



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 September 2023 to 31 December 2023**

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 SEPTEMBER 2023 TO 31 DECEMBER 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 September 2023 to 31 December 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	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
Cabinet Member	FIELD_LEAD_MEMBER
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	Budget Review Group To set a Budget Review Group to explore and consider the options available to the Council to close the forecast funding gap over in the medium term.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	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
Cabinet Member	FIELD_LEAD_MEMBER
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt
Date of Meeting	5 Sep 2023
Matter in respect of which the decision is to be made	Energy Advice Service Allocation of £60k from reserves to Arun and Chichester Citizens Advice for this service for 3 years with an annual review built in.

Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Groyne Marker Replacement Replacement of 5 groyne markers for navigational purposes.
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Home Energy Advice Service
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
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	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
Cabinet Member	FIELD_LEAD_MEMBER
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	Repair of Selsey Slipway Ramp Repair works required to the ramp to maintain safe load capacity
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Southern Gateway Progress report
Report author	Mrs Jane Hotchkiss, Director of Growth and Place jhotchkiss@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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

Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
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	West Wittering Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the West Wittering Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Allocation of Commuted Sum
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	CCTV Agree a way forward for the CCTV system for Chichester District
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Council Tax Reduction Review of Locally Defined Discounts and Premiums
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager pjobson@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Council Tax Reduction Scheme 2023-2024
Report author	Mrs Marlene Rogers, Benefits and Systems Support Manager mrogers@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	Selsey Coast Defence Position Statement Position statement with regards to the erosion and flood defences at Selsey
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk

Cabinet Member	FIELD_LEAD_MEMBER
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	Asylum Seeker Grant Funding
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	5 Dec 2023
Matter in respect of which the decision is to be made	Determinatoin of the Council Tax Base 2024-2025
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager pjobson@chichester.gov.uk
Cabinet Member	FIELD_LEAD_MEMBER
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	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

Cabinet Member	FIELD_LEAD_MEMBER
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	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
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
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
Cabinet Member	FIELD_LEAD_MEMBER
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

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