

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 1 September 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](mailto: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](mailto:kdavis@chichester.gov.uk))

Eileen Lintill  
Leader of the Council

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

<b>Topic</b>	<b>Page</b>
<b>4 October 2022</b>	
CCTV Review	4
Council Tax Reduction Scheme 2023 – 2024	4
Decarbonisation at the Novium Museum	4
Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site	4
Phase 2 of Coastal Partners; Transfer of Staff	5
Review of council tax locally defined discounts and premium	5
Land at Western End of Terminus Road, Chichester	5
Recording Systems in Committee Rooms	5
WSSC Concession Contract for the Design, Installation, Service and Maintenance and Operation of Electric Vehicle Charge Points	6
<b>1 November 2022</b>	
Approval of updated Conservation Area Appraisals for Selsey, Old Selsey and Fishbourne	6
Financial Strategy and Plan 2023-24	6
Parking Charges	7
Southern Gateway	7
<b>6 December 2022</b>	
Award of Contract for Electrical Services to Council Buildings	7
Determination of the Council Tax Base 2023-2024	7
Treasury Management - half year 2022-23	8
<b>10 January 2023</b>	
Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2023 for approval and publication	8
Treasury Management and Investment Strategies for 2023-24	8
<b>7 February 2023</b>	
Budget Spending Plans 2023-24	9
Capital Strategy 2023/24 - 2027/28	9

Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	<b>CCTV Review</b> 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	<b>Council Tax Reduction Scheme 2023 – 2024</b> 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	<b>Decarbonisation at the Novium Museum</b> 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	
Matter in respect of which the decision is to be made	<b>Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site</b>
Report author	Mrs Liz Reed, Environmental Housing Manager lreed@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	

Date of Meeting	
Matter in respect of which the decision is to be made	<b>Phase 2 of Coastal Partners; Transfer of Staff</b>
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	<b>Review of council tax locally defined discounts and premium</b> 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	<b>Land at Western End of Terminus Road, Chichester</b> To consider options available to the Council to bring into use the current 'scrubland' areas of land at the western end of Terminus Road, Chichester, sited between the Enterprise Centre and the A27 Fishbourne roundabout.
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	No
Exempt?	Open
Date of Meeting	4 Oct 2022
Matter in respect of which the decision is to be made	<b>Recording Systems in Committee Rooms</b> 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	4 Oct 2022
Matter in respect of which the decision is to be made	<b>WSCC Concession Contract for the Design, Installation, Service and Maintenance and Operation of Electric Vehicle Charge Points</b> 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	<b>Approval of updated Conservation Area Appraisals for Selsey, Old Selsey and Fishbourne</b> Following updates to the Conservation Area Appraisals and a period of public consultation, Cabinet is asked to approve the appraisals.
Report author	Mr Owen Broadway, Principal Conservation and Design Officer obroadway@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	<b>Financial Strategy and Plan 2023-24</b> 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 decision is to be made	<b>Parking Charges</b> 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	<b>Southern Gateway</b> 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	<b>Award of Contract for Electrical Services to Council Buildings</b> 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	6 Dec 2022
Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base 2023-2024</b> 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	
Matter in respect of which the decision is to be made	<b>Treasury Management - half year 2022-23</b>
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer), Mrs Helen Belenger, Divisional Manager for Financial Services mcatlow@chichester.gov.uk, hbelenger@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	<b>Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2023 for approval and publication</b> 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	
Matter in respect of which the decision is to be made	<b>Treasury Management and Investment Strategies for 2023-24</b> To review and recommend to Council the Council's draft Treasury Management and Investment Strategy for 2023-24 in accordance with the relevant professional codes and statutory Regulations.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services, Mr Mark Catlow, Group Accountant (Technical and Exchequer) hbelenger@chichester.gov.uk, 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	<b>Budget Spending Plans 2023-24</b> 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
Date of Meeting	7 Feb 2023
Matter in respect of which the decision is to be made	<b>Capital Strategy 2023/24 - 2027/28</b> To approve the Council's Capital Strategy for the period 2023/24 to 2027/28
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	No
Exempt?	Open