

**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 November 2023

**What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	<b>Subject and Date of Policy Development Advisory Group for consultation</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Update of the Council's Financial Position in 2023/24 and Medium-Term Financial Strategy update 2024/25 to 2029/30</b>	Cabinet Council	23 Nov 2023 13 Dec 2023	Open	Head of Finance & Performance (samantha.wilson@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
2.	<b>Hills Cemetery Lodge Refurbishment and Decarbonisation Project</b>	Cabinet	23 Nov 2023	Part exempt	Head of Property & Facilities (brian.elliott@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)
3.	<b>Creation of a new Head of Service Post</b>	Cabinet Council	23 Nov 2023 13 Dec 2023	Open	Chief Executive (jane.eaton@horsham.gov.uk)  Leader of the Council (Councillor Martin Boffey)
4.	<b>Shelley Memorial Partnership</b>	Cabinet	23 Nov 2023	Open	Director of Communities (paul.anderson@horsham.gov.uk)  Cabinet Member for Leisure, Culture and Green Spaces (Councillor Jon Olson)

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5.	<b>Horsham District Local Plan - Regulation 19</b>	Cabinet Council	11 Dec 2023 11 Dec 2023	Open	Director of Place (barbara.childs@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
6.	<b>Review of Polling Districts and Polling Places</b>	Council	13 Dec 2023	Open	Returning Officer (jane.eaton@horsham.gov.uk)  Leader of the Council (Councillor Martin Boffey)
7.	<b>Electoral Print Tender</b>	Cabinet	25 Jan 2024	Part exempt	Electoral Registration Officer (jane.eaton@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	<b>2024/25 Budget and Medium-Term Financial Strategy to 2029/30</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Head of Finance & Performance (samantha.wilson@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)

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9.	<b>2024/25 Council Tax Reduction Scheme and Housing Benefit Modified Scheme</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
10.	<b>2024/25 Business Rates Discretionary Charitable Relief</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
11.	<b>Designation of proposed Wells Cottages Conservation Area</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Head of Strategic Planning (catherine.howe@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)
12.	<b>Council Tax Resolution 2024/25</b>	Council	21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)

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13.	<b>Cleaning Services Contract</b>	Cabinet	21 Mar 2024	Open	Director of Place (barbara.childs@horsham.gov.uk)  Cabinet Member for Local Economy and Place (Councillor Ruth Fletcher)