



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 October 2023 to 31 January 2024**

**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 OCTOBER 2023 TO 31 JANUARY 2024**

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 October 2023 to 31 January 2024. 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](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 Democratic Services [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

Adrian Moss  
Leader of the Council

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

<b>Topic</b>	<b>Page</b>
<b>26 September 2023</b>	
Southern Gateway	4
<b>10 October 2023</b>	
CCTV	4
Coastal Partners Member Board	4
Council Tax Reduction Review of Locally Defined Discounts and Premiums	4
Council Tax Reduction Scheme 2024-25	5
East Pallant House Options Appraisal	5
Groyne Marker Replacement	5
Pavement Feasibility Study Funding	5
Selsey Coast Defence Position Statement	6
Unauthorised Vehicle Deterrents	6
<b>7 November 2023</b>	
Asylum Seeker Grant Funding	6
Financial Strategy and Plan 2024-25	7
Review and renewal of the Deed of Delegation for Environmental Enforcement Services with East Hants District Council	7
Textiles and Podback service	8
Treasury Management - Half Year 2023-24	8
<b>5 Delivery 2023</b>	
Delivery of the Farmers Market	8
Determination of the Council Tax Base 2024-2025	8
<b>9 January 2024</b>	
Approval of updated Conservation Area Appraisals for Selsey, Old Selsey and Fishbourne	9
Corporate Plan Annual Review	9
<b>6 February 2024</b>	
Award of Contract for Electrical Services to Council Buildings	9
Budget Spending Plans 2024-25	10
Capital Strategy	10
Treasury Management and Investment Strategies for 2024-25	10
Pallant House Gallery Conservation Management Plan	10

Date of Meeting	26 Sep 2023
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 <a href="mailto:jhotchkiss@chichester.gov.uk">jhotchkiss@chichester.gov.uk</a>
Cabinet Member	Cllr Adrian Moss; Leader of the Council and Cabinet Member for Regeneration and Property
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Part exempt
Date of Meeting	10 Oct 2023
Matter in respect of which the decision is to be made	<b>CCTV</b> Agree a way forward for the CCTV system for Chichester District
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services <a href="mailto:pbushby@chichester.gov.uk">pbushby@chichester.gov.uk</a>
Cabinet Member	Cllr Tracie Bangert; Cabinet Member for Community & Wellbeing
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	<b>Coastal Partners Member Board</b>
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection <a href="mailto:astevens@chichester.gov.uk">astevens@chichester.gov.uk</a>
Cabinet Member	Cllr Jonathan Brown; Deputy Leader and Cabinet Member for Environmental Strategy
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	<b>Council Tax Reduction Review of Locally Defined Discounts and Premiums</b>
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager <a href="mailto:pjobson@chichester.gov.uk">pjobson@chichester.gov.uk</a>
Cabinet Member	Cllr David Betts; Cabinet Member for Housing, Revenue & Benefits

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	<b>Council Tax Reduction Scheme 2024-25</b>
Report author	Mrs Marlene Rogers, Benefits and Systems Support Manager <a href="mailto:mrogers@chichester.gov.uk">mrogers@chichester.gov.uk</a>
Cabinet Member	Cllr David Betts; Cabinet Member for Housing, Revenue & Benefits
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	<b>East Pallant House Options Appraisal</b> To agree the continuation of the Task & Finish Group and members of the group.
Report author	Mrs Vicki McKay, Divisional Manager for Growth <a href="mailto:vmckay@chichester.gov.uk">vmckay@chichester.gov.uk</a>
Cabinet Member	Cllr Adrian Moss; Leader of the Council and Cabinet Member for Regeneration and Property
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	<b>Groyne Marker Replacement</b> Replacement of 5 groyne markers for navigational purposes.
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection <a href="mailto:astevens@chichester.gov.uk">astevens@chichester.gov.uk</a>
Cabinet Member	Cllr Jonathan Brown; Deputy Leader and Cabinet Member for Environmental Strategy
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	<b>Pavement Feasibility Study Funding</b> Cabinet are being requested to consider and approve the allocation of £10,000 as a contribution to West Sussex County Council to enable the progression of a Pavement Feasibility Study for Chichester city centre.
Report author	Mrs Tania Murphy, Divisional Manager for Place <a href="mailto:tmurphy@chichester.gov.uk">tmurphy@chichester.gov.uk</a>
Cabinet Member	Cllr Harsha Desai; Cabinet Member for Economic Development and Place
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	<b>Selsey Coast Defence Position Statement</b> Position statement with regards to the erosion and flood defences at Selsey
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection <a href="mailto:astevens@chichester.gov.uk">astevens@chichester.gov.uk</a>
Cabinet Member	Cllr Jonathan Brown; Deputy Leader and Cabinet Member for Environmental Strategy
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	<b>Unauthorised Vehicle Deterrents</b> This report proposes the installation of vehicle deterrents at prioritised CDC sites in order to reduce the likelihood of unauthorised access.
Report author	Mr John Ward, Director of Corporate Services <a href="mailto:jward@chichester.gov.uk">jward@chichester.gov.uk</a> Mr Andy Howard, Open Spaces and Street Scene Manager <a href="mailto:ahoward@chichester.gov.uk">ahoward@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services and CCS
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	<b>Asylum Seeker Grant Funding</b>

decision is to be made	
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services <a href="mailto:pbushby@chichester.gov.uk">pbushby@chichester.gov.uk</a>
Cabinet Member	Cllr Tracie Bangert; Cabinet Member for Community & Wellbeing
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	<p><b>Financial Strategy and Plan 2024-25</b></p> <p>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.</p> <p>Cabinet is asked to recommend to Council the following:</p> <p>(1) the key financial principles and actions of the five year financial strategy.</p> <p>(2) that the current five year Financial Model is noted.</p> <p>(3) that a minimum level of general fund reserves to be set, having considered the recommendations from the Corporate Governance and Audit Committee.</p> <p>(4) that the current resources position is noted.</p>
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services <a href="mailto:hbelenger@chichester.gov.uk">hbelenger@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<p><b>Review and renewal of the Deed of Delegation for Environmental Enforcement Services with East Hants District Council</b></p> <p>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.</p>
Report author	Mr Simon Ballard, Senior Environmental Protection Officer <a href="mailto:sballard@chichester.gov.uk">sballard@chichester.gov.uk</a>
Cabinet Member	Cllr Jonathan Brown; Deputy Lead and Cabinet Member for Environmental Strategy

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	<b>Textiles and Podback service</b> To review officer feedback on textiles and podback collection trial and recommendations to continue with the service on a permanent basis.
Report author	Mrs Amie Huggett, Business Development Manager <a href="mailto:ahuggett@chichester.gov.uk">ahuggett@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	7 Nov 2023
Matter in respect of which the decision is to be made	<b>Treasury Management - Half Year 2023-24</b> Half year performance on treasury management activities for the current financial year.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services <a href="mailto:hbelenger@chichester.gov.uk">hbelenger@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<b>Delivery of the Farmers Market</b> Consider and determine next steps associated with Market/Events Space Feasibility Study
Report author	Mr Laurence Foord, Divisional Manager for Communications, Licensing & Events <a href="mailto:lfoord@chichester.gov.uk">lfoord@chichester.gov.uk</a>
Cabinet Member	Cllr Jess Fuller-Brown; Cabinet Member Culture, Licensing and Events
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt



Date of Meeting	5 Dec 2023
Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base 2024-2025</b>
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager <a href="mailto:pjobson@chichester.gov.uk">pjobson@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	9 Jan 2024
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 <a href="mailto:obroadway@chichester.gov.uk">obroadway@chichester.gov.uk</a>
Cabinet Member	Cllr Bill Brisbane; Cabinet Member for Planning
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	9 Jan 2024
Matter in respect of which the decision is to be made	<b>Corporate Plan Annual Review</b> Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents put forward for 2024-25.
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager <a href="mailto:abuckley@chichester.gov.uk">abuckley@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<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	Mr Richard Hawes, Asset Manager <a href="mailto:rhawes@chichester.gov.uk">rhawes@chichester.gov.uk</a>
Cabinet Member	Cllr Adrian Moss; Leader of Council and Cabinet Member for Estates, Regeneration & Building Services
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	<b>Budget Spending Plans 2024-25</b> 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 <a href="mailto:hbelenger@chichester.gov.uk">hbelenger@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<b>Capital Strategy</b>
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager <a href="mailto:abuckley@chichester.gov.uk">abuckley@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<b>Treasury Management and Investment Strategies for 2024-25</b>
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services <a href="mailto:hbelenger@chichester.gov.uk">hbelenger@chichester.gov.uk</a>
Cabinet Member	Cllr Mark Chilton; Cabinet Member for Finance, Corporate Services & CCS
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	<b>Pallant House Gallery Conservation Management Plan</b> Consideration of the policy recommendations from the Conservation Management Plan.
Report author	Mrs Vicki McKay, Divisional Manager for Growth <a href="mailto:vmckay@chichester.gov.uk">vmckay@chichester.gov.uk</a>
Cabinet Member	Cllr Jess Fuller-Brown; Cabinet Member for Culture, Licensing and Events
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open