

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2023 to 31 October 2023**

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

Published XX XX 2023

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2023 TO 31 OCTOBER 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 July 2023 to 31 October 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:

- 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 Katherine Davis, Democratic Services Officer on 01243 534674 (e-mail kdavis@chichester.gov.uk)

Adrian Moss
Leader of the Council

Topics due to be considered are as follows:

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Date of Meeting	11 Jul 2023
Matter in respect of which the decision is to be made	Council's Annual Report 2022-23 To approve the Council's Annual Report for 2022-2023 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	11 Jul 2023
Matter in respect of which the decision is to be made	Delivery of the Farmers Market 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?	Part exempt
Date of Meeting	11 Jul 2023
Matter in respect of which the decision is to be made	Refurbishment of Public Conveniences The council is progressing the refurbishment of five public conveniences in the district. The report provides an estimate of cost for the works.
Report author	Mr Alan Gregory, Project Manager - Estates, Mrs Tania Murphy, Divisional Manager for Place agregory@chichester.gov.uk, tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It would disclose financial information about the council that could alter the tender process.
Date of Meeting	5 Sep 2023
Matter in respect of which the decision is to be made	Approval of updated Conservation Area Appraisals for Selsey, Old Selsey and Fishbourne 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	5 Sep 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	5 Sep 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
Date of Meeting	5 Sep 2023
Matter in respect of which the decision is to be made	Treasury Management - Outturn 2022-23 Reporting on the treasury management activities in the financial year including performance against targets, and disclosure of any non compliance or exception reporting required.
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	5 Sep 2023
Matter in respect of which the decision is to be made	Trees Outside Woodlands Project To agree an offer of funding from DEFRA to extend this project to March 2025, including approval of budgets, expenditure and

	delegated authority for grant approvals
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	Yes
Exempt?	Open
Date of Meeting	10 Oct 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	Mr Richard Hawes, Asset Manager rhawes@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	10 Oct 2023
Matter in respect of which the decision is to be made	Public Space Protection Order - Dogs To report the results of a public consultation on the PSPO review and to seek Cabinet resolution for adoption.
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 Nov 2023
Matter in respect of which the decision is to be made	Financial Strategy and Plan 2024-25 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 2024-25 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	No
Exempt?	Open
Date of Meeting	7 Nov 2023
Matter in respect of which the decision is to be made	Review and renewal of the Deed of Delegation for Environmental Enforcement Services with East Hants District Council The existing Deed of Delegation (DoD) end date is 19 May 2024. The arrangement with East Hants District Council facilitates enforcement for littering, dog fouling and for the Council's PSPO Dogs. Authorisation is sought for renewal of the arrangement.
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 Nov 2023
Matter in respect of which the decision is to be made	Treasury Management - Half Year 2023-24 Half year performance on treasury management activities for the current financial year.
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	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
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	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	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
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open