

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 November 2023 to 29 February 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 NOVEMBER 2023 TO 29 FEBRUARY 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 November 2023 to 29 February 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 via email at [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

Adrian Moss  
Leader of the Council

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

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Date of Meeting	7 Nov 2023
Matter in respect of which the decision is to be made	<b>Consultation response to WSCC's draft Active Travel Strategy and Local Cycling and Walking Infrastructure Plan</b> The Council's response and minor comments to WSCC's public consultation on their draft Active Travel Strategy and Local Cycling and Walking Infrastructure Plan.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer <a href="mailto:sballard@chichester.gov.uk">sballard@chichester.gov.uk</a>
Cabinet Member	Deputy Leader of the Council and Cabinet Member for Environmental Strategy (Jonathan Brown)
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>Financial Strategy and Plan 2024-25</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 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 <a href="mailto:hbelenger@chichester.gov.uk">hbelenger@chichester.gov.uk</a>
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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>Parking Charges</b> Consideration of proposed parking charges to come into

	effect from 1st April 2024.
Report author	Mrs Tania Murphy, Divisional Manager for Place <a href="mailto:tmurphy@chichester.gov.uk">tmurphy@chichester.gov.uk</a>
Cabinet Member	Cabinet Member for Growth and Place (Harsha Desai)
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>Review and renewal of the Deed of Delegation for Environmental Enforcement Services with East Hants District Council</b> 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 <a href="mailto:sballard@chichester.gov.uk">sballard@chichester.gov.uk</a>
Cabinet Member	Cabinet Member for Environment and Chichester Contract Services
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>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	Leader of the Council and Cabinet Member for Regeneration and Property (Adrian Moss)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Part exempt
Date of Meeting	7 Nov 2023
Matter in respect of which the decision is to be made	<b>Textiles, small electricals and coffee pod collection service</b> To review officer feedback on the textiles, small electricals and coffee pod 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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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>West Wittering Neighbourhood Development Plan – Making the Plan</b> To make the West Wittering Neighbourhood Development Plan part of the Development Plan for Chichester District  The report will recommend, subject to a successful referendum to be held on 22 November 2023, that Cabinet recommends that Council makes the West Wittering Neighbourhood Development Plan.
Report author	Mrs Valerie Dobson, Principal Planning Officer <a href="mailto:vdobson@chichester.gov.uk">vdobson@chichester.gov.uk</a>
Cabinet Member	Cabinet Member for Planning (Bill Brisbane)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	5 Dec 2023
Matter in respect of which	<b>Delivery of the Farmers Market</b>

the decision is to be made	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	Cabinet Member for Culture and Events (Jess Brown-Fuller)
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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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	Cabinet Member for Planning (Bill Brisbane)
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	Leader of the Council and Cabinet Member for Regeneration and Property (Adrian Moss)
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	Cabinet Member for Growth and Place (Harsha Desai)
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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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	Cabinet Member for Finance, Corporate Services and Chichester Contract Services (Mark Chilton)
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	Cabinet Member for Growth and Place (Harsha Desai)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open