

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2023 to 30 May 2023**

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

Published 10 January 2022

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2023 TO 30 MAY 2023

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 2023 to 30 May 2023. 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 | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Approval to release funds from the Community Infrastructure Levy to West Sussex County Council to fund project IBP/355 Real Time Passenger Information screens within Chichester City (phase 2) |
| 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 | 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 |
| Date of Meeting | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Capital Strategy 2023/24 - 2027/28 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 |
| Date of Meeting | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Changing Places toilet facilities - notification of grant award CDC has been allocated grant award of £210,000 to enable the delivery of three Changing Places toilet facilities in Chichester district. Changing Places toilets were created to meet the needs of disabled children and adults with complex care needs who need carer support, appropriate equipment and more space. |
| Report author | Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk |

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| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site |
| 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? | Open |
| Date of Meeting | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Levelling up round two application – Revitalising Chichester To accept the levelling up grant |
| 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 | 7 Feb 2023 |
| 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 |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Feb 2023 |
| Matter in respect of which the decision is to be made | Variation to the East Hants Environmental Enforcement Deed of Delegation to allow a trial of fixed enforcement cameras for littering and fly-tipping in a layby on the A27 |
| Report author | Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk |

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| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Approval to enter into a repairs and maintenance contract for the Council's own temporary accommodation at Westward House and Freeland Close |
| 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? | |
| Date of Meeting | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Environmental Protection Fees and Charges Revised fees and charges for Environmental Protection's animal licensing and private water supply service provision. |
| 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 | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Leisure Management Contract Leisure Management Contract arrangements |
| 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 | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Members Allowance Scheme To consider a report of the Independent Remuneration Panel on the review of the Members Allowance Scheme |
| Report author | Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk |

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| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Private Water Supply Fees and Charges To seek the approval of Cabinet for revised fees and charges for Private Water Supply sampling and analysis 2023 onwards such that the service seeks to be revenue neutral. |
| 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 | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Senior Staff Pay Policy Statement 2023-2024 The Council is required by section 38 (1) of the Localism Act 2011 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 |
| List of documents to be submitted to the Cabinet | Report to Cabinet |
| Key Decision | No |
| Exempt? | Open |
| Date of Meeting | 7 Mar 2023 |
| Matter in respect of which the decision is to be made | Westward House energy efficiency and thermal comfort works 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? | |
| Date of Meeting | 4 Apr 2023 |
| Matter in respect of which the decision is to be made | Approval of updated Conservation Area Appraisals for Selsey, Old Selsey and Fishbourne |

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| | 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 | 4 Apr 2023 |
| Matter in respect of which the decision is to be made | Development Management Planning Application Publicity This report considers how new planning applications received by the Council can be publicised and the financial impacts of changing the current publicity protocols. |
| 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 | 6 Jun 2023 |
| 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 | 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 | 6 Jun 2023 |
| 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 |

