order to access funds for the provision of a new building. The Sea Cadets currently hold a 1 year lease of the site and this is reviewed annually. The terms requested fall outside of standard commercial lease terms and the length of lease proposed is of such duration that it is considered to be an effective disposal. Accordingly, this matter is being brought before Cabinet for decision.
Report author	Mr Kevin Gillett, Valuation and Estates Manager kgillett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt
Date of Meeting	6 Sep 2022
Matter in respect of which the decision is to be made	Recording Systems in Committee Rooms Recommendations for the future arrangements for meeting recording.
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	No
Exempt?	Fully exempt
Date of Meeting	6 Sep 2022
Matter in respect of which the decision is to be made	St James Rent Subsidy Scheme Review Review of the rent subsidy scheme at St James.
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?	Fully exempt
Date of Meeting	6 Sep 2022
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	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	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	4 Oct 2022
Matter in respect of which the decision is to be made	Council Tax Reduction Scheme 2023 – 2024 Council Tax Reduction Scheme 2023 – 2024
Report author	Mrs Marlene Rogers, Benefits Manager

	mrogers@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	Decarbonisation at the Novium Museum Following a review of the Council's property portfolio, this report set out the actions needed to fully utilize the existing biomass boiler at the Novium Museum, including funding for a new fuel storage hopper
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	4 Oct 2022
Matter in respect of which the decision is to be made	Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site
Report author	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	Moving the website into the Cloud
Report author	Mrs Sarah J Parker, Public Relations Manager sparker@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	Review of council tax locally defined discounts and premium

	Review of council tax locally defined discounts and premiums
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	Yes
Exempt?	Open
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	WSCC 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 WSCC 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	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	1 Nov 2022
Matter in respect of which the	Parking Charges

decision is to be made	Proposals for Parking Charges to come into effect from 1st April 2023 to be considered and agreed.
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	1 Nov 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?	Fully exempt
Date of Meeting	6 Dec 2022
Matter in respect of which the decision is to be made	Determination of the Council Tax Base 2023-2024 Determination of the Council Tax Base 2023-2024
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	Yes
Exempt?	Open
Date of Meeting	6 Dec 2022
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	10 Jan 2023
Matter in respect of which the decision is to be made	Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2023 for approval and publication

	Approval of the Infrastructure Business Plan 2023 for publication following consultation with the City, town and parish councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure providers
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	10 Jan 2023
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 submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open