

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 April 2024 to 31 July 2024**

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

Published 25 March 2024

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 APRIL 2024 TO 31 JULY 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 April 2024 to 31 July 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) 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 on 01243 534655 (e-mail 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	16 Apr 2024
Matter in respect of which the decision is to be made	Addendum to the Hire of Land Policy 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	16 Apr 2024
Matter in respect of which the decision is to be made	Adoption of the Chichester Harbour Management Plan 2024-2025 Ahead of a full review later this year the Harbour Conservancy has extended the already adopted AONB Management Plan 2019-2024 by one year, so as to allow the 2025-2030 plan to be produced under new guidance for National Landscape Management Plans. The 2024-25 version has minor updates and alterations. The one-year Plan required approval of all Local authorities within the Chichester Harbour National Landscape.
Report author	Mr Tom Day, Environmental Strategy Manager tday@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?	Open
Date of Meeting	16 Apr 2024
Matter in respect of which the decision is to be made	Alcohol & Drugs Misuse Policy This employment policy has been extensively revised and updated including the introduction of with cause drug and alcohol testing for defined safety critical roles and any other staff who drive on behalf of the 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	16 Apr 2024
Matter in respect of which the	Climate Emergency Action Plan Consultation

decision is to be made	This item is to secure one off funding to support a consultation process on the five yearly renewal of the Climate Emergency Action Plan, and to confirm the Environment Panel's approval of the consultation options and questions.
Report author	Mr Tom Day, Environmental Strategy Manager tday@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?	Open
Date of Meeting	16 Apr 2024
Matter in respect of which the decision is to be made	Grading Bracklesham Beach Shingle
Report author	Mr Warren Townsend, Health and Safety Manager wtownsend@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	16 Apr 2024
Matter in respect of which the decision is to be made	Gypsy Traveller Liaison Role
Report author	Ms Pam Bushby, Divisional Manager for Communities and Customer Services pbushby@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?	
Date of Meeting	16 Apr 2024
Matter in respect of which the decision is to be made	Procurement of planning validation software To procure a validation software solution that uses AI to improve the efficiency of the validation process for new planning applications. To fund implementation and two-year revenue costs funded from the additional productivity funding received as part of the 24/25 government funding settlement.
Report author	Mr Joe Mildred, Divisional Manager for Corporate Services jmildred@chichester.gov.uk
Cabinet Member	Cabinet Member for Finance, Corporate Services and Chichester

	Contract Services (Mark Chilton), Cabinet Member for Planning (Bill Brisbane)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open Commercially sensitive
Date of Meeting	14 May 2024
Matter in respect of which the decision is to be made	Custom and Self Build
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	Cabinet Member for Housing and Revenue and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	14 May 2024
Matter in respect of which the decision is to be made	Ice Rink Procurement Review the returns of the ice rink procurement exercise and appointment of contractor. Recommend to Council release of funding for the contract award.
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	Yes
Exempt?	Part exempt Financial information relating to procurement exercise
Date of Meeting	14 May 2024
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	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	14 May 2024

Matter in respect of which the decision is to be made	Policy on seeking waivers in designated rural areas
Report author	Ms Louise Williams, Housing Enabling Officer lowilliams@chichester.gov.uk
Cabinet Member	Cabinet Member for Housing and Revenue and Benefits (David Betts)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	
Date of Meeting	14 May 2024
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	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	11 Jun 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	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	9 Jul 2024
Matter in respect of which the decision is to be made	Council Annual Report 2023-24 To approve the Council's Annual Report for 2023-24 that reports on significant achievements for the previous year and outlines key future work areas.
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