

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 December 2023 to 31 March 2024**

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

**Published 6 November 2023**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 DECEMBER 2023 TO 31 MARCH 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 December 2023 to 31 March 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 [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	<b>5 December 2023</b>
Matter in respect of which the decision is to be made	<b>Consultation On Cap for Safe and Legal Routes</b>
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@chichester.gov.uk
Cabinet Member	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	<b>5 December 2023</b>
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 lfoord@chichester.gov.uk
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	<b>5 December 2023</b>
Matter in respect of which the decision is to be made	<b>Depot Accommodation Options Appraisal</b> Proposed options appraisal of accommodation options for CDC depot.
Report author	Mrs Vicki McKay, Divisional Manager for Growth, Mr Kevin Carter, Divisional Manager, CCS vmckay@chichester.gov.uk, kcarter@chichester.gov.uk
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	<b>5 December 2023</b>
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 pjobson@chichester.gov.uk

Cabinet Member	Cabinet member for Housing and Revenues and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	<b>5 December 2023</b>
Matter in respect of which the decision is to be made	<b>Foreshore Service Delivery Model</b>
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	<b>5 December 2023</b>
Matter in respect of which the decision is to be made	<b>Public Conveniences Refurbishment</b> The report summarises the procurement process to select a contractor for the refurbishment of the public conveniences at Priory Park and Market Road, Chichester, East Beach, Selsey and Bosham Lane, Bosham and the demolition of the Tower Street block. The report provides estimated capital costs and recommendation on the contractor to be appointed
Report author	Mr Alan Gregory, Project Manager - Estates, Mrs Tania Murphy, Divisional Manager for Place agregory@chichester.gov.uk, tmurphy@chichester.gov.uk
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?	Part exempt
Date of Meeting	<b>5 December 2023</b>
Matter in respect of which the decision is to be made	<b>Southbourne Modified Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Southbourne Modified 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	Cabinet Member for Planning (Bill Brisbane)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	<b>5 December 2023</b>
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 jhotchkiss@chichester.gov.uk
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	<b>9 January 2024</b>
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 obroadway@chichester.gov.uk
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	<b>9 January 2024</b>
Matter in respect of which the decision is to be made	<b>Commuted Sums (Affordable Housing) Policy</b> Policy to determine the allocation of commuted sums grant funding.
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	Cabinet member for Housing and Revenues and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	<b>9 January 2024</b>
Matter in respect of which the decision is to be made	<b>Cultural Grants Funding</b> Review the cultural grants for Chichester Festival Theatre and Pallant House Gallery for 2024/25.
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
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	No
Exempt?	Open
Date of Meeting	<b>9 January 2024</b>
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 abuckley@chichester.gov.uk
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	<b>9 January 2024</b>
Matter in respect of which the decision is to be made	<b>Restrictive Covenants Policy</b> For determining applications in relation to properties subject to restrictions under Sections 37 and 157 of the Housing Act 1985
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	Cabinet member for Housing and Revenues and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	<b>9 January 2024</b>
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 sballard@chichester.gov.uk
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	<b>9 January 2024</b>
Matter in respect of which the decision is to be made	<b>Selsey Sea Defences Stage 2</b>
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
Cabinet Member	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	
Date of Meeting	<b>6 February 2024</b>
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 rhawes@chichester.gov.uk
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	<b>6 February 2024</b>
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 hbelenger@chichester.gov.uk
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	<b>6 February 2024</b>
Matter in respect of which the decision is to be made	<b>Capital Strategy</b>
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
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	<b>6 February 2024</b>
Matter in respect of which the decision is to be made	<b>Council Tax Second Home Premium</b> The Levelling Up and Regeneration Act 2023 contains provision for councils to charge a second home premium of up to 100%, from the financial year 2025-26 onwards. There is a requirement within the act for councils that wish to charge this premium that the decision to do so is taken at least 12 months before the relevant financial year. Therefore, should the Council wish to charge a second home premium from 1 April 2025 a decision by Full Council will need to be made by no later than 31 March 2024.
Report author	Mr Paul Jobson, Revenues and Debt Recovery Manager pjobson@chichester.gov.uk
Cabinet Member	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	<b>6 February 2024</b>
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 vmckay@chichester.gov.uk

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	<b>6 February 2024</b>
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 hbelenger@chichester.gov.uk
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