

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 March 2024 to 30 June 2024**

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

**Published 5 February 2024**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 MARCH 2024 TO 30 JUNE 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 March 2024 to 30 June 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 Molly de Silva Puttick, Democratic Services Officer (e-mail [mdesilvaputtick@chichester.gov.uk](mailto:mdesilvaputtick@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 March 2024</b>
Matter in respect of which the decision is to be made	<b>Chichester Harbour Investment and Adaptation Plan</b>
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
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?	
Date of Meeting	<b>5 March 2024</b>
Matter in respect of which the decision is to be made	<b>Commuted Sums Grant Applications</b>
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	Cabinet Member for Housing, Revenues and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	
Date of Meeting	<b>5 March 2024</b>
Matter in respect of which the decision is to be made	<b>Energy Procurement</b> Procurement of energy supplies
Report author	Mrs Vicki McKay, Divisional Manager for Growth, Dr Andrea Smith, Climate Change Officer vmckay@chichester.gov.uk, asmith@chichester.gov.uk
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	Yes
Exempt?	Part exempt
Date of Meeting	<b>5 March 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>5 March 2024</b>
Matter in respect of which the decision is to be made	<p><b>Proposed Lease to New Park Community and Arts Association</b></p> <p>In October 2011, the Council entered into a 15 year lease with New Park Community and Arts Centre to assist with the redevelopment of the Centre. An agreement for lease was entered into at the same time, which would provide the Centre with a new 60 year lease upon completion of redevelopment works. The trigger was the practical completion certificate which was (until last year) not forthcoming. The certificate is dated 2012.</p> <p>The Centre now wishes to exercise their option of a 60 year lease on the basis of the agreement for lease. The Council's Legal team has advised that in view of the substantial delay of receipt of the certification and in order to satisfy any governance concerns, this matter should go back to Cabinet for decision.</p>
Report author	Mr Kevin Gillett, Valuation and Estates Manager kgillett@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	Yes
Exempt?	Open
Date of Meeting	<b>5 March 2024</b>
Matter in respect of which the decision is to be made	<p><b>Recommendation to adjust the priorities for the Grants Programme</b></p> <p>Following a request from the Grants and Concession panel the priorities for the Grant Programme have been revisited and a recommendation to adjust the priorities may be made.</p>
Report author	Mr James Brigden, Community Engagement Manager jbrigden@chichester.gov.uk
Cabinet Member	Cabinet Member for Communities and Wellbeing (Tracie Bangert)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	<b>5 March 2024</b>
Matter in respect of which the	<b>Senior Staff Pay Policy Statement 2024-2025</b>

decision is to be made	The Council is required to publish an annual pay policy statement concerning its statutory and non-statutory chief officers and senior staff immediately reporting to them. The statement must be approved by full Council.
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@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>19 March 2024</b>
Matter in respect of which the decision is to be made	<b>Local Nutrient Mitigation Fund Round 2 Bid</b> To seek authority for the Director of Planning and Development to submit a bid for Round 2 of the Local Nutrient Mitigation Fund in consultation with the Portfolio Holder for Planning. The bid will cover parts of the Local Plan Area within the Chichester and Langstone Harbour catchment, designated as part of the wider Solent nitrogen sensitive catchment area, and will support delivery of a nutrient mitigation strategy to enable planned housing delivery.
Report author	Mrs Vicky Owen, Principal Planning Policy Officer vowen@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>16 April 2024</b>
Matter in respect of which the decision is to be made	<b>Addendum to the Hire of Land Policy</b> Members will be asked to consider a proposed addendum to the Hire of Land policy to cover car parks in the district.
Report author	Mrs Tania Murphy, Divisional Manager for Place 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?	Open

Date of Meeting	<b>16 April 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	16 April 2024
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