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A meeting of the **Overview & Scrutiny Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 18 June 2019 at 2.00 pm**

MEMBERS: Mr A Moss (Chairman), Mr T Johnson (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr J W Elliott, Mr K Hughes, Mr M Bell, Mr D E P Palmer, Mr H Potter, Mrs S Sharp and Mr A J F Sutton

AGENDA

1 **Chairman's Announcements**

Any apologies for absence will be noted at this point.

2 **Minutes** (Pages 1 - 12)

To approve the minutes of the Overview and Scrutiny Committee meeting held on 12 March 2019.

To receive an update on progress against recommendations made to the Cabinet and the Council.

3 **Urgent Items**

The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to late items.

4 **Declarations of Interests**

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

5 **Public Question Time**

The procedure for submitting public questions in writing no later than 12:00 on 17 June 2019 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).

6 **Pallant House Gallery Monitoring Report** (Pages 13 - 55)

To receive the annual report from Pallant House Gallery and assess performance in line with the monitoring framework.

7 **Overview and Scrutiny Committee's 2018-2019 Annual Report and 2019-2020 Work Programme** (Pages 57 - 68)

The Overview and Scrutiny Committee is requested to consider the agenda report and its two appendices and to make the following resolution and recommendation:

A – RESOLUTION

That the Overview and Scrutiny Committee's 2018-2019 Annual Report and the 2019-2020 Work Programme be agreed.

B – RECOMMENDATION

That the Overview and Scrutiny Committee's 2018-2019 Annual Report and the 2019-2020 Work Programme be noted.

8 **Forward Plan** (Pages 69 - 84)

Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.

9 **Late Items**

Consideration of any late items as follows:

- a) Items added to the agenda papers and made available for public inspection.
- b) Items which the Chairman has agreed should be taken as matters of urgency by reason of special circumstances reported at the meeting.

10 **Exclusion of the Press and Public**

There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 12 March 2019 at 9.30 am

Members Present: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter and Mr A Shaxson

Members not present: Mr M Dunn, Mr N Galloway, Dr K O'Kelly and Mr J Ransley

In attendance by invitation:

Officers present: Mrs L Rudziak (Director of Housing and Communities) and Mr D Hyland (Community and Partnerships Support Manager)

269 **Chairman's Announcements**

The Chairman welcomed everyone to the meeting.

Apologies for absence had been received from Mr Dunn, Mr Galloway, Mrs O'Kelly and Mr Ransley.

270 **Minutes**

RESOLVED

That subject to an amendment to *Minute 258 – Declarations of Interest: Add "Mr Martin declared a personal interest in respect of agenda item 7 as friends of Chichester Festival Theatre"* the minutes of the meeting held on 15 January 2019 be approved and signed by the Chairman as a correct record.

Matters Arising: Minute 262: Cabinet at its meeting on 5 February 2019 had approved the Business Plan.

271 **Urgent Items**

There were no urgent items.

272 **Public Question Time**

The following public question had been submitted by Mr P Robinson who was in attendance at the meeting to ask his question:

Mr Robinson addressed the Committee. It was a delight to come and see a Committee with a very important role in the preservation of our democracy. Probably today was symbolic that Committees such as this do fulfil a vital role. On the substantive question there were many issues that we had about the report submitted to the Committee. The Chichester Vision on page 42 stated “we wish to take community with us”. He made an observation that he felt slightly disappointed that this did not happen in the proceedings associated with the ice rink, which he bitterly regretted. With regard to his public question, He advised that he was a historian and spent his life searching for evidence looking for the traces of history and completing the jigsaw puzzle and trying to reach a conclusion. He was intrigued that when the alleged outcome of the ice rink was looked at, and its so called success, the promoters had declared there had been 19,072 skaters. However the following day the figure was altered to 21,000. He was intrigued about the lower figure, which contrasted with the forensic analysis carried out on the actual number of skaters day by day on S3K limited’s website, as this showed that the number of skaters totalled just short of 11,000. He was also intrigued by the claim in the report that many people had watched the skaters, which did not correspond with his own observations on several occasions. Neither did the photograph published by the Chichester Observer on Thursday 7 March 2019, which did not seem to show many people on the ice rink. He was intrigued why the report before members made no reference to the concessions used to support the ice rink. He had been led to believe that none had made a profit and that three of the concessions had wanted to leave early but could not as they were boxed in.

Mr Robinson asked his question as follows which was answered by the Chairman:

Question: Will the Committee seek, and publish an independently verified assessment of the numbers of tickets sold to skaters at the ice-rink in Priory Park, together with information from the ‘*ancillary food and drink concessions*’ on their evaluation of the event?

Answer: Mr Robinson, in response to your question can I first clarify the role of Overview and Scrutiny Committee today. We will, later in today’s agenda, receive a Review report from officers regarding the temporary use of Priory Park to host an Ice skating Rink. The Committee will seek to satisfy themselves of the process officers have followed in undertaking their review, before commenting on the findings of the review. This Committee is not undertaking an evaluation of the event.

I understand that officers have received confirmation data of daily sales figures from the contractor which correspond to the overall figure of 19,072 skaters reported in the main Committee report. The contractors, S3K, are not contractually obliged to provide this or any further information.

The comments from Friends of Priory Park regarding the report have been appended for this Committee to consider, at item 6 on today’s agenda.

The Chairman asked if Mr Robinson would like to add anything further.

Mr Robinson, advised that other than it was interesting that the 'traffic light' system well used in Priory Park up until this event, suspended during the event, had now been reinstated, he had no further comments.

Councillor R Plowman, addressed the Committee. He commented that the process for the ice rink had been very rushed, being evident both in the planning and also the subsequent work. The desk top noise study was performed on different equipment to that installed at the site. The process was rushed. The Planning Committee had considered the planning application before the end of the consultation period and deferred the application for one month, due to substantive issues, such as the pegs specified for the use with the marque being against the archaeology recommendations of Historic England. He asked with regard to the restoration of the grass, which he commented that those who had seen the site had seen very substantial grass damage. In many areas it had also collapsed with dense compaction now filled up with water. His background was a trained botanist, specifically in grasses, with a degree in special botany with biochemistry. He was very concerned that, without a great deal of work, the area could be restored to its former state. The large amount of composted bark laid and incorporated into the soil due to the muddy conditions was detrimental to the development of grass. Ornamental grasses were sensitive to the release of phenols that acted as a weed killer in the soil and the grass will never re-establish.

He asked the Committee to consider that a full expert independent review of the turf situation should be carried out, and use it going forward, as he felt that if the area was used for events over the next year or so there will be long term sustainable damage to this grassed area of Priory Park.

Mrs Peyman responded to Mr Plowman's question. With regard to the grass reinstatement, the planning conditions required the satisfactory reinstatement of the grass. Numerous visits had taken place on the site. The last visit had taken place the previous Friday with the contractor and Chichester Contract Services (CCS) grounds maintenance staff to review the current condition of the ground. CCS was satisfied that the grass was coming back and will regain its previous condition prior to the ice skating rink. The planning condition has not been discharged yet and further works have been agreed, to include scarifying fertilizing, over seeding and top dressing, to be carried out as soon as possible, weather permitting. CCS had no concerns about the current reinstatement or that this area of land would not be ready and suitable to use for forthcoming events.

The ground would be reviewed afterwards and should the reinstatement not be satisfactory the contractors deposit will be retained until the works are signed off. If members wished a review at that time to be undertaken that request could be taken forward. However, the Council did have qualified grounds maintenance staff at CCS, who have worked on the site for a number of years.

273 **Declarations of Interests**

There were no declarations of interests.

The Committee considered this report circulated with the agenda.

Mrs Hotchkiss, Mrs Peyman and Mr Whitty were in attendance.

Mrs Peyman introduced the report, providing details of the background to the provision of an ice rink in Priory Park, Chichester open to the public from 1 December 2018 to 6 January 2019, lessons learned and the procurement exercise for the ice rink. The Chichester Vision included themes aimed at providing more events in Chichester to support the night time economy and the high street. During March 2018, it was decided to explore an ice skating event further. Chichester Bid had not been able to hold its large Christmas event within the City Centre due to repair works at Chichester Cathedral. During the event 19,072 skaters took to the ice and a large number of spectators attended. A number of Council departments were involved in the process, including Licensing, Development Management, Health Protection and Culture & Sport and representatives were in the audience should any questions arise. The Culture and Sport Division was responsible for the use of the land, insurance, health and safety, and compliance monitoring. A planning application was submitted and the Environmental Protection Team had assessed the applicant's desktop noise assessment, monitored noise during the event and responded to complaints about noise. The chillers and generator initially exceeded the imposed noise limits, but was solved by the installation of additional sound proofing material, so there was no breach of the planning condition relating to noise and no statutory nuisance was identified. Due to a significant number of objections to the premises licence application, it was considered by the Alcohol and Entertainment Licensing Sub-Committee and granted. No incidents were reported concerning the sale of alcohol or regulated entertainment. Car parking tickets purchased during December 2018 increased by nearly 5,000 when compared to the previous year and the recent pattern of a fall in the use of these car parks. The use of the Christmas Park and Ride also increased slightly during this Christmas period compared to last year. Chichester Bid had reported an increase of 67,480 visitors to the City compared to the previous December, to which visitors to the ice rink are likely to have contributed.

Following the success of the event, the contractor was keen to hold the event again this year. The preferred site was Priory Park. The contractor intended to work with other partners to complement the event, such as combining it with the Christmas Market and other festive activities. With regard to the lessons learned, set out at paragraph 5.3, it was acknowledged that the timescale for the implementation of the initial event had been short. Therefore, steps had been put in place to start discussions earlier for an event this year. A land licence template had been developed for future applications, planning officers had made some comments about their requirements if the event went ahead again relating to aesthetics and investigation of a three phase electrical connection to negate the need for the use of generators. Following a procurement exercise the land was offered at a peppercorn rent, with all costs and risks with the contractor. Chichester BID and Chichester Vision had supported the proposal. The Friends of Priory Park (comments attached at appendix 1) were supportive of an ice rink but considered that Priory Park was not a suitable location. The aim of the project had been to provide a fun event for all

ages that complimented the Chichester Bid's activities and encouraged visitors to the City during the Christmas period.

The Committee asked a series of questions and received answers from Mrs Peyman, Mrs Hotchkiss and Mr Whitty to questions as follows:

- *Suggestion made that more suitable locations should be considered, such as the Northgate car park, Cattle Market car park:* Other sites looked at were not deemed suitable. Oaklands Park and New Park were not available during this time because of the winter sports provision. Chichester Cathedral land was not available due to the building works and restrictions on consecrated land. The Council's car parks had been investigated but during the Christmas period space was at a premium. Northgate car park was not suitable in the evening due to Chichester Festival Theatre performances, and the Cattle Market car park provided parking for the market traders and a car boot sale.
- *Who will make the decision if the ice rink is to go ahead?* The Council's Constitution delegates authority to staff to make decisions on the letting of Council owned land. However, high profile events were considered in consultation with the Strategic Leadership Team and District councillors.
- *Were non-Council owned sites looked at for suitable locations?* With regard to potential sites not owned by the Council, Chichester College has been considered in the past for events. The University of Chichester had not been contacted due to its location outside the City as the intention was to improve the economy and increase footfall into the City Centre. Other sites had not been identified as their size and location was not suitable. However, she advised that officers and the contractor were not closed to suggestions for other suitable alternative locations and would be happy to look into other sites if deemed appropriate. However Henty Fields, suggested by a member, was outside the City Centre.
- *Why was the hire price of £5,000 for the Real Ale and Jazz Festival, who lost their deposit, significantly higher than the £1 lease paid by the Ice Rink contractor?:* The Real Ale and Jazz Festival lost its deposit as works carried out to reinstate the grass after the event were not satisfactory. If the event went ahead again the hire charge for an ice rink would form part of the negotiations to decide the value of the land in future years.
- *During the Christmas Period Chichester Bid reported a general increase of visitors to Chichester. However, the camera count had decreased by 7.3% in East Street?:* The footfall sensors that counted mobile phones passing were located at different points in the City to the footfall camera.
- *The Friends of Priory Park had commented that a Design and Access Statement should have been submitted with the planning application:* A Statement had not been required, as although the site was located in a conservation area, the application was for a change of use and the structures were temporary.
- *Concern was raised about the condition of the land since the event:* Without any grass coverage currently on the ground in this location of Priory Park it did look uneven. However, this was the case before the event and was noted by the contractor who had carried out their own land level survey to ensure the rink was level. Some unevenness would be dealt with by grass cover in these areas. The grass was growing back but further work was

recommended to include scarifying in the small area where there was puddling in the centre, a small amount of top soil, fertilizing and over seeding. As a result of the hot weather following the archaeology dig the land was not re-instated at the time. However, due to the area being required for the cinema event, as a temporary measure, the area was back filled with wood chippings and soil in order to make the area safe. The further reinstatement work required was a result of the archaeology dig as opposed to the ice skating event.

- *Proposals for three phase electrical connection, removing the need for a generator, were welcomed:* Officers were in the process of completing an application to SSE energy supplier and if installed, the costs of supplying electricity would be charged accordingly.
- *If the event was repeated, the planning application should be submitted much earlier:* It was hoped that a pre-planning application would be submitted by the end of this month.
- *Had the deposit returned to the contractor and how expenditure would be recuperated if the remedial work exceeded the deposit?:* The organiser's £1,000 deposit would cover the cost of £700 to reinstate the whole area with grass and included an additional sum as a buffer. However, the contractor was paying for and carrying out the remedial works themselves. The ground maintenance staff were qualified to assess if the remedial works had been carried out to a satisfactory standard.
- *The marshals had been observed doing a good job, however, there was concern that the over 18 wristbands could be taken off and given to someone under the age of 18:* The wristbands were sealed, however there was a slight flaw in that they could be removed if loosely attached and she advised that this matter would be looked into to rectify this flaw.
- *Need to consider going forward on a commercial ground rent basis. Is there a figure in mind?:* Officers would work with the Estates Team to provide an evaluation of the potential income and costs for running an event. Moving forward procedures had been developed and processes were in place to reduce officer time involved. A pre-planning enquiry would streamline the process, and lessons learned from the noise monitoring and desk top assessments previously carried out would reduce time.
- *A lower boundary fence was suggested for future events:* Officers would prefer the removal of the fence, which had been erected for security and also as a sound barrier for the generator noise.

The Committee confirmed that they were happy with the approach that the decision to lease the land should remain with the Leisure and Sports Development Team under delegated powers.

Mrs Peyman acknowledged that the event had provided both positives and negatives. A record had been kept of the complaints received about the event and the officer responses. To mitigate any issues the contractor had made direct contact with the Friends of Priory Park and had provided nearby residents with contact telephone numbers in case of any issues. Subject to the outcome of the review, the contractor would be asked provided an ice rink again. She confirmed that at this early stage officers had not entered full discussions.

Mrs Hotchkiss advised that due process was followed under the Council's Constitution. The Council was also meeting the aims and objectives of the Chichester Vision by promoting family events and entertainment and increasing footfall to the City Centre. Members should be mindful that she received approaches about the impact of the high street, the decreasing footfall and how to encourage young people to visit. The Council was looking at the Vision process with its partners to deliver events and activities. During the event comments were made to her that the event brought the City to life again, provided something for the young people, had provided an entertainment event and generally lifted the atmosphere of the City during the Christmas period. She heard the comments of the Friends of Priory Park but also heard the comments residents, young people and the retailers in the City. It was important when sites and locations were looked into the impact on the High Street was considered by bringing people into the City not only to the event for fun, enjoyment and community activity as well as encouraging them to do secondary spending to support local retailers.

At the close of the debate, members were in support for the provision of an ice rink in Chichester during the Christmas period, which they agreed supported the aims of the Chichester Vision. However, some members had commented that Priory Park was not the right location and that further investigation should be carried out to see if a more suitable location close to the City Centre could be found. Two members who had visited the site had commented that it had been well attended fun event by both skaters and spectators, especially for the younger members of the community. A member commented that feedback she had heard from businesses was that they had been happy with trade during the Christmas period. They agreed that the initial effort to introduce a new event, that was complex in its nature, to the City had been a learning curve and commended officers for the work they had achieved to provide such an event with such a short lead in time. Members welcomed that if the event was repeated the arrangements would start earlier in the process. Officers, with their expertise, had monitored the event and conditions had placed on the planning permission and alcohol and entertainment licence. There was already a precedent for large music events in the Park, many of which had taken place on the grass and it had recovered. The proposal for a three way electric would deal with noise issues was welcomed by members.

A proposal by Mrs Graves that officers provide an update report to the Overview and Scrutiny Committee recording the reinstatement of the grassed area in Priory Park before any deposit is returned to the contractor was supported by the Committee.

Mr Shaxson made two proposals that were supported by the Committee requesting that the Council is provided with a thorough breakdown of all costs incurred by the Council as a result of the ice rink noting that they are offset by various fees; and that the Committee recommends to Cabinet that a future ice rink should be offered at an open-tender commercial rent at Priory Park or any other site.

A proposal by the Chairman to recommend to Cabinet that a decision should not be made on a repeat of the ice rink until the new Council, after 2 June 2019, was supported by the Committee.

RESOLVED

- 1) That officers provide an update report to the Overview and Scrutiny Committee recording the reinstatement of the grassed area in Priory Park before any deposit is returned to the contractor; and
- 2) That the Overview and Scrutiny Committee request that the Council is provided with a thorough breakdown of all costs that the Chichester District Council are incurring as a result of the Ice Rink, noting they are offset by various fees.

RECOMMENDED TO CABINET

- 1) that if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent; and
- 2) that no decision will be made on the repeat of an ice rink until the new Council, after 2 June 2019.

POST MEETING NOTE: Recommendation to Cabinet 2) - The Chairman incorrectly stated '2 June 2019' when her intention had been '2 May 2019'.

275 Community Safety Review Final report from the Task & Finish Group

The Committee considered the report circulated with the agenda.

Mrs Dignum, the Community Safety Review Task and Finish Group (CSTFG) Chairman, presented the report. The CSTFG was fulfilling its annual statutory duty and had found that each year the issues were slightly different as the nature of society was constantly changing. The CSTFG received presentations from Mrs Bushby on crime from her viewpoint, and the following witnesses gave evidence Mrs Eileen Lintill (Council's representative on the Police and Crime Panel), Mrs Emily King (Principal Manager Community Safety and Wellbeing, WSCC), and Chief Inspector Kris Ottery.

Mrs Dignum reported the following amendments:

- Page 29, third line of paragraph 3: '...running at 625,...' should read '...running at 620,...'; and
- Page 26, Paragraph 5.14: '...experienced.' Should read '...expected.'

Mrs Bushby was in attendance and thanked the CSTFG for its support concerning the Council's community safety partnership (CSP) work. The Police Crime and Commissioner's office had confirmed that the Council would receive funding again for community safety for a slightly reduced amount of £38,124. However, there had been plans for the Police Crime Commissioner to take a 20% cut on all the CSP funding to top slice and put into a separate fund, but it was decided not to do that this year, which showed how much the work all the CSPs were doing was appreciated.

The Committee made the following comments and received answers from Mrs Bushby to questions, including the following:

- *Knife and drug problems in the District:* Knife crime figures were relatively low compared to other districts. The office of the Police Crime Commissioner had successfully bid for early intervention project funding and the fact that this District had not been selected for receipt of this money indicated there were no significant issues in the District relating to County Lines and knife crime. Recreational drug use affected the night time economy anecdotally and was being dealt with by the night time economy providers, ChiBAC and Sussex Police working together. Whilst not such a significant issue as in Arun District, class A drugs did attract County Lines to the District and was being addressed by the Serious Crime Group.
- *Attendance of Katy Bourne, Sussex Police and Crime Commissioner:* It was not in the Task and Finish Group's terms of reference to invite Katy Bourne to the meeting. Mrs Purnell, observing the meeting, added that it was the responsibility of the Sussex Police and Crime Panel to hold her to account;
- *Crime in the North of the District:* The Council's Community Safety Officer was involved in a number of projects in the North of the District, but it was a case of prioritising. Cross border meetings had been re-introduced. The Communities Team was keen to raise the profile of the Country Watch Scheme, which had gone quiet recently. An issue concerning where to put resources was that crime in rural areas was often unreported. Mrs Dignum mentioned the Farm Watch and suggested that a question could be put forward at the next community safety review to see how well the scheme was working in the rural areas;
- *Additional Police Officers:* It was not known how many officers would be allocated to this District, but the remaining rollout of additional officers was likely to be PCSOs. Chichester would benefit additionally from being in a hub with Arun, as they had been allocated more officers.
- *Sheep Theft National Increase:* The Communities Team was not aware of any reports of large scale theft in the District. If it did become apparent, Sussex Police would investigate and warn farmers via the Country Watch scheme.

A proposal by Mr Potter to request a detailed account of how the Police Crime Commissioner, Katy Bourne, intended to spend the increase in precepts in the Chichester District was supported by the Committee.

The Committee thanked Mrs Bushby for her work and Mrs Dignum for her report.

RESOLVED

- 1) That the required level of scrutiny of the Community Safety Partnership (CSP) has been achieved;
- 2) That the performance of the CSP is good and that evidence of effective partnership working in the District had been demonstrated;
- 3) That next year's review should focus on cybercrime, drugs and the impacts of any West Sussex County Council (WSCC) budget cuts on areas the Council may be responsible for (as outlined in paragraph 5.1(e) of the report); and
- 4) That the Overview and Scrutiny Committee asks the Police Crime Commissioner, Katy Bourne, for a detailed account of how her increase in precepts is being spent in the Chichester District.

276 Consultations - Task and Finish Group

The Committee considered the report circulated with the agenda.

Mr Foord and Mrs Parker were in attendance and outlined the report. Mrs Parker thanked the Task and Finish Group members for their useful contribution to the process.

Mr Foord and Mrs Parker responded to members' comments as follows:

- *Consultation Focus:* After the first meeting the Group focused more on the consultation methodology;
- *Let's Talk Panel:* there was no limit to the number of people able to sign up to the Panel. 1,000 was the target membership and members were asked to encourage their constituents to join. Members welcomed the introduction of this Panel;
- *Planning Issues Consultation:* Although the Group was satisfied with the way the Council's communications were delivered, a meeting would take place on 10 April 2019 to discuss localised concerns specific to planning, to include the wider planning consultation and statutory consultation for planning consultations associated with the day to day delivery of planning applications. Officers would take advice as to whether or not a further report should be considered by the Committee on the outcomes of the meeting. The Planning Policy consultation system was a different system used to the Council's general consultation SNAP system;
- *What is the most effective way to ascertain what the public wants and needs?:* Evaluations were key and specific groups of people could be targeted to give a clear idea of what was working. An effective way to reach the public was via the Lets Talk Panel individually or generally about a whole range of issues. Panel members could be contacted on a regular basis to draw their attention to certain topics. The most popular platform depended on the target group, as some groups worked better with social media and others worked better face to face. It was key to have a range of communication channels. Since the introduction of the worldwide web 30 years ago communication had changed hugely in this time with people now expecting quick communication. *How we communicate with the public depended on the audience;*
- *Traffic issues:* Mrs Hotchkiss undertook to provide a link to the County Council's current consultation on the Parking Management Plan in the Chichester City.
- *Mr Oakley, observing the meeting, asked for clarification that the Task and Finish Group will cover both planning policy consultations and notifications of individual planning applications, and that there will be the opportunity for the wider Council membership to have an opportunity to see the agenda papers to be put before the Task and Finish Group and have an input, including a briefing paper detailing the statutory consultation requirements for individual planning applications?:* Officers were mindful there was a statutory framework for the day to day planning consultations and agreed to frame the next agenda to take into account of both planning policy and the adequacy of the statutory consultations.

There was support for a proposal by Mr Shaxson that the outcomes of the Task and Finish Group on 10 April 2019 to discuss communication and consultation and any follow up from that meeting be reported to a further meeting of the Overview and Scrutiny Committee.

RESOLVED

- 1) That the report relating to the review carried out by the Task and Finish Group be noted;
- 2) That the Overview and Scrutiny Committee confirms it is satisfied with the progress made to date and are in agreement with the proposed future improvements; and
- 3) That the outcomes of the meeting of the Consultation Task and Finish Group with the planners on 10 April 2019 to discuss communication and consultation and any follow up from that meeting be reported to a further meeting of the Overview and Scrutiny Committee.

277 Late Items

There were no late items.

278 Chairman's Closing Remarks

The Chairman drew the Committee's attention to the fact that this was the last meeting before the District Council elections. She thanked the members of the Committee for their support.

In reply the members of the Committee thanked the Chairman for her chairmanship.

The meeting ended at Time Not Specified

CHAIRMAN

Date:

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Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

18 June 2019

Pallant House Gallery Monitoring Report

1. Contacts

Report Author:

Sarah Peyman, Culture & Sport Divisional Manager,
Tel: 01243 534791 E-mail: speyman@chichester.gov.uk

2. Recommendation

2.1 To receive the annual report from Pallant House Gallery and assess performance in line with the monitoring framework.

3. Background

3.1 In 2016, a formal review of funding for Chichester Festival Theatre and Pallant House Gallery was initiated to consider the future of the funding arrangements, under the heading of “Cultural Grants”. Recommendations were presented to Overview and Scrutiny Committee in November 2016 and were approved by Cabinet in December 2016.

3.2 Funding for the years 2018 to 2022 was committed, which was intended to be formalised within Funding Agreements. It was delegated to the Head of Community Services, in consultation with the Deputy Leader and Cabinet Member for Wellbeing and Community Services, to agree the terms of the Funding Agreements including relevant break clauses.

3.3 Cabinet further delegated that the monitoring of these Funding Agreements would, as with previous arrangements, be conducted by Overview and Scrutiny Committee.

3.4 The funding agreement for Pallant House Gallery is conditional upon the reporting to the satisfaction of the Council (acting reasonably) on annual activity. The content of the reporting is outlined in, but need not be limited to, the monitoring framework.

4. Outcomes to be achieved

4.1 In line with the Monitoring Framework there are a number of activities and measurements to be reported to the Council in April annually. These include:-

Activity	Measurements
Produce gallery exhibition programme to attract a broad range of visitors.	<ul style="list-style-type: none"> - Audience numbers (physical, digital) - Audience profiling report - Summary of exhibitions, displays and other events

Ensure the cultural offer for residents of the District is maintained and developed	<ul style="list-style-type: none"> - Annual visitor numbers, Friends and Patrons (to include number from Chichester District) - Monitor geographic spread of audience, identify split between residents from inside and outside District
Support initiatives that bring new groups or organisations into the Gallery, such as Open Days, hosting local community events, or other promotions.	Summary of activity, number of new visitors who attended
Achieve audience targets as per PHG Forward Plan	<ul style="list-style-type: none"> - Audience numbers (physical, digital) - Audience profiling report
Annually indicate gross economic impact based on key measures utilised to calculate the gross economic impact in the 2015-16 financial year economic impact study.	<p>Key measures: Annually updated figures:</p> <ul style="list-style-type: none"> - Net payroll - Attendance figures from within the District - Audience numbers visiting District <p>Figures that will reflect 2015-16 study findings with percentage inflationary increase:</p> <ul style="list-style-type: none"> - Spend per District resident audience member - Spend per audience member visiting District
Contributions to wider activity with local partners in the City or wider region that promotes Chichester as a visitor destination.	A description of individual or partnership activity undertaken in the period.
Maintain and further enhance the social impact of PHG's work for young people and families.	<p>School programme:</p> <ul style="list-style-type: none"> - Number of schools/pupils visiting from within the District and as % of total Children, young people and families: - Participant numbers and geographic spread <p>College and University:</p> <ul style="list-style-type: none"> - Number of student placements - Description of projects/activities with students from the District
Undertake a Community Programme within Chichester District with social objectives and measureable outcomes.	Summary of projects undertaken; number of participants and geographic spread.
Continue to develop volunteering opportunities within the Gallery and Community Programme.	<ul style="list-style-type: none"> - Total number of volunteers and geographic spread.

	- Report on training and opportunities for volunteers.
Arts Council England (ACE) National Portfolio Organisation (NPO), 2018-2022 funding confirmed. Subject to government settlement 2020, status to be confirmed to CDC at that time.	Annual ACE feedback
Continue to seek new and alternative sources of funding, evidence the value of CDC funding.	Details of successful funding bids in the period, requests to CDC for evidence of support.
Maintain ongoing internal arrangements to monitor and oversee the financial stewardship of the organisation.	Key issues of quarterly reporting of F&IC and A&RC to Board of Trustees.
Implement strategic projects that ensure the future success of PHG as a resilient and sustainable organisation.	Description of projects or initiatives, identification of the particular benefits.

4.2 While unrelated to this funding agreement, regular reporting to the Council will also reflect on the requirements of the Hussey Bequest as follows:

- Details of conservation work and or collections care of the artworks in the Hussey Bequest in the period.
- Details of any loans made of artworks in the Hussey Bequest.

4.3 An update to all of the activities identified above is provided in appendix 1 update report by Pallant House Gallery.

5. Resource and legal implications

5.1 In line with the monitoring framework, Pallant House Gallery have shared their Terms of Reference documents for the Finance and Investment Committee, and the Audit and Risk Committee. They are also required to submit accounts to the Council within 6 months of the end of each financial year.

6. Community impact and corporate risks

6.1 The monitoring agreement outlines the areas of activity undertaken by Pallant House Gallery that demonstrate the benefits to the District generated by the District Council's funding of Pallant House Gallery. The main risk to this Council is a loss of economic and community benefits if the actions outlined in the monitoring framework are not met.

7. Other Implications

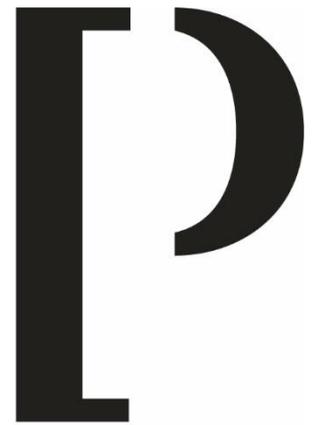
	Yes	No
Crime & Disorder:		X
Climate Change and Biodiversity:		X
Human Rights and Equality Impact:		X
Safeguarding and Early Help:		X
General Data Protection Regulations (GDPR):		X

8. Appendices

8.1 Appendix 1 – Pallant House Gallery annual report 2018-19.

9. Background Papers

None



**Pallant
House
Gallery**

**Annual Report to
Chichester District Council**

1 April 2018 – 31 March 2019

**Simon Martin
Director**

Contents

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1. Audience figures April 2018 – March 2019

1.1 Visitor figures

Total Visitors to site (including free entry to ground floor):

57,470

Exhibition Visitor numbers (including events, talks etc...)

47,963

Ticketed Admissions (not including Friends):

	Year	Budget
Visitors	31,123	32,350
Income	£219,694	£218,357

Average ticket price:

Year	Budget
£7.06	£6.54

Digital Audiences:

Instagram	14,338
Facebook	5442
Twitter	17910



2. Audience Profiling Report

This analysis is of admissions visitors to the exhibitions and collections, and excludes event participants.

Demographics

Based on Audience Finder surveys of admissions visitors from April 2018 – March 2019

Gender: 69% female, 31% male

Ethnicity: 97% white

Age:

- 41% 65 or older (well exceeds regional representation)
- 26% 55-65 (well exceeds regional representation)
- 15% 45-54 (slightly exceeds regional representation)
- 7% 35-44 (below regional representation)
- 5% 25-34 (below regional representation)
- 6% 16-24 (below regional representation)

Audience behaviours and motivations

- 47% repeat visits within 12 months
- 26% first timers
- Median number of times people visit a year is 3

- 48% of visitors visit in pairs, and 26% alone.

The top four cited motivations to visit were:

- Intellectual stimulation
- Visual arts is a part of who I am
- To learn something
- To be inspired

Segmentation

We use Audience Spectrum, which segments the whole UK population by their attitudes towards culture and by what they like to see and do. We are able to compare representation of these segments in our existing audience to representation of each segment in our local area. We are also able to compare against other similar venues regionally and nationally. The below analysis is based on 2017/18 analysis.

Commuterland Culturebuffs (29% of our audience)

Largest segment in 2018/19. Exceeds regional representation which is high.

Who are they?

- Older families or singles, mostly aged 46-70
- Culturally knowledgeable and culture is part of their social and family lives
- Reach this group through classical and traditional programming over contemporary, and presenting the gallery as a sociable space; through media in the Daily Mail, Telegraph and The Times; enabling easy digital engagement including online booking.

Insight: Focus on the Petersfield – Petworth corridor could boost this group, as well as south west of Chichester – it is well-represented in our region and our core audience. This is a key digital audience for the gallery and should be reached by in depth digital content that is shareable to peers.

Dormitory Dependables (19% of our audience)

Second largest segment (was third largest in 2017-18)

There are slightly more in the region than we are currently reaching.

Who are they?

- Mature couples or older families with children
- Preference for mainstream, traditional and popular, heritage, history and current affairs, and live music. Culture is a treat or social/family outing
- Reach this group through family friendly programming and the promise of 'entertainment', providing appropriate practical details; and through discount-based promotions and 'value for money' messaging.

Insight: Price and practical information are high on the list, so promoting opportunities to engage with the gallery for free, supported by practical details now available via the website, should help to boost engagement with this group. 12% of our Friends are from this group.

Metroculturals (14% of our audience)

Third largest segment, explained by London visitors. Far exceeds regional representation. This group makes up a bigger proportion of our audience than cultural organisations in the south east region.

Who are they?

- Prosperous, liberal, highly educated, urban, creative, working, mixed-age, 1/5 with children at home but 50% single
- Frequent attenders and will visit numerous venues
- Key digital audience – confident in tech and art, use web and mobile extensively for leisure, shop online, price is less important than time, watch on demand TV and stream, will curate their own tastes.
- Reach this group through collaborations with others, strong concepts and programming that stimulate intellectually and influence the way they see the world and their identity, online news especially *The Guardian*, *Times* and *FT*, personalized interactive digital communication – but they are advert resistant.

Insight: This group are a key digital audience, and can be reached by brand-led, sharable content, particularly in relation to contemporary programming. Targeting communications enabled by the new CRM system will be useful in cultivating this group. Geographically, they mainly come from London, but also Brighton, Horsham and Surrey – collaborations such as Sussex Modern and England's Creative Coast that bring people out to the region should be effective for this group

Experience Seekers (12% of our audience)

Fourth most represented segment (fifth last year)

On a par with regional representation.

Who are they?

- Younger urbanites in 20s – 40s with no children who seek new things to accompany social lives.
- They prefer alternative, contemporary cultural experiences and are key influencers.
- Key influencers amongst their peers, they read the *Guardian* and *Metro* and respond to good digital content.

Insight: We have experienced marginal growth in this group, which is fairly well targeted through our communications especially with outdoor advertising, but concentration on advertising in city- and town- centres could be worth further investment (eg Worthing, Southsea) plus incentivizing recommendations. Our Summer Lates programme will help to bring in this audience.

Home & Heritage (10%)

Fifth most represented segment (fourth last year)

Representation on a par with regional representation.

Who are they?

- Older people mostly aged 60+ outside major towns and cities, often elderly female, retired, often single or widowed.
- Day-time and day-trip visitors who require all information in advance.
- Reach this group through familiar, mainstream programming, the Daily Mail (!), print marketing, volunteering and creative opportunities, and 'habit-forming' regular programming, association with television, and by offering opportunities to be sociable and learn new skills.

Insight: This group is prevalent in the more rural areas of the Chichester – Worthing corridor, Midhurst, and coastal regions including the Witterings and Selsey. This is another key segment for Friends recruitment as they currently make up 18% of our Friends.

Trips and Treats (9%, compared to 5% last year)

We are underperforming with this segment which is the 3rd most represented segment in our region, however not as severely as last year.

Who are they?

- 58% between 31 – 50, 50% with children
- Looking for days out led by children's interests which are value for money and have educational merit.
- Reach this digitally savvy group through social media, e-comms and local online channels with shareable content as well as local media and prominent advertising to give confidence to their decisions; branded, annual or 'blockbuster' programming; brand associations and partnerships with schools, scouts groups, libraries etc.

Insight: We have grown representation of this segment from 5% last year. Much of this segment can be found to the east of Chichester down towards Bognor, in Littlehampton, Worthing and Portsmouth/Havant area. This group is likely to be best reached through our Public Programme rather than the exhibition programme. This is a key digital audience for the gallery and should be reached through digital advertising with seasonal, trend-led messaging.

Other segments

We have recorded more **Facebook Families (1%)** than in 2017/18 but are still underperforming compared to representation in the area. Representation of **Kaleidoscope Creativity** has grown to 3% which is on a par with regional representation. It is positive to see growing representation from these low-engaged groups.

Geographical reach

Based on postcode analysis via Spektrix (CRM system), representing c. 40% of admission tickets sold from May 2018 – March 2019. *(Note: This analysis starts in May rather than April as this is when Spektrix was installed).*

23.9% is local (North to Lavant Valley, West to Emsworth, South to Bognor and Selsey, East to Fontwell). This rises to 26.7% when including Arundel, Angmering, Havant and Rowlands Castle.

11.5% from London postcodes.

10.5% from PO19 which is the city of Chichester itself.

5.7% from the Petersfield – Midhurst – Pulborough corridor.

5.1% from Brighton and the areas immediately to the north, west and east of it.

4.7% from Littlehampton-Worthing-Shoreham corridor

3.3% from the Guildford area, south to Haslemere, Godalming and Fernhurst, west to Farnham and east to Dorking.

More detailed postcode breakdown:

PO19 Chichester 10.5%

PO18 North of Chichester including Lavant Valley 4.1%

PO20 Manhood peninsula to Selsey 3.6%

PO10 Emsworth, Southbourne straight 2.7%

PO22 Barnham down to Bognor 1.3%

PO21 Bognor 1.7%

BN18 Arundel, Slindon, Amberley 1.6%

PO9 Langstone, Havant and Rowlands Castle 1.2%

BN1 Brighton central and to the North 2%

BN2 to the East of Brighton 1.4%

BN3 West of Brighton including Hove 1.7%

GU27 Haslemere and Fernhurst 0.9%

RH20 Storrington, Pulborough 1.7%

GU31 Petersfield and the Hartings 0.9%

GU29 Midhurst 1%

GU28 Petworth 1.1%

GU32 west of Petersfield 1%

PO4 Eastney 1%

BN7 Lewes area 1%

SO22 and SO23 Winchester western area 1.4%

3. Summary of exhibitions, displays and other events

Spring 2018

Exhibition visitor numbers: 11,768



POP: Art in a Changing Britain

(24 February – 7 May 2018)

A major exhibition exploring Pop Art in Britain and the dynamic ways artists responded to rapid social change during the 1950s and 1960s. It included over 170 works all drawn from the Gallery's collection by artists including Peter Blake, Patrick Caulfield, Jann Haworth, David Hockney and Eduardo Paolozzi.

- 64 pieces of press coverage were achieved for '*POP! Art in a Changing Britain*' including on BBC Radio 4's *Saturday Review*, in *The Daily Telegraph*, *The New European*, *Stylist*, *Creative Review* and *The Guardian*.
- Thursday evening talks on the POP! exhibition were well-attended, including lectures by the Senior Curator, Director and other external experts.
- A new hard-back book '*Pop! Art in a Changing Britain*' was produced, which has been very well-received by visitors and provided a long-lasting overview of the Gallery's internationally significant Pop Art collection.
- Alongside there was a display of works by Young British Artists including Damien Hirst, Tracey Emin and Gavin Turk from the Chichester-based collectors Frank and Lorna

Dunphy which were subsequently gifted to the Gallery through the Arts Council England Cultural Gifts scheme.



Leonard Rosoman: Painting Theatre

(24 February – 7 May 2018)

An exhibition curated in association with Dr. Tanya Harrod featuring Leonard Rosoman's series of paintings based on John Osborne's controversial 1965 play 'A Patriot for Me' that had not been shown together since an exhibition in New York in the 1970s. Part of the Royal Academy's 250th birthday celebrations, this was the first museum show of Rosoman's work for over 30 years.

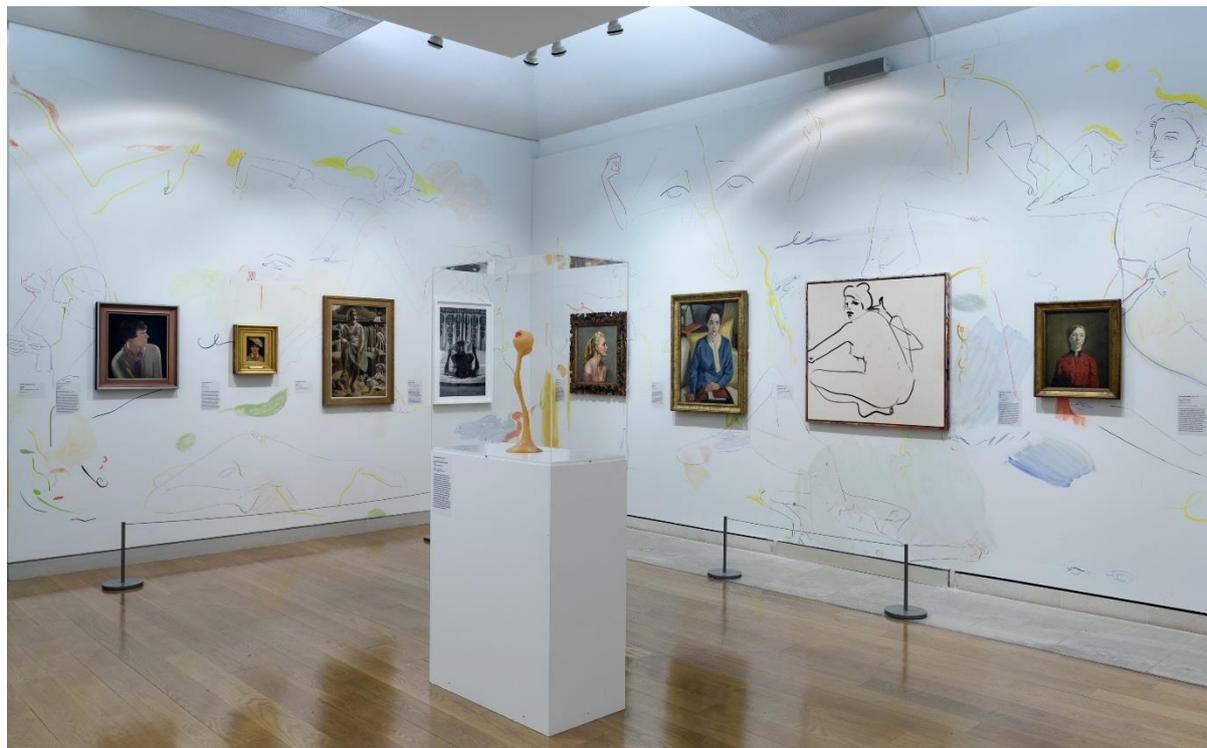
20 pieces of press coverage were achieved for other exhibitions in the spring season including *Leonard Rosoman: Painting Theatre* in *The Spectator* and *The Guardian* and *Sheila Bownas* in *Selvedge Magazine*.

In addition, the artist Terence Birch completed his Residency as **Adam Reynolds Memory Bursary** holder 2018, for a mid-career disabled artist in association with Shape Arts.

The Gallery was the venue for the **European Outsider Art Conference** from 4-8 May 2018, organised by Outside In.

Summer 2018

Exhibition visitor numbers: 22,344



Virginia Woolf: An Exhibition Inspired by Her Writings

(26 May – 16 September 2018)

A major exhibition touring from Tate St Ives exploring 80 modern and contemporary women artists through the writings of Virginia Woolf. The exhibition subsequently toured to the Fitzwilliam Museum, the third and final venue of the tour where it was on display from 2 October – 9 December 2018.

Press: 46 pieces of coverage were achieved for the exhibition 'Virginia Woolf: an exhibition inspired by her writings', including in *The Mail on Sunday*, *The New Statesman*, *Country Life* and *The Guardian Guide*.

Digital: A podcast on 'Virginia Woolf, feminism and women painting women' was organised, recorded and aired on Art UK with the curator Laura Smith.

A #CreativeWomen campaign was launched on Instagram tied in to the Virginia Woolf exhibition and the centenary of partial women's suffrage

Marketing:

- A partnership was arranged with **Chichester Cinema** at New Park's International Film Festival, including the inclusion of a series of Virginia Woolf films, supported by a ticket offer.

- Cross-marketing partnerships were set up with Monk's House, Charleston, and Nino Strachey (tying in with her new book) in support of the Virginia Woolf exhibition.
- Ticket offers were put in place for WI, literary groups and *The Chichester Observer* for the *Virginia Woolf* exhibition
- A competition was arranged with Vintage Publishing (Woolf's publisher) to 100k+ social media followers to win tickets and catalogue
- A 'Cultural Day' competition was arranged in partnership with the **Chichester Festival Theatre**, including tickets to *Virginia Woolf* and *The Chalk Garden*.
- The advertising campaign for *Virginia Woolf* included for the first time targeted sites at local supermarkets (Waitrose and Sainsburys) in addition to Network Rail placements (including digital screens at London Victoria and Chichester), a banner across East Street, and print advertisements in the *London Library*, *Tate Etc*, *RA Magazine*, *Viva Brighton* and *The Art Newspaper*

Groups: There were 17 group visits for the *Virginia Woolf* exhibition, and the two guides who gave specific tours and talks were marvellous in their delivery and very flexible with their time.

Publication: The Tate catalogue for *Virginia Woolf* sold out of its first print-run and second print was negotiated.

Dance, Movement, Modernism

(26 May – 16 September 2018)

A concurrent exhibition exploring ideas surrounding innovative approaches to physical and pictorial space, the relationship between the work and viewer and the emotional power of colour and music. This thematic exhibition presented the opportunity to showcase key works from the Gallery's collection (including the Hussey Bequest), and works promised as a future bequest.

Sussex days: Photography by Dorothy Bohm

(23 May – 30 September 2018)

A group of Dorothy Bohm's Sussex photographs on display in the print room. The exhibition presented the opportunity to display these works together for the first time and reveal Bohm's personal connections with Sussex, the county in which she arrived from Nazi Europe in 1939.

Press: 19 pieces of coverage were achieved for '*Sussex Days: Photographs by Dorothy Bohm*', including interviews with the artist on BBC World Service's 'Weekend' programme (which was picked up by Newshour twice that day), the BBC South Today news programme, and in *The Times*, *The Guardian* and *Black and White Photography* magazine.

Digital: An Instagram campaign called #SussexDays was launched inviting the public to contribute their own photographs of Sussex via Instagram, contributing to a user-generated display in the Garden Gallery supporting the Dorothy Bohm exhibition

Winter 2018

Exhibition visitor numbers: 17,117



Julian Trevelyan: An Artist and his World

{6 October 2018 – 10 February 2019}

This retrospective was launched on 6 October 2018 marking the 30th anniversary of the artist's death. The exhibition was the first comprehensive show for twenty years and co-curated by James Scott and Ariane Banks. It presented the opportunity to reappraise Trevelyan, particularly in terms of British Surrealism, Mass Observation, and his contribution to printmaking.

A display of the works of Trevelyan's wife Mary Fedden in Room 17 accompanied the exhibition (in Room 17), featuring works from the Gallery's collection, the University of Chichester and other local collections.

The final number of press mentions was 47, including major articles in *Apollo Magazine*, *The Daily Telegraph*, *Country Life*, *the Mail on Sunday*, *The Financial Times* and the *Guardian Guide*.

Publication: The Julian Trevelyan catalogue sold out, with 736 copies sold



Karl Hagedorn: Rhymical Expressions

(15 December 2018 – 3 February 2019)

This exhibition of paintings and poster designs by the Modernist artist Karl Hagedorn was organised in conjunction with Liss Llewellyn Fine Art. Following Pallant House Gallery, it toured to the Mercers' Gallery in London in Spring 2019. This was the first exhibition of Hagedorn's work in nearly 25 years. Hagedorn was born in Berlin and naturalised in Britain in the early twentieth-century; his paintings are some of the earliest and boldest examples of post-impressionist work produced in Britain.

Publication: Paul Liss produced an exhibition catalogue to accompany the exhibition which includes a foreword from the Director and contributions from Alistair Smith and Richard Cork at no cost to the Gallery. 103 copies of the catalogue were sold.

Press: Karl Hagedorn was reviewed in *Country Life* and the *West Sussex Gazette*.



Cathie Pilkington RA: Working from Home

(6 October - 31 March 2019)

The intervention of Royal Academician sculptor, Cathie Pilkington in Rooms 5-8 of the 18th century house, in conjunction with the 250th anniversary of the Royal Academy. The artist responded to the themes of domesticity, mother and child, surrealism and psychoanalysis with new collages and prints displayed with a selection of more than 30 works from the permanent collection; a group of existing sculptures and four new Pieta sculptures.

Press mentions to date number 11, including interviews in *Art Quarterly*, *RA Magazine*, *British Vogue* and *Oh Comely* magazine. The Head of Publishing wrote a piece for the *Museums Journal* on the Gallery's work in publishing, linked to the Cathie Pilkington project.

Norman Ackroyd: Wild Isles (De'Longhi Print Room)

(3 October 2018 – 24 February 2019)

An exhibition of landscape prints by the Royal Academician who was taught by Trevelyan at the Royal College of Art. The display focuses on a number of prints received from a private collector a few years ago, with additional prints donated by the artist.

Norman Ackroyd: Wild Isles was included in interviews with Norman himself in the *RA Magazine* and the *Telegraph Magazine*, as well as the *Out & About* section in *Homes & Gardens*.

Spring 2019

Exhibition visitor numbers: 10,909 at 24 May 2019



Harold Gilman: Beyond Camden Town

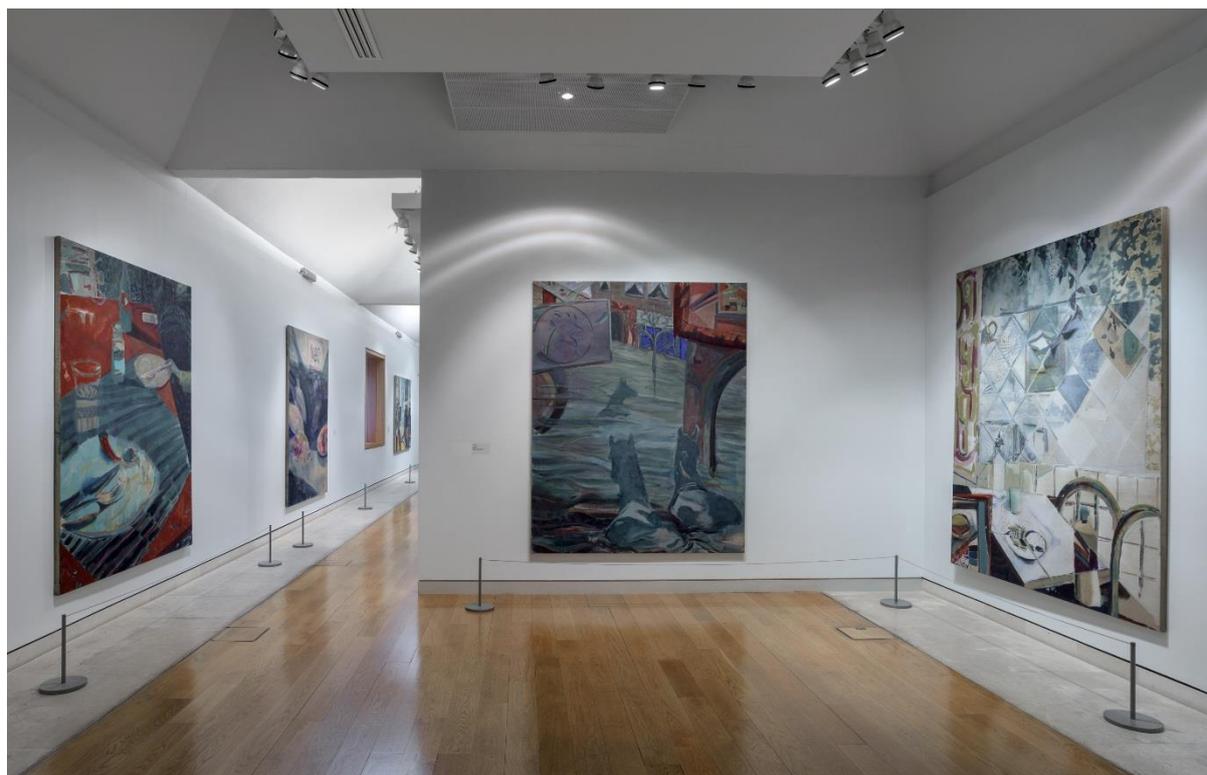
(2 March – 9 June 2019)

This exhibition in Rooms 12, 13 and 14, was curated by Lara Wardle and James Rawlin and on tour from the Djanogly Art Gallery, University of Nottingham. It focuses on Gilman's colourful paintings influenced by Post-Impressionism from the last decade of his life and marks the centenary of his death in 2019.

The exhibition generated 28 pieces of press coverage to date (although the actual figure for cuttings is likely to be more). This includes a major preview in the *Daily Telegraph*, an interview with Lara Wardle in the *Museums Journal* 'Best in Show' column in relation to 'Tea in the Bedsitter', including in a review of painting shows in *The Spectator*, and review for *Burlington Magazine* and a piece written by Lara Wardle for Art UK.

A related display of works from the collection **Art Quake! Post-Impressionism and British Art** is presented in Room 4 (featuring Vuillard, Bonnard, Gore, Sickert, Cezanne, Matthew Smith, Duncan Grant and Roger Fry) curated by Louise Weller.

Publication: 509 copies of the Harold Gilman catalogue have been sold (as of the end of May) and it is expected to have sold out completely by the time the exhibition ends on 9 June.



Nick Goss: Morley's Mirror

(2 March – 9 June 2019)

An exhibition of paintings by the contemporary artist Nick Goss is displayed in the Contemporary Wing (Room 10) alongside the Harold Gilman exhibition. This is the first museum exhibition of his work. Goss had a sell-out show at Josh Lilley during Frieze 2018, with a number of international collectors and institutions acquiring his work. The exhibition includes several new paintings and marks a critical point in the connection of ideas in Goss's *De Ramp* (2017) and *Dolphin Express* (2018) series.

The exhibition is being conceived as a contemporary pendant for the Harold Gilman with the opening space juxtaposing both artists' paintings of London café interiors created a century apart.

To date, 10 pieces of press coverage for Nick Goss have been captured, including reviews in Jackie Wullschlager's column in the *Financial Times*, *Apollo Magazine* and one pending with *Turps Banana*. Nick was also interviewed for a piece in *FT House & Home* on Elephant and Castle, where his studio is based.

Publication: The catalogue for Nick Goss: *Morley's Mirror* was published by Koenig Books at the end of May and the Gallery Bookshop is buying it directly from Koenig. Nick Goss was interviewed by Thomas Marks (Editor, *I* magazine) as part of the Gallery's Thursday evening talks programme and thirty copies were sold at this event (23 May).

Nick Goss: Inspirations

(2 March – 9 June)

Nick Goss is greatly inspired by the work of modern British artists in the Pallant House Gallery Collection. As part of the exhibition he has selected works from the Gallery's collection (which are on display in Rooms 15 and 16, alongside his paintings) creating a rich visual dialogue. This display includes work by artists such as Michael Andrews, Edward Burra, Paul Nash, Eileen Agar, Richard Hamilton and Christopher Wood.

From Pissarro to Kollwitz: The Elizabeth Burney Bequest - The Print Room

(27 February - 23 June 2019)

The print room display celebrates a new bequest - a collection of works on paper from Elizabeth Mary Parker (née Burney). The display includes etchings by Samuel Palmer, Camille Pissaro and Kathe Kollwitz, mezzotints by Danish artist and printmaker Peter Ilsted and drawings by Henri Gaudier-Brzeska and Christopher Wood. Elizabeth Mary Parker (née Burney) was a criminal psychologist who visited the Gallery with the Cambridge Art Fund and attended a tour with guide Liz Walker, which inspired her to leave her collection.

New Acquisition: Gerald Laing, *Baby, Baby Wild Things* 1968 – Garden Gallery

(2 March - 9 June 2019)

Gerald Laing's iconic print portfolio, *Baby Baby Wild Things* 1968 is on display on the gallery garden wall celebrating this new acquisition to the collection. Loaned to the exhibition *POP! Art in a Changing Britain* last year, the portfolio has now been acquired for the collection with support from the Art Fund and private donors. Significantly, this is the only complete version of the portfolio in a British public collection. It is a rare example given the inclusion of the Brigitte Bardot print which was removed from almost all the portfolios and sold separately.



Regional Tourism

- The Gallery is taking part in the 'England's Creative Coast' project, which is funded by ACE's Cultural Destinations programme and the UK Government and Visit England's 'Discover England' fund. The Gallery is one of three venues in West Sussex taking part (including Cass Sculpture Foundation and Arundel Castle).
- As part of West Sussex County Council's Experience West Sussex campaign, the Gallery is featured as one of eight attractions in West Sussex on a banner in Arrivals at Gatwick Airport.
- Pallant House Gallery was featured in *The Evening Standard* as one of the best ten art galleries to visit outside of London during the summer, and in *The Daily Telegraph* 'Travel' section in a piece focused on Chichester.

4. Schools, young people and families programme

4.1 Sustained positive social impact for District Residents made by PHG

The **Learning Programme Review** continued into the summer, with new programming and ways of working launched in the Autumn season (October 2018) to coincide with the launch of the new website and brand. This has now lead to the department being renamed Public Programmes. **A Public Programmes Strategy** document has been written and being used to give direction for the next three years (2019-22).



4.2 Maintain and further enhance the social impact of PHG's work for young people and families

4.2.1 School programme

Number of schools visits = 76

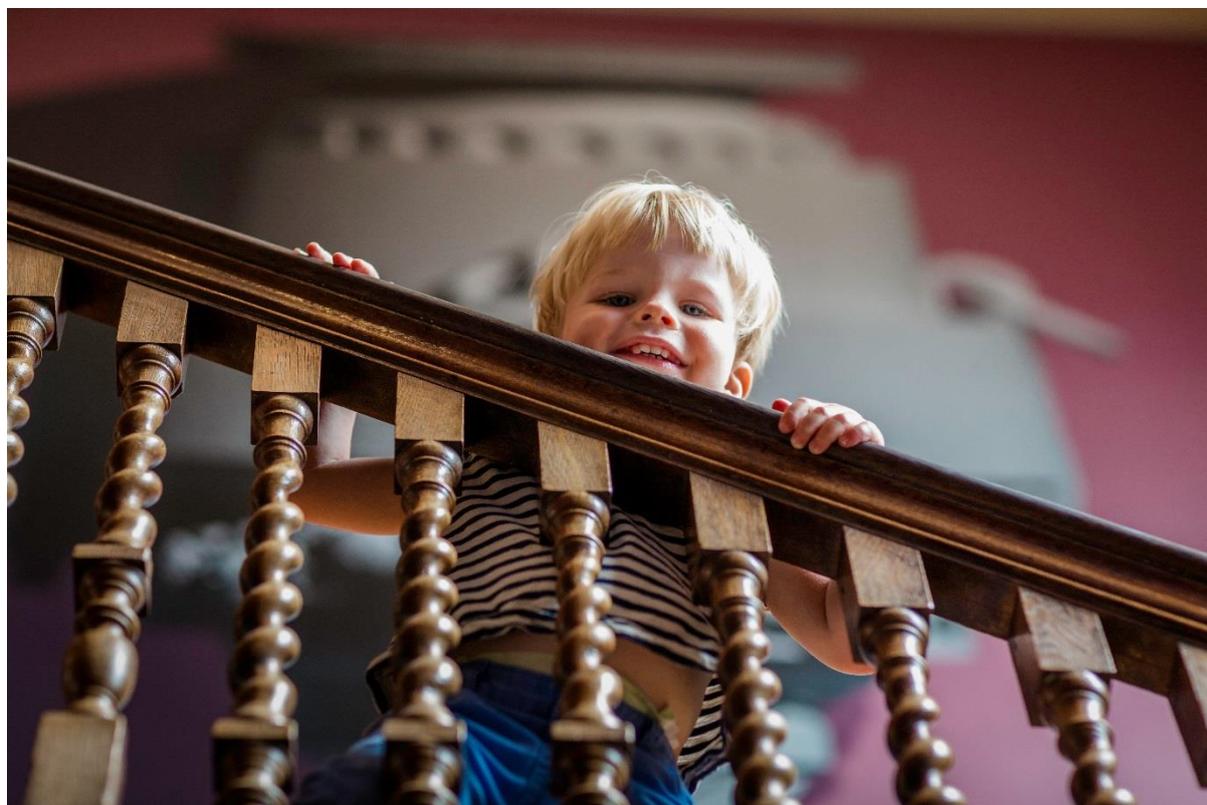
53% (41) of which were from the Chichester District

Total number of KS1-4 pupils visiting = 1044

55% (577) of which were from the Chichester District

Total number of school pupils visiting has decreased slightly but the proportion of which are Chichester District pupils has increased substantially (55% this year, in comparison to 15% last year). Total number of school visits has increased and again the proportion of which are from Chichester District schools has increased substantially (53% this year, in comparison to 22% last year). These figures reflect the focus that the Public Programme team has had on building a local audience of school pupils, encouraging repeat visits and ensuring local children feel ownership of the Gallery.

- This year a new format for School visits was launched called **Discover, Discuss and Do**. They use sketch-books and discussion as a basis for in-gallery exploration, rather than using a studio or classroom space. Discover sessions are self-led and are free, Discuss and Do sessions cost £50 per school and are led by a member of the Public Programmes team. The focus of the year was to target local schools and encourage teachers to come for free visits to try these new sessions. Feedback from teachers and students has been very positive.
- The **Schools Initiative** project was completed and works put up in the studio, where they were displayed until mid-July. The main aim was to provide an opportunity for pupils from different, local schools to work collaboratively and an opportunity for students from Chichester College to take a leading role and gain experience mentoring and putting together an exhibition. There were three students from Central CE Academy and Parklands Community Primary, 6 St Anthony's School students and finally three students from Chichester College.
- **School In Residence** programme was launched this year. Bishop Luffa year 12 students were the pilot school; teachers brought the students to the Gallery every Friday for 6 weeks which culminated in them creating trails and artwork to display at the Late on 15 November. The aim of this programme is that students feel more 'at home' at the Gallery and a sense of ownership, The March Primary School were the Gallery's second School in Residence, having 6 weekly sessions in the Gallery and the Studio on Tuesday afternoons. This culminated in an evening reception in the studio where the children displayed their work and invited friends and family to attend. The head of governors and the deputy head teacher from The March School were in attendance. The artworks will be framed and hung in communal areas at the school. One of the children wrote a letter of thanks: *"It was a great honour doing art club at Pallant House and to show our mums and dads and family what we can do with our imagination by putting it in a drawing or a painting and even pen and ink and collage."* This programme will now continue will local schools.
- In connection with the Trevelyan exhibition, **Bedales School** – where Trevelyan attended – worked to create a special Trevelyan inspired display in the Studio on Thursday November 22 evening. Parents and teachers came to visit their work and everyone seemed very pleased with the outcomes.



4.2.2 Children, Young People and Families programme

Number of participants in Early-Years workshops = 166

Number of children attending paid-for workshops = 148

Number of participants in free activities = 500

Free Open Weekend participants = 1200

- **Early Years workshops** continue on the first Friday of every month. More capacity has been built in with two shorter sessions each month and these are now run in-house by Public Programmes team staff rather than freelance educators.
- **The Open Weekend** which ran on 21-22 April attracted a large family audience. Children could have an artwork from the collection painted on their face, create some wallpaper inspired by the Sheila Bownas exhibition or create a viewfinder in the house. The most popular activity, which continued after the Open Weekend, was a POP! Bingo card where children had to find certain parts of the paintings in the POP! exhibition.

- A group from **Chichester Sanctuary** - a place for refugees and asylum seekers to meet and socialise – were invited to the Gallery during February Half Term. There were tours of the House and activities in the studio for the children. Over 50 people attended; the group leader was very happy and plans are being made for another visit soon.
- **Free Pallant House-Party** On Saturday 4 August the Gallery was free entry to all for the Pallant House Party event. The space was buzzing with lots of free activities – storytelling about strong female creatives in the Virginia Woolf exhibition, dance classes relating to the Dance exhibition, placard making, badge making, a photobooth to dress up as characters from the paintings in the old house and a bingo card activity. There were over 300 attendees on the day and lots of young families.
- The Gallery piloted new **Paid-for School Holiday Workshops** for 7-11 year olds and 12-15 year olds in October Half Term, and these continued for February Half Term. These enable parents to leave their children with artist educators from 11am-4pm to be given an in-depth workshop. Some of the workshops have been sold out and the Gallery will continue with this format:

"My daughter had an absolute ball with you last week and is thrilled with her miniature art gallery. Pride of place at home! With thanks, we shall be booking again!"

- The first **Bedtime Stories** event happened during February Half Term; 11 children and their parents were allowed to access the Gallery after hours, from 18:00 – 20:30. Activities included torch-lit tours of the House, storytelling, hot chocolate and gingerbread men decorating, creating a self-portrait and working together to create a collaborative map artwork at the end of the evening. Very positive feedback was received:

"I honestly think this is brilliant; the dark and torches were a fab touch, really loved the stories along with it - art made fun! Well done!"

- **In-gallery activities** for children are now being developed for every exhibition season. For example, the POP! Bingo cards above and for the Trevelyan exhibition, an I-Spy postcard that asked children to find a particular painting and identify as many things as they can beginning with a certain letter.



4.2.3 College and University programme

Number of F.E / H.E institution visits: 19
63% (12) were from Chichester District

Number of F.E / H.E students visiting: 344
63% (218) were from Chichester District

The total number of pupils visiting has decreased slightly but the proportion of which are from Chichester District has increased significantly (63% this year, in comparison to 33% last year). Again, these figures reflect the focus the Public Programme team has had on building a local audience of school students, encouraging repeat visits and ensuring local young people feel ownership of the Gallery.

- We continue to provide opportunities (5 in total) for **Chichester University** students to become Partners in Art – where they are partnered with a member of our Community Programme whom they help mentor and support to create new artwork. This year the partnerships took a new form by contributing to the Works in Partnership exhibition that took place in collaboration with the Otter Gallery in May.

- Head of Public Programmes, Laura, gave a keynote speech at the Chichester University conference in June on Keeping Creativity in the Curriculum.
- We continue to work closely with **Chichester College**, with 3 students being heavily involved in our Schools Initiative project, as above. Andy Green, Executive Principle, continues to sit on our Public Programmes Advisory Committee.
- **Theatre Inc Partnership:** The Gallery partnered with Theatre Inc – a youth theatre company, based at Chichester College, for young people living with disability. Between 23-26 July participants were on a summer school that responded to the Gallery and in particular the *Dance: Movement and Modernism* exhibition. They performed a range of performances (to 75 audience members) – dance, music and acting - in room 11 on the 23 July which was very inspiring and entertaining.
- MA student Hannah White undertook a **10 week placement** from University of Sussex Feb-May 2018, based with the Collections team. This will become an annual arrangement and will enable the Gallery to focus on specific projects where there is limited capacity and at the same time provide an enjoyable learning experience for the students, developing strong links with a local university. Although also gaining experience with the Marketing and Curatorial teams, Hannah was primarily based in the Library and working on a project to document and condition check the furniture collection. The outcome has resulted in improved records including a full set of photographs, condition notes and a system of marking and identification in place that will enable the curatorial team to prioritize items and develop a long-term strategy for their care and preservation. Feedback has been good and the Collections Manager is in discussion with University of Sussex regarding a research project focused on the Hans Feibusch Archive.

4.2.4 Adult Programme

Approximately 2000 adults took part in our programme of Art History Courses, Practical workshops, Thursday evening talks, free tours and events this year.

- The **Summer School** that took place in the Studio for 5 days during August was sold out with a waiting list. 12 participants spent the week developing their style and being tutored by experienced artist Kate Boucher. Feedback from the course was excellent:

"This has been a life changing event for me. The venue, teaching, facilities and support were all more than generous. Thank you!"

"This course was excellent and I learned more than I expected; I have done many courses and this one comes out on top"

- Many Thursday evening talks were sold out including *A Bloomsbury Inheritance* by Virginia Nicholson, an *In Conversation* event with artist Cathie Pilkington, a talk by Instagram sensation Katy Hessel of @thegreatwomenartists – *An Alternative History of Art: Women Through the Ages 1550-1945*, and a talk by artist Norman Ackroyd.



- **Art Yoga:** The Gallery partnered with Chichester-based yoga company **LANO Yoga** to stage a Saturday morning Art Yoga session in room 11. The session was sold-out with 18 attendees, 80% of whom had never attended an event at the Gallery before. During the 75 minutes, participants were encouraged to do some 'slow looking' at an art work of their choice. This partnership has continued with regular Art Yoga sessions at the Gallery.
- On 12 July the Gallery held its first Thursday **Late**. The Gallery was open until 10pm, giving away free gin cocktails to the first 50 visitors with our partner for the event Chilgrove Gin, and had a DJ in the garden. It was a very successful evening with over 300 attendees and a good pilot for similar later events going forward.
- **Life drawing classes** have been reintroduced on the first Thursday evening of every month. So far, each session has been sold out with a waiting list.
- The Gallery partnered with Portsmouth-based creative collective **Strong Island** to run two popular **Photowalks** to tie into the Dorothy Bohm exhibition. Participants started at

the gallery and then walked around Chichester with tutor Paul Gonella. The second session was over-subscribed with 18 attendees.

- As part of the Virginia Woolf season a Creative Writing course was held over 4 weeks led by creative writing tutors from **Chichester University**. The course was sold out with 15 participants and excellent feedback was received:

"Mind blowing! This course was such a revelation. It has been liberating."

"A really fantastic course. The whole group wished it would continue."

- Painter and printmaker Mark Hearld held a **Collage Masterclass** at the Gallery in February; the ten tickets available sold out in a matter of days, and there was a waiting list of 17 people. Mark delivered an excellent workshop, which included a book signing during the lunchbreak, and all participants were thrilled.



4.3 Undertake a Community Programme within Chichester District with social objectives and measurable outcomes.

The Community Programme works closely with **180 participants**, with a high percentage of these from Chichester District (at least 80%).

In the last year, there have been **6597 instances** of people participating in our Community Programme activities. These include regular sessions as well as one-off events such as Share Art (in partnership with Outside In), Art Views sessions, trips, exhibition openings and instances of Partners in Art meeting.

- The **Annual Community Programme Report** was published in July 2018. For this report all 180 members of the programme were asked about their experience, some key quotes are shared here:

"There is a real community spirit, were people know you and look out for each other. The Community programme has given me hope for my life."

"My concentration and motor skills have improved. I am more willing to try new experiences. Being part of the programme is like going home, I feel I belong."

"It is a safe space filled with lovely, understanding people. You don't have to be worried about being criticised or on your guard. You can be yourself."

- The Gallery also learnt that two participants who met through attending Community Programme sessions are now engaged to be married.
- Many trips took place over the year one to **Nutbourne Vineyard** to do some sketching and drawing outside, one to London in October to visit the sold-out Frida Kahlo exhibition at the V&A, and a summer social picnic in **Priory Park**. This was the first Community Programme picnic and it was very popular indeed:

"I talked to lots of people and in the end I didn't have any time to draw! It was great to see so many staff from the Gallery join us on their lunchbreak! I look forward to the next picnic."

- Increasing capacity has been a focus this year. Regular Monday morning sessions have been split into two, which means capacity is now doubled, and **Art Views** will now happen twice every month, with one session happening on a Saturday to enable more people to attend.
- There have been many exhibition opportunities for the group. Participants were invited to view some of the Otter Gallery's collection at **Chichester University** and then created artwork in response. The exhibition took place from April to June 2018 and was a great success. At the Gallery there was a Community Programme in Focus display on the Garden Gallery Wall that showcased three artists from the Community Programme and explained more about the programme in a text panel. This was accompanied by the annual Fundraising exhibition in the studio over the Christmas period which raised over £2,000.
- The Community Programme continues to work closely with **Chichester Cathedral**. Monthly sessions for participants to explore the Cathedral collection and building have taken place, and a group of participants are working on an exhibition to display there.

The Gallery has also stepped up its work with different groups, outside of the Community Programme.

- A report has been compiled about cultural provision in the Bognor Regis and Littlehampton areas which will inform some of the Gallery's planned **outreach work**. The report includes recommendations for small-scale projects and organisations and charities the Gallery could work with and have already made contact with, and in January the Gallery was awarded £92,000 from the National Lottery Reaching Communities Fund to begin this work.
- Work has been done on an **Access to Art Pass** scheme which will enable 100 local charities and organisations free access for groups throughout the year.

- The Gallery held a taster day for a groups from Coastal West Sussex Mind and Chichester Sanctuary.



Volunteering

The Gallery offers volunteering opportunities for many local people, and is very grateful for their support. Training, briefing and support is offered to all volunteers. Approximately 80% of the Volunteers are from the Chichester District.

98 Gallery Assistants

63 Community Programme Volunteers

26 Learning Programme Volunteers

15 Guides

4 Library and Archive Volunteers

12 Trustees

10 Events and Office support Volunteers

19 Other Committee and Advisory Group Members

5. Finance and Governance

5.1 The amount of external funding, particularly from Arts Council England that is leveraged as a result of CDC funding

Pallant House Gallery is an Arts Council England (ACE) National Portfolio Organisation (NPO) for 2018-2022. ACE funding is in place at £89,119 per annum (confirmed until 2020).

The most recent annual ACE feedback letter (for 2017/18) was shared with CDC in October 2018. Feedback for 2018/19 is expected in the autumn.

Successful funding bids in the period:

- **The Art Society:** £750 received in support of the Community Programme.
- **Heritage Lottery Fund (Resilient Heritage):** The Gallery's application was successful and awarded £48,000 towards a new CRM system, associated training and improved access.
- **Association of Independent Museums:** £300 awarded for Mental Health training for Volunteers.
- **Arts Council England:** The Gallery was awarded £300,000 for Phase One of the Gallery's renewal project. It will focus on renovating the public facilities on the ground floor of the Gallery, before moving on to Phase Two, which will look at developing the Coach House. Phase One will feature a variety of developments, including a refit of the Studio, installation of energy saving LED lighting and new sculpture plinths in the courtyard garden. The work will also see the installation of improved signage and better access to the Gallery's café. Once completed, we will look to embark on Phase Two of the capital project, which will include a new gallery, a Collections Centre for open-access art storage and conservation, an expanded Library and Archive, meetings rooms and administration suite.
- **Environmental Data Loggers** £13,042.50 was received from South East Museum Development Programme 'Ready to Borrow' Grant for a new environmental monitoring system in the gallery exhibition and storage areas to capture data for temperature, relative humidity lux and UV levels. The new data logger system will be more flexible than the current system; it will also be wireless, have a higher accuracy and the data collected will be able to be accessed across the network. The Eltek Genii data logger system include a base station and repeater, 25 radio transmitters/sensors and the software for storing and analysing data and producing reports.

5.2 Effective financial stewardship exercised by the organisation

The Finance and Investment Committee and Audit and Risk Committees report quarterly to the Board. Minutes can be provided on request.

Terms of Reference for Finance and Investment Committee and Audit and Risk Committee were shared with CDC in October 2018.

Councillor Pam Dignum joined the Audit and Risk Committee but ceased to be a member when she stood down as the Gallery's CDC- appointed Trustee in May 2019 (following her decision not to stand for re-election in the 2019 Local Elections). The new CDC-appointed Trustee is due to be nominated and approved by the Council shortly.

The Right Hon Lord Andrew Tyrie, Chairman of the Government's Competition and Markets Authority, joined the Gallery's Finance and Investment Committee upon becoming a Trustee of the Gallery (autumn 2018).

Annual Audited Accounts for 2018/19 are in the process of being prepared and will be shared with Chichester District Council in due course.

5.3 Implement strategic projects that ensure the future success of PHG as a resilient and sustainable organisation

- Following a review of the Accredited Museum status of Pallant House Gallery by Arts Council England the panel agreed to award the status of Full Accreditation in June 2018. This will be in place for approximately three years.
- A new CRM (customer relationship system) 'Spektrix' was implemented to provide new till software and a database, with funds from the Heritage Lottery Fund.
- The Gallery's new brand identity was launched, with the new website launched on 13 September 2018, new logo and font in a range of applications from leaflets and print media, to badges and business cards for staff. New signage to the Gallery within Chichester is much needed and subject to planning approval.
- The Friends of Pallant House Gallery merged with the Gallery on 1 April 2018, and new marketing and packages have been launched. There are now over 4000 Friends, and over 100 Patrons.
- Three Trustee positions were advertised through an open recruitment process. There were 14 applicants for Trustee positions on the Board. Following shortlisting and interviews by the Chair, Vice Chair and Roger Mavity three new Trustees were appointed: Ruth Butler

(architect), Adrian Clark (lawyer and art historian) and Zachary Leonard (Head of Digital at *The Evening Standard*).

- See above for details of the Arts Council England grant towards Phase One of the Coach House Project, which is a major capital project costing c.£5.5million



6. The Hussey Bequest

Pallant House Gallery's founding collection was bequeathed to the District Council by Dean Walter Hussey in 1985 and is on permanent loan for display at the Gallery. Since April the following conservation works and loans have taken place:

6.1 Conservation

The following costume designs by Léon Bakst from the Hussey Bequest were conserved and mounted for the display 'Dance: Movement and Modernism' on show in Room 4, 5 May – 2 September 2018.

0263 Léon Bakst

Costume Design for 'The Sleeping Princess'

1921

Watercolour on paper

Dry cleaned recto and verso

Lifted from old mount, removal of paper hinges

Hinged into prepared mount of museum quality acid free board



0288 Léon Bakst

Design for a Page Boy

1919

Pencil and watercolour on paper

Dry cleaned recto and verso

Lifted from old mount, removal of paper hinges

Hinged into prepared mount of museum quality acid free board



6.2 External Loans from the Hussey Bequest

Laing Art Gallery: *Bomberg* (17 February - 27 May 2018)

0337 David Bomberg

Ronda Bridge

1935

Oil on panel



St Mary Magdalene Chapel, Chichester Cathedral (22 June - 9 August 2018)

0160 Graham Sutherland

Christ Appearing to Mary Magdalen (Noli me Tangere)

1961

Oil on canvas



Laing Art Gallery: *The Enchanted Garden 1850-1950* (23 June – 28 October 2018)

0061 Duncan Grant

Bathers by the Pond

c.1920-1

Oil on canvas





6.3 Pallant House Gallery Exhibitions and Displays including the Hussey Bequest

Studio Pottery

New Wing Loggia (ongoing)

Pallant House Gallery has a growing collection of Studio Pottery acquired from a number of collectors including pieces by Lucie Rie and Hans Coper from the founding bequest of Walter Hussey. The collection including these pieces can currently be seen in part in a new display in our loggia on the upper floor of the New Wing.

Dance: Movement and Modernism

Room 4 (5 May – 2 September 2018)

Five works from the Hussey Bequest by Leon Bakst, Michel Fokine, Alexandre Benois and Ceri Richards were included in this display, which explored the elusive quality, energy, movement and spectacle embodied in dance works.

Cathie Pilkington: Working from Home

Historic House (6 October 2018- 31 March 2019)

11 works from the Hussey Bequest are currently on display in the House as part of Cathie Pilkington's bold intervention within the Pallant House Gallery Collection.

Urban Landscape

Rooms 15 and 16 (6 October 2018 – 10 February 2019)

This exhibition features a selection of works from Pallant House Gallery's Collection by artists concerned with the nature of urban space and culture, examining historic, modern and contemporary interpretations of the city and urban landscape and drawing upon architectural, topographic and immersive viewpoints. It includes works from the Hussey Bequest by Frank Auerbach, Charles Meryon and James Abbott McNeil Whistler.

Room Displays Spring 2019

From spring 2019, the room displays throughout the historic house have been reviewed and re-hung. Focusing on the permanent collection they celebrate both key works and those less frequently shown, demonstrating the strength and depth of the collection and how different works and themed display can add layers of context and meaning and demonstrate the connections between works and collections.

A Collection of Collections

Room 1 & 2, Historic House (ongoing)

A selection of highlights from the collections to inform and explain the history of Pallant House, including Graham Sutherland's *Portrait of Walter Hussey* and works by Frank Auerbach, Barbara Hepworth and Ceri Richards from the Hussey Bequest.

Art Quake: Post Impressionism and British Art

Room 4, Historic House (9 February – 1 June)

Roger Fry's 1910 exhibition 'Manet and the Post-Impressionists' introduced the work of Cézanne, Van Gogh, Gauguin, Matisse and Picasso to Britain causing such shockwaves it later became known as the 'Art Quake of 1910'. This exhibition shows the unparalleled impact of post-impressionism on Modern British Art and includes works by Spencer Frederick Gore, Matthew Smith and Duncan Grant from the Hussey Bequest.

Colour and Abstraction in British Art

Room 5, Historic House (ongoing)

This display examines the influence of Matisse and the Tachisme movement on British artists and the new visual language that resulted from this. Includes William Scott, *Blue Composition No.1* from the Hussey Bequest.

European Landscape: Art and Travel

Room 6, Historic House (ongoing)

Includes works by Matthew Smith, Graham Sutherland and David Bomberg from the Hussey Bequest and looks at Twentieth Century British landscape painting often informed by artists experience of travelling and working in a different county.

Observing the Everyday: Flowers

Room 7, Historic House (ongoing)

This display is focused on the diversity of responses that artists have made to floral subjects and includes Graham Sutherland, *Datura Flowers* and Jacob Epstein, *Gladioli*.

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Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

18 June 2019

**Overview and Scrutiny Committee 2018-2019 Annual Report
and 2019-2020 Work Programme**

1. Contacts

Adrian Moss - Chairman of the Overview and Scrutiny Committee
Telephone: 01243 573155 E-mail: amos@chichester.gov.uk

2. Recommendation

The Overview and Scrutiny Committee is requested to consider and agree its 2018-2019 Annual Report and the 2019-2020 Work Programme and to recommend them to the Council for noting.

3. Background

- 3.1 The Council's Constitution states that the Overview and Scrutiny Committee (OSC) presents an annual report of the committee's work to the Council for noting along with an outline annual work programme for the coming year.
- 3.2 The OSC's 2018-19 Annual Report is attached at appendix 1.
- 3.3 The OSC's 2019-20 work programme has been developed taking into account the following:
- the Corporate Plan projects agreed by the Cabinet
 - projects identified from individual departmental service plans
 - the Forward Plan of Cabinet key decisions over the next few months
 - issues suggested by the Business Routeing Panel as requiring member involvement
 - items proposed by members or raised by the committee over the last year
 - topics included in last year's programme which had been delayed
- 3.4 A workshop was held for committee members on 12 March 2019 when the Council's full work programme for the following year was discussed. Items were identified for further review through the OSC, in some cases taking issues offline for a more in depth review by way of a task and finish group. This final work programme is now attached at Appendix 2.
- 3.5 The OSC is requested to recommend to the Council that its annual report be noted as a correct record of the work of the committee in 2018-2019 and that the OSC's 2019-2020 work programme be agreed.

4. Outcomes to be Achieved

- The Council has a record of the work of the Overview and Scrutiny Committee for 2018-2019.
- OSC members are involved in deciding the direction and content of their work programme for the next year.

5. Community impact and corporate risks

- 5.1 One of the OSC's roles is to act as a community champion in reflecting the views and interests of the community and to consider matters affecting the area or its inhabitants.

6. Other Implications

Are there any implications for the following?		
Crime and Disorder		No
Climate Change		No
Human Rights and Equality Impact		No
Safeguarding:		No
Other (please specify) eg biodiversity		No
GDPR		

7. Appendices

- Appendix 1 – Overview and Scrutiny Committee Annual Report 2018-2019
Appendix 2 – Overview and Scrutiny Committee Work Programme 2019-2020

Chichester District Council

Overview and Scrutiny Committee - Annual Report 2018-19

Scrutiny at Chichester District Council

Scrutiny is the way in which non-executive members of the council hold the Cabinet to account. They do this by reviewing existing council policy or decisions and by inputting into the development of new policies before the Cabinet approves these. In some cases they may ask for a decision (made by the Cabinet) to be re-considered before it is implemented to make sure all possible outcomes are thought through. These are called call-ins.

The Overview and Scrutiny Committee (OSC) or its task and finish groups may require any member of the Cabinet, any chief officer, and/or any divisional manager to attend before it to explain in relation to matters within their remit. Other public sector or public service officials, external partners and/or residents and stakeholders may also be invited to address the committee, discuss issues of local concern and-or answer questions. Recommendations may be made to the Cabinet or directly to Council. In scrutinising an external partner or partnership, the recommendations may be made directly to that body. The views of the Overview and Scrutiny Committee may be reported to the Cabinet or the Council, and the chairman of the committee shall be entitled to address the meeting on the committee's views.

Setting the Overview and Scrutiny work programme for 2018-19

The 2018-19 OSC work programme was developed taking into account:

- the Corporate Plan projects agreed by Cabinet
- the Forward Plan of Cabinet key decisions over the next few months
- projects identified from individual Service Plans
- items proposed or raised by Members
- topics included in last year's work programme which had been delayed
- topics requiring members' involvement suggested by the Business Routeing Panel

A number of Task and Finish Groups were set up to carry out reviews in more depth and to report back to the main committee. These task and finish group reviews are detailed later in the report. Space was left in the work programme for topical issues that often arise during the year.

All Members of the committee were consulted on the development of this work programme at a member workshop.

The impact and influence of scrutiny

OSC held five ordinary meetings in 2018-19. The Chairman meets with the committee before each meeting to enable discussion about the agenda items and to agree the key issues to be explored on each topic.

There was one call-in this year concerning a decision by Cabinet to dispose of a development site at the Grange in Midhurst.

The call-in was heard by the Committee on 18 September 2018 and the original decision upheld by the Committee.

A total of 9 recommendations were made by the committee to the Cabinet or Leader during the year. 7 recommendations were agreed. 2 recommendations related to the Ice Skating Rink review - Cabinet's response to the recommendations was that the tender process would be reviewed if the ice rink returned to council land and if new tenders were required a report would be brought back to Cabinet and that the decision for hire of council land was made under delegated authority to officers and that all statutory functions must continue in accordance with statutory guidance and timescales.

Mrs P Plant was nominated by the committee to be its representative on the corporate Leisure Contract Management Task and Finish Group. Mr Lloyd-Williams and Mr Martin were nominated by the committee to be its representative on the ICT Task and Finish Group. Mr N Galloway was nominated by the committee to be its representative on the corporate Novium Options Task and Finish Group as well as an observer on the Growth Board.

Members' training and development

- Caroline Neville attended the inaugural CIPFA/CfPS Councillor conference on 13 September 2018.
- Mrs Apel attended the Strategies for Success – National Local Government Scrutiny conference on 4 December 2018.
- There were two newly appointed members to the committee this year, Dr O’Kelly and Mr Moss, who received induction training in June 2018.

Main areas of work for OSC this year and outcomes-achievements

Areas of focus	Outcomes-achievements
<p>The Novium Museum</p> <p>Sarah Peyman</p>	<p>The committee received an update and considered the procurement exercise to test the market for the future operational management of the Novium Museum and Tourist Information Services. Of the three options available to the Council it recommended to Cabinet that the preferred option was to retain the existing in house management, but undertake a review of the business plan to examine opportunities for generating additional income and/or reducing expenditure. Areas to be examined included an improved café/restaurant offer, reduced opening hours, increased donations etc. It was recommended that the review of the business plan should be completed by the end of October 2018. The committee requested a progress update at its November meeting. Cabinet agreed with this recommendation and resolved to set up a Novium Task and Finish Group tasked to oversee progress with the review of the business plan. The Committee then received a report on progress to date and it was recommended that in agreeing the draft Novium Business Plan the Group should ensure that the Plan addresses options to reduce expenditure in both the short and medium term. The donation figures were circulated to members on 29 November 2018. The draft Business Plan for the Novium and Tourist Information Services was recommended to Cabinet and approved.</p>

<p>Sickness Levels within the Council</p> <p>Joe Mildred</p>	<p>The Committee reviewed the current position regarding sickness absence and the proposal to re-write the Absence Management Policy and the Stress Impact Assessment. The Committee requested more information on the Council's sickness levels due to the increasing number of average sickness days since 2012, especially concerning the Council's long term sickness and compared to the much lower estimated national figure. The committee was provided with a progress update at its meeting in January 2019. The progress update on the management and levels of sickness reported that the Wellbeing Team was working alongside a professor from Portsmouth University regarding the Council's approach to managing stress, as well as the results of the anonymous stress survey also reported to Joint Employee Consultative Panel.</p> <p>It was agreed that future progress updates would be most appropriate as part of the Corporate Plan TFG as sickness absence is one of the indicators covered. The progress over the last six months and latest sickness absence figures was noted.</p>
<p>Award of a Services Concessions Contract</p> <p>Jane Dodsworth</p>	<p>The Committee noted the outcome of the review of the Council's alarm monitoring service and proposed disposal of the service to an identified provider operating within the health and social care sector. Cabinet agreed with this recommendation following consultation with the Cabinet Member for Community Services.</p>
<p>Chichester Enterprise Centre</p> <p>Alan Gregory</p>	<p>The Committee noted the post project evaluation report for the Chichester Enterprise Centre development, and the significant underspend of the capital budget had been achieved and endorsed that the project had been well-managed overall.</p>
<p>Council Tax Review of Locally Defined Discounts and Premia</p> <p>Paul Jobson</p>	<p>The Committee recommended that Cabinet apply the proposed Council Tax discounts in the report for the 2019-2020 financial year and that Cabinet set the Council Tax empty homes premium at 100% for the 2019-2020 financial year, providing that the Rating (Property in Common Occupation) and Council Tax Bill (2017-19) was given Royal Assent. Cabinet agreed with this recommendation.</p>
<p>Leisure Services Performance Review</p> <p>Sarah Peyman</p>	<p>The Committee endorsed the view of the members task and finish group that the contract was on course to provide the outcomes it set out to achieve and that customer satisfaction continued to exceed the targets set within the contract.</p> <p>The Committee noted the 2017-18 Annual Report from Everyone Active and endorsed that the contractor is achieving satisfactory levels of performance against the outcomes in section 3.0 and the key performance indicators in section 4.0 of the 2017-18 annual report.</p>
<p>Reducing single use plastics</p> <p>Tom Day</p>	<p>The Committee considered the draft plan that identified three main focus points. With regard to specific actions that the Council could consider, Members felt that the Council could lead by example and suggested that the Council could advise its suppliers to provide alternatives to plastic wrapping, committee paper</p>

	<p>despatch envelopes should be replaced with recyclable envelopes, staff should be encouraged to use glass, or recyclable bottles where appropriate, rather than single use plastics and that 'easy to do' priorities should be identified in the plan. The Committee asked that officers consider the comments of the Committee in preparing the subsequent draft of Single Use Plastics Action Plan and that a one-year review of progress against the action plan be reported to the Overview and Scrutiny Committee before the end of 2019.</p>
<p>Southern Gateway Development Brief</p> <p>Paul Over</p>	<p>The Committee received an update on progress with the implementation of the Southern Gateway Regeneration project and considered the draft Development Brief. Members felt that greater emphasis could be placed on the social and sustainability aspirations of the Brief and asked that officers note the considerations of the Committee.</p>
<p>Review of Business Improvement District</p> <p>Tania Murphy</p>	<p>The Committee noted the report relating to the Chichester Business Improvement District (BID). The Committee agreed a proposal by Mr Ransley to ask officers to prepare a report to the Cabinet and the Council in conjunction with the BID team to address the challenges identified in the report (and at this meeting) and advise the Council how they could be mitigated or maximised.</p> <p>Following discussions with the Chairman and Mr Ransley after the meeting concerning his proposal an item on the BID will be added to the OSC work programme for an update report to return at an agreed timescale, after which if appropriate a recommendation can be made to the Cabinet.</p> <p>The statistics relating to the use of the Christmas Park and Ride service were circulated following the meeting.</p>
<p>Visit Chichester Monitoring report</p> <p>Sarah Peyman</p>	<p>The Committee received and noted the six month update from Visit Chichester.</p>
<p>Pallant House Gallery Monitoring report</p> <p>Sarah Peyman</p>	<p>That the six monthly update from Pallant House Gallery be noted as satisfactory. A full annual report will be presented to the Committee on 18 June 2019.</p>
<p>Communications between Chichester District Council and South Downs National Park Authority (SDNPA)</p> <p>Tony Whitty</p>	<p>The Committee noted the feedback in relation to communications between CDC and the SDNPA since the Overview and Scrutiny Committee meeting held on 14 November 2017 and that the invitation made by the SDNPA to hold a further meeting to address any outstanding concerns be agreed, following which officers be requested to draft a member protocol to explain the communication within the SDNPA planning application process and application call-in procedure.</p> <p>The meeting between SDNP and members has been delayed until after the May 2019 District elections.</p>

<p>Policing in Chichester District</p> <p>Pam Bushby</p>	<p>The Committee at the previous meeting, when considering the TFG report, discussed policing matters and agreed they would welcome the opportunity to discuss the current levels of crime in the District, the impact of the new policing structure and difficulties in reporting crime to the 101 telephone line with the Police and Crime Commissioner and the Chief Inspector. Chief Inspector Kris Ottery and Inspector Sharon Sawyer were in attendance and provided answers to members' questions. The Police Crime Commissioner Katy Bourne was unable to attend the meeting.</p>
<p>Chichester Festival Theatre Monitoring report</p> <p>Sarah Peyman</p>	<p>The Committee received the annual report from Chichester Festival Theatre, which was noted.</p> <p>It was agreed that a more detailed answer whether or not the deferred income brought forward indicated a change in trends would be provided outside of the meeting. The response received was as follows: In speaking to our Finance Director, this does not reflect a negative trend. Rather, the deferred income at this stage of the year in 2017 was exceptionally high due to particularly high sales for the first Festival Theatre production of the 2017 season. We believe this was due to high-profile casting, Richard Wilson in Forty Years On – a popular play by a popular playwright (Alan Bennett), and it being the opening production of Daniel Evans first season, which he was also directing – as referenced in our report (page 17 of the agenda pack) this particular production saw the highest number of tickets ever sold in the history of CFT for a single play. Deferred income moving into Festival 2018 was more reflective of the general level of advance sales we have experienced in previous years, with the positive exception of 2017. We would be happy to answer any further questions on this matter.</p>
<p>Amendments to the Housing Allocations Scheme</p> <p>Liz Reed</p>	<p>That the amendments to Chichester District Council's Housing Allocations Scheme, following a decision by the Ombudsman, which clarifies the eligibility of members of the Armed Forces and former Service Personnel to join the Council's Housing Register were noted. It was also agreed that parish councils would be notified of the amendments. The Housing Allocations Scheme has been updated in accordance with the requirements of the Ombudsman thereby providing local connection status to all serving and ex serving military personnel, within 5 years of discharge.</p>
<p>Ice Rink Review</p> <p>Sarah Peyman</p>	<p>The Committee considered the review of the ice rink held in Priory Park, Chichester over the Christmas period from 1 December 2018 to 6 January 2019. The Committee requested that officers provide an update report to the Overview and Scrutiny Committee recording the reinstatement of the grassed area in Priory Park before any deposit is returned to the contractor and requested that the Council is provided with a thorough breakdown of all costs that the Chichester District Council are incurring as a result of the Ice Rink, noting they are offset by various fees. It was recommended to Cabinet that if the Council wish to run a</p>

	<p>future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent, and that no decision will be made on the repeat of an ice rink until the new Council, after 2 June 2019. However the intention had been from 2 May 2019 and this date was reported to Cabinet.</p> <p>Outcomes: at the Cabinet meeting the following decisions were made: 1) If a decision is made for the ice rink to return to council land, the tender process undertaken for 2018 will be reviewed. If following this review further tenders are required a report will be brought back to the Cabinet; and 2) The decision for hire of land is under delegated authority to officers and all statutory functions must continue in accordance with statutory guidance and timescales.</p>
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Task & Finish Groups

The work of the Task and Finish Groups is described below along with the outcomes achieved.

Budget Task and Finish Group

Overview and Scrutiny Members: Mrs C Apel, Mr G Hicks, Mr S Lloyd-Williams, Mr J Ransley and Mrs P Plant

Corporate Governance and Audit Committee Members: Mrs P Tull (Chairman) and Mr P Wilding

Areas of focus – This group has representatives from both OSC (performance and policy remit) and Corporate Governance and Audit Committee (governance and risk remit). The group considered the projected revenue budget variations for 2018-19 and 2019-20.

Outcomes – Members involvement with budget scrutiny prior to presentation of the Budget to Cabinet in February 2019. The group was satisfied with the explanation of the projected variances on the 2019-20 budget.

Community Safety Review Task and Finish Group

Mrs P Dignum (Chairman), C Neville and Mr H Potter

Areas of focus – OSC has a statutory duty in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) by holding the CSP to account for its decision making, scrutinising the performance of the CSP and undertaking policy reviews of specific community safety issues. The group held two meetings in February 2018. Ms P Bushby, Divisional Manager for Communities, outlined the CSP annual report 2018/19, CSP performance plan 2018/21 and CSP spending plan 2018/19.

The following witnesses gave evidence:

- Mrs Eileen Lintill, Cabinet Member for Community Services and the Council's representative on the Police and Crime Panel (PCP), emphasised the main purpose of that panel in holding the Police and Crime Commissioner (PCC) to account.
- Ms Emily King, the Principal Manager Community Safety and Wellbeing at WSCC provided an overview and a general progress update on the SWSP Community Safety Plan and how Chichester District Council links in.
- Acting Chief Inspector Kris Ottery of Sussex Police outlined some priority partnership

work around serious organised crime.

Outcomes – The TFG reassured the Overview and Scrutiny Committee that the required level of scrutiny of the Community Safety Partnership (CSP) has been achieved and that the performance of the CSP is good and that evidence of effective partnership working in the District had been demonstrated. It was agreed that next year’s review should focus on cybercrime, drugs and the impacts of any West Sussex County Council (WSSCC) budget cuts on areas the Council may be responsible for (as outlined in paragraph 5.1(e) of the report) and that the Overview and Scrutiny Committee asks the Police Crime Commissioner, Katy Bourne, for a detailed account of how her increase in precepts is being spent in the Chichester District.

Corporate Plan Task and Finish Group

Mrs C Apel, Mrs P Dignum (Chairman), Mr N Galloway and Mrs P Plant

Areas of focus – To consider mid-year progress on actions and targets in the Corporate Plan and to identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.

Outcomes – Overall the Group considered that there were good explanations for areas of the Corporate Plan where targets had not been met; some were outside the council’s control, others showed great input making a difference, some needed a little more time. The Group agreed that the limited number of concerns raised from a huge range of projects showed the council’s high standards and care in carrying out its Corporate Plan priorities. The Group saw no reason for further consultation as officers were able to answer all concerns satisfactorily. The Committee when considering the TFG report discussed policing matters and agreed they would welcome the opportunity to discuss the current levels of crime in the District, the impact of the new policing structure and difficulties in reporting crime to the 101 telephone line with the Police and Crime Commissioner and the Chief Inspector.

WSSCC Select Committee liaison

Caroline Neville was the council’s representative on the West Sussex County Council Health and Adults Social Care Select Committee (HASC). She has reported back to the committee on health issues affecting the district and local residents. The council can submit concerns regarding any health issue to the HASC for consideration via its Business Planning Group (BPG) which meets quarterly.

West Sussex Joint Scrutiny

The West Sussex Joint Scrutiny Steering Group, a group of scrutiny chairmen from the seven districts and boroughs of West Sussex who get together to suggest issues which are of common interest to two or more authorities for joint scrutiny review. The Group meets as and when the need arises and a Chairman for the Group is appointed at each meeting. No joint issues have been considered this year.

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OSC WORK PROGRAMME 2019-2020

Issue	OSC's role in this review	Lead Officer
18 June 2019		
OSC 2018-19 Annual Report and 2019-20 Work programme	Monitoring & review	K Davis
Pallant House Gallery Annual Report	Monitoring & review	S Peyman
10 September 2019		
Economic Development Strategy	Monitoring & review	M Burgoyne
Visit Chichester Annual Report	Monitoring & review	S Peyman
Leisure Contract Monitoring	Monitoring & review	S Peyman
Impact of the introduction of Universal Credit in the district in July 2018	Monitoring & review	Marlene Rogers
Social Prescribing Project – outcomes one year on from implementation March 2018	Corporate priority Monitoring & review	E Thomas
Corporate Plan Review TFG Terms of Reference	Corporate priority Monitoring & review	J Mildred
19 November 2019		
Budget Review TFG Terms of Reference	Monitoring & review	J Ward
Corporate Plan Review TFG – final report	Corporate priority Monitoring & review	J Mildred
Reducing Single Use Plastics	Monitoring & review	A Stevens
Novium Business Plan	Corporate priority Monitoring & review	S Peyman
Chichester Festival Theatre Annual report	Monitoring & review	S Peyman
21 January 2020		
Housing Strategy	Corporate priority	L Grange
Budget Review TFG – final report	Corporate priority Monitoring & review	H Belenger
Community Safety Review TFG – Terms of Reference	Corporate Priority	P Bushby
17 March 2020		
Community Safety Review TFG – final report	Corporate priority	P Bushby

Issue	OSC's role in this review	Lead Officer
Development of an Asset Management Policy	Monitoring & review	J Hotchkiss
Development of Barnfield Drive Post Project Evaluation (PPE)	Monitoring & review	Vicki McKay

Other potential subjects identified for scrutiny in 2019-20:

- Air Quality Action Plan
- Cultural Strategy – timescales to be identified for OSC involvement and Cabinet decision
- East Beach, Selsey Options Appraisal
- Education Review – update and discussion of TFG - Monitoring & review - D Hyland
- Hyde Asset review
- Midhurst, Selsey and Petworth Visions Delivery Plans
- Review of LEP
- Southern Gateway Implementation – timescales to be established for further OSC involvement
- Update on the progress of the BID

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2019 to 31 October 2019**

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

Published 31 May 2019

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2019 TO 31 OCTOBER 2019

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 July 2019 to 31 October 2019. 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:

Councillors: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs N Graves, Mrs P Plant and Mr P Wilding.

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 Democratic Services on 01243 534684 or by emailing democraticservices@chichester.gov.uk.

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

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Increasing the provision of the Councils temporary homeless accommodation	16

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Cash Collection Contract Cabinet will be requested to approve the award of a new cash collection contract for a period of 5 years. Item - partially exempt
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	CDC Participation in County Food Waste Collection Trial To consider whether CDC should participate in the proposed trial of weekly food waste collection
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Climate Emergency Officer Following an amendment at Council to the recommendation on Budget Spending Plans 2019-2020, Cabinet has been tasked with considering the following initiative to be funded from reserves. "The appointment of a Climate Emergency Officer on a three-year fixed term contract to support Chichester District Council in the development of policies on climate change" This report will set out options for appointing such an officer and for prioritising their areas of work.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Council's Annual Report 2018-2019 To approve the Council's Annual Report for 2018-2019 that reports on significant achievements for the previous year and outlines key future work areas (recommendation to Council).
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Enabling the Delivery of Affordable Housing on the Crooked Lane, Birdham Exception Site This report will review the evidence gathered following the 1st Cabinet report in April 2018. It will consider whether the acquisition of the access land to the site and the interests or right to the land is justified on the grounds that it is in the public interest and will consider the relevant compulsory purchase powers.
Report author	Ms Holly Nicol, Housing Delivery Manager hnicol@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Internal Review of Revenues, Benefits and Customer Services A Post Project Evaluation of the 2017-2018 internal review of the Revenues, Benefits and Customer Services teams.
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Oaklands Park Football Ground Lease Following the receipt of a number of tenders for the new lease at Oaklands Park Football Ground, receive the evaluation of the exercise and recommendation for entering a new lease with the preferred organisation.
Report author	Mrs Vicki McKay, Divisional Manager for Growth, Mrs Sarah Peyman, Divisional Manager for Culture vmckay@chichester.gov.uk, speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Post Project Evaluation Report: Telephony System A review of how the replacement telephone system project performed against the original intentions (as set out in the project initiation document) agreed by Cabinet March 2016.
Report author	Mr Andrew Forward, ICT Manager aforward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Revenues & Benefits Systems Review To gain Cabinet approval for the Revenues & Benefits system review.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Review of Evening Parking Charges An extension to charging hours from 6pm to 8pm in two of the council's car parks was agreed for implementation from April 2017. As requested at Council on 5th March 2019 a review of the evening charges in these car parks is required.

Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Southern Gateway - progress update A general update on commercial negotiations
Report author	Mr Paul E Over, Executive Director & Deputy Chief Executive POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jul 2019
Matter in respect of which the decision is to be made	Tangmere Compulsory Purchase Order To seek resolution to make the CPO for Tangmere
Report author	Ms H Chivers, Planning Policy Officer hchivers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Bracklesham Bay - Options Appraisal Recommendations to Cabinet of preferred option, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the	Corporate Debt Recovery Policy & Write-Off Policy

decision is to be made	To consider the updated and refreshed Corporate Debt Recovery and Write -Off Policies, which were last approved in September 2017 by Cabinet.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Declaration of Air Quality Management Area To seek resolution to consult on a new Air Quality Management Area.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Infrastructure Business Plan (IBP) 2019-2020 - Consider changes from Growth Board prior to consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Chichester District Growth Board and Development Plan and Infrastructure Panel) (Recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Old Bakery, Petwoth - Options Appraisal Recommendation to Cabinet of preferred option following completion of options appraisal, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Plot 21/Ravenna Point, Terminus Road Post Project Evaluation (PPE) report for the Plot 21/Ravenna Point, Terminus Road development.
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Production of an Air Quality Action Plan To seek resolution to consult on a new draft Air Quality Action Plan, without prejudice, for Chichester and Midhurst.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Universal Credit - 1 year on To report on impact of the Universal Credit full service rollout in July 2018.
Report author	Ms Diane Kirkham, Divisional Manager for Revenues and Benefits dkirkham@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Sep 2019
Matter in respect of which the decision is to be made	Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish 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
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	1 Oct 2019
Matter in respect of which the decision is to be made	Review of council tax locally defined discounts and premia in particular the empty homes premium Local discounts: The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 : extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. This report will review the current discounts with particular emphasis on the empty homes premium which Councils may now increase to 100% after 24 months and from the 1 April 2020, 200% after 60 months.
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	1 Oct 2019
Matter in respect of which the decision is to be made	Treasury management 2018/19 outturn report This report provides the Cabinet with a summary of Treasury Management activity during 2018-19 and provides a compliance report against the Council's approved Treasury Management Strategy and Policy statement.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	5 Nov 2019
Matter in respect of which the decision is to be made	<p>Financial Strategy and Plan 2020-21</p> <p>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 future Government funding, whilst awaiting the outcome of the 2019 Spending Review, Fair Funding Review and the Localisation of Business Rates Retention Scheme.</p> <p>The key recommendations from this report will help formulate the 2020-21 budget, and level of Council Tax.</p> <p>Cabinet is asked to recommend to Council the following;</p> <p>(1) The key financial principles and actions of the five year financial strategy</p> <p>(2) That the current five year Financial Model is noted</p> <p>(3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee</p> <p>(4) That the current resources position is noted.</p> <p>Key issue – yes</p> <p>(Recommendation from Corporate Governance and Audit Committee)</p>
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Nov 2019
Matter in respect of which the decision is to be made	<p>Southern Gateway - Appointment of development partner</p> <p>Southern Gateway Developer Appointment</p>
Report author	Mr Paul E Over, Executive Director & Deputy Chief Executive POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	3 Dec 2019
Matter in respect of which the decision is to be made	2019-20 Treasury Management half-yearly update Required by the Council's Treasury Strategy, this report summarises the Council's Treasury Activity for the period 01 April to 30 September 2019, including compliance with approved indicators and limits.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Dec 2019
Matter in respect of which the decision is to be made	Declaration of Air Quality Management Area To report the outcome of the consultation exercise and seek resolution to declare an Air Quality Management Area by Order, without prejudice, for Chichester and Midhurst.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Dec 2019
Matter in respect of which the decision is to be made	Determination of the Council Tax Base 2020-2021 To set the Council Tax base for 2020/21. The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Dec 2019
Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
Report author	Ms Clare Dales, Principal Conservation and Design Officer cdales@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Jan 2020
Matter in respect of which the decision is to be made	Members Allowances Scheme To consider a report of the Independent Remuneration Panel on the review of the Members' Allowances Scheme. (Recommendation to Council)
Report author	Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	2020-21 Treasury Management and Investment Strategies and Capital Strategy update The Treasury Management and Investment Strategies for 2020-2021 will be presented for approval in accordance with CIPFA's Treasury Management in the Public Services: Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<p>Budget Spending Plans 2020-21 Budget Spending Plans 2020-21</p> <p>To set a net budget requirement and the council tax for the Council for the financial year 2020-21.</p> <p>Key issue – yes</p> <p>(Recommendation to Council)</p>
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<p>Infrastructure Business Plan (IBP) - Approval Following Consultation</p> <p>Recommend approval by Council on 25 February 2019 Following Consultation.</p> <p>Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board & Development Plan and Infrastructure Panel) (Recommendation to Council)</p>
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<p>New Local Biodiversity Action Plan 2020 - 2024</p> <p>To approve Chichester District Council's new Local Biodiversity Action Plan which will run from 2020 until 2024 and will demonstrate how CDC will meet its Statutory Biodiversity Duty under Section 40 of the Natural Environment and Rural Communities Act 2006</p>
Report author	Mrs Stephanie Evans, Environmental Coordinator sevans@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Apr 2020
Matter in respect of which the decision is to be made	<p>Increasing the provision of the Councils temporary homeless accommodation</p> <p>In December 2018 the Council approved a project to provide additional temporary homeless accommodation units.</p> <p>This report will seek approval:</p> <ol style="list-style-type: none"> 1. To allocate commuted sum grant towards the scheme; 2. To allocate capital funds to cover the construction costs through to completion; and 3. To award the development contract <p>A revised project initiation document will also be presented with revised timescales.</p>
Report author	Ms Holly Nicol, Housing Delivery Manager hnicol@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt