

# Public Document Pack

## JOHN WARD

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A meeting of the **Cabinet** will be held in Virtual on **Tuesday 5 January 2021** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

## AGENDA

### 1 **Chair's Announcements**

The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.

### 2 **Approval of Minutes** (Pages 1 - 12)

The Cabinet is requested to approve as a correct record the minutes of its meetings on 24 November 2020 and 8 December 2020.

**Please note this includes a restricted minute for 8 December 2020 circulated to members only.**

### 3 **Declarations of Interests**

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

### 4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

**Please note that due to Christmas the deadline for Public Question Time is 12 noon on Wednesday 23 December 2020.**

## RECOMMENDATIONS TO COUNCIL

### 5 **Climate Emergency Detailed Action Plan**

*Report to follow.*

- 6 **Cultural Grants Funding Agreement Extension Request** (Pages 13 - 23)  
The Cabinet is requested to consider the report and its appendices and agree the following recommendation to Council:

That Cabinet recommends to Council that a one year extension of grant funding to the 31 March 2023, is awarded to both, Chichester Festival Theatre and Pallant House Gallery in line with Arts Council England funding.

- 7 **Initial Project Proposals 2021-2022 and Corporate Plan** (Pages 25 - 36)  
The Cabinet is requested to consider the report and its appendices and make the following recommendation to Council and resolutions:

1. That Cabinet recommends to Council that the Corporate Plan 2018-2021 be extended for a period of one year.
2. That the new project proposals for 2021-2022 as set out in appendices 1 to 3 be agreed.
3. That, subject to the agreement of para 2.2 above, Cabinet approve the release of £40,000 from Chichester District Council's General Fund Reserve to fund the consultancy and feasibility work identified in para 5.2 for 2021-2022.
4. That it be noted that any projects that exceed £50,000 or have a major impact will be subject to a full Project Initiation Document (PID) and considered by Cabinet and Council, if over £100,000, at a later date.

#### **KEY DECISIONS**

None.

#### **OTHER DECISIONS**

None.

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

- 9 **Exclusion of the Press and Public**  
There are no restricted items for consideration at this meeting.

#### **NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever 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) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.

(3) A key decision means an executive decision which is likely to:

- result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
- be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
- incur expenditure, generate income, or produce savings greater than £100,000

### **NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET**

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.

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Minutes of the meeting of the **Cabinet** held Virtually on Tuesday 24 November 2020 at 9.30 am

**Members Present** Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

**Members Absent**

**In attendance by invitation**

**Officers Present** Mr N Bennett (Divisional Manager for Democratic Services), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 70 **Chair's Announcements**

There were no apologies for absence.

It was announced that agenda item 4 regarding a call in from Overview and Scrutiny Committee would be deferred to the 8 December 2020 Cabinet meeting in order to allow more time for consideration.

## 71 **Declarations of Interests**

Cllr Briscoe declared a personal interest in respect of agenda item 6 as a Chichester District Council appointed member to the Sussex Police Crime Commissioner Panel.

## 72 **Public Question Time**

There were no public questions.

## 73 **Late Items**

As referenced earlier the late item was deferred.

## 74 **Exclusion of the Press and Public**

Cllr Lintill proposed and read the part II resolution in relation to the Southern Gateway agenda item which was seconded by Cllr Taylor.

The Cabinet then voted to go into part II.

**RESOLVED**

That with regard to the Southern Gateway agenda item the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

**75 Southern Gateway**

Cllr Dignum introduced the item.

Mrs Hotchkiss and Cllr Dignum responded to questions and comments from Cllr Taylor, Cllr Briscoe, Cllr Wilding and Cllr Lintill.

Mr Bennett clarified the status of Stamp Duty Land Tax. The Cabinet then agreed that an amendment would be required to line 4 of the part II recommendation to Council to include the possibility of additional VAT or land tax.

In a vote the following resolution and recommendation were agreed as follows:

**RESOLVED**

That Cabinet resolves to note section 4.9 of the report and approves the proposal at section 4.9.4 of the report.

**RECOMMENDATION TO COUNCIL**

That the proposal as set out in section 4.10 as amended be approved.

The meeting ended at 10.04 am

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CHAIRMAN

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Date:



Minutes of the meeting of the **Cabinet** held in Virtual on Tuesday 8 December 2020 at 9.30 am

**Members Present** Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

**Members Absent**

**In attendance by invitation**

**Officers Present** Mr N Bennett (Divisional Manager for Democratic Services), Mr A Buckley (Corporate Improvement and Facilities Manager), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 76 **Chair's Announcements**

There were no apologies for absence.

The Chair gave the sad news that she had recently learnt of the death of former district councillor Nick Thomas.

## 77 **Approval of Minutes**

### **RESOLVED**

That the minutes of the Cabinet meeting held on 3 November 2020 be approved as a correct record.

## 78 **Declarations of Interests**

There were no declarations of interest.

## 79 **Public Question Time**

The following public question was asked by Mr Kerry-Bedell:

*A 2018 Environment Agency report says the shellfish industry in Chichester Harbour should be worth over half a million pounds a year. Yet only two weeks ago the harbour quality water report showed faecal matter in the harbour well above the permitted limits to sell any shellfish from it. The September 2020 report in Science of the Total Environment into Chichester Harbour water quality and faecal indicator organisms also concluded:*

*“Compliance with the guideline E. coli standard of the Shellfish Water Protected Areas Directions was not consistently achieved. We suggest that better harmonisation of monitoring practices used in the various statutory programmes would help in understanding if the observed discrepancy in FIO compliance between waters and shellfish is due to actual pollution levels at compliance sites or other factors.”*

*The current Beach Buoy daily email reporting system is almost useless. Whilst harbour water quality is monitored, there is no storm discharge volume or compliance failure data available from sewage treatment outlets.*

*So what is Chichester Council doing to solve the lack of publically available daily water quality or sewage outlet reporting on faecal matter, nitrates and ammonia, and what action is proposed to create a better, more useable, accurate and actionable daily report for residents and the shellfish industry in Chichester Harbour?*

*Valuation of Chichester Harbour shellfish:*

<https://secure.toolkitfiles.co.uk/clients/34087/sitedata/files/Research/Chichester-Shellfish-Valuation-Report-2018.pdf>

Cllr Plant provided the following response:

Thank you for your question. The Council under its food hygiene remit, has a programme of shellfish sampling which monitors E.coli and biotoxin levels and from which the beds are then classified from A to C. The November samples fell into a B class for the beds in Chichester Harbour which requires the oysters to be purified for a minimum of 42 hours. Very few beds in England will have the higher A class of water, which permits immediate consumption without purification. That said, the Shellfish beds are affected by the storm water discharges and the Council is notified directly by Southern Water of any potential spills into the harbour from the waste water treatment works and the Council notifies the harvesters if harvesting is occurring. The Council also shares its shellfish monitoring data with the Environment Agency.

Nitrates and ammonia are not covered by the food hygiene monitoring. The Environment Agency, as the water regulator, rather than the District Council, is responsible for monitoring water quality through the Shellfish Water Protected Areas Directions and regulating and overseeing Southern Water's performance through their environmental permit for the waste water treatment works.

Beachbuoy is Southern Water's online release notification system. Launched in 2018 and improved in September this year following feedback, it is able to give automatic updates from Southern Water infrastructure. This service will continue to

be enhanced and is the best route to receive first-hand the most up to date information.

The pressures on water quality range from diffuse pollution from villages and roads, pollution from waste water, and run off from agriculture and livestock. The Council sits on a waste water working group which includes all the key stakeholders, including the Environment Agency, Southern Water, Chichester Harbour Conservancy and through this group there are on-going discussions relating to improving harbour water quality in relation to the existing situation and the Sewage Treatment Works capacity necessary in relation to the Local Plan review. The Council, through this group, can feedback the concerns about Beachbuoy to SW and the EA at the next meeting.

The following supplementary question was asked by Mr Kerry-Bedell:

*It was established at the last Council meeting on 24<sup>th</sup> November that the water quality group meets irregularly. A concern raised by Parishes and residents is that none of the items they raise or discuss or the results that are minuted get into the public domain. Like all Parish information discussed, the minutes should be in the public domain, where their information could be very useful in determining LP and NP policy and also influencing planning applications. How and when will the water quality group minutes be published and how does the Council propose that these are best circulated to Parishes?*

The Chief Executive provided the following response:

Following the Council meeting on 24 November 2020 I have begun discussions with senior officers about the effectiveness of the water quality group as instructed by members. These talks are ongoing but once concluded I will advise members on how we can improve communications on the topics discussed by this group and will ensure an update is made publically available on the website.

## 80 **Financial Strategy and Plan 2021-22 to 2025-26**

Cllr Wilding introduced the item. He confirmed that at its meeting the Corporate Governance and Audit Committee had been supportive of the report.

Mr Ward was then invited to provide an update following the Chancellors recent announcements. He explained the following:

- The public sector pay restraints stands to save the council £110,000 in staffing each year for the next five years.
- It is anticipated that a Council Tax rise will still be accepted.
- Local Government as a whole is anticipating £1.55 billion in local government Covid support funding in the first quarter.
- It is anticipated that there will be £670 million in local government Council Tax funding to support the increase in additional claims.
- It is anticipated that eth sales, fees and charges compensation scheme will be extended into the first quarter.

In a vote the following recommendations and resolutions were made:

**RECOMMENDATIONS TO COUNCIL**

- 1) The key financial principles and actions set out in appendix 1 of the 5 year Financial Strategy report are approved.
- 2) That having considered the recommendations of the Corporate Governance and Audit Committee, the Minimum Level of Reserves remains set at £4m.
- 3) That the current 5 year Financial Model detailed in appendix 2 and the Resources Statement in appendix 3 to the Financial Strategy report be noted.

**RESOLVED**

That the updated Fees and Charging Policy shown in appendix 4 be approved.

81 **Draft Revised Contaminated Land Strategy**

Cllr Plant introduced the item.

In a vote the following resolutions were made:

**RESOLVED**

1. That Cabinet approves the revised Contaminated Land Strategy for Chichester District for public consultation.
2. That authority be delegated to the Director of Planning and Environment (following consultation with the Cabinet member for the Environment and Chichester Contract Services) to consider the representations arising from the consultation exercise and, provided the representations do not require significant amendments to the Strategy, to approve adoption (with minor amendments if considered appropriate) of the Strategy.

82 **Determination of the Council Tax Base 2021-2022**

Cllr Wilding introduced the item. Mr Jobson added that the Council Tax Base is increasing following new builds across the district. However although the underlying trend shows continued growth in the taxbase, due to an increase in payment of council tax reduction the 2021/22 taxbase is 0.3% lower than the taxbase for the previous year.

In a vote the following resolutions were made:

In order to comply with section 35 of the Local Government Finance Act 1992 the Cabinet resolved:

1. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.
2. This resolution in (2.2) shall remain in force for the 2021-2022 financial year.
3. The calculation of the Chichester District Council's taxbase for the year 2021-2022 be approved.

4. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

### 83 **Enabling Grants to support New and Existing Businesses**

Cllr Dignum introduced the item.

In response to members questions Ms Burgoyne confirmed that businesses could use the grant funding towards training and help to set up a website. With regard to the frequency of applications any one business would not be able to apply again within a three year period in order to enable provision of grants for the greatest number of businesses across the district.

In a vote the following recommendations were agreed:

#### **RESOLVED**

1. That Cabinet approves the continuation of the Enabling Grant Scheme as set out in section 4, funded by £71,428 allocated from the Pooled Business Rates Fund.
2. That Cabinet approves delegated authority to the Divisional Manager of Property & Growth to approve the Enabling grants.

### 84 **Homelessness Prevention and Relief Fund**

Cllr Sutton introduced the item.

In response to members questions Mrs Grange confirmed that once the Fund reached £10,000 it would be reviewed and other options for provision of funding would be explored. With regard to when the Fund has to be used, there is no current time limit. Cllr Sutton added that the Fund is designed to cater for those who do not qualify for existing funding sources.

In a vote the following recommendations were agreed:

#### **RESOLVED**

1. That Cabinet approves the revised Homelessness Prevention and Relief policy at the Appendix which will supersede the existing Homelessness Prevention Fund policy.
2. That Cabinet Approves delegation to the Divisional Manager for Housing, and Housing Options Manager to approve payments under the policy.
3. That Cabinet approves delegation to the Divisional Manager for Housing following consultation with the Cabinet Member for Housing, Communications, Licensing and Events to make minor amendments to the policy as required.
4. That Cabinet notes the remaining funding budget of £39,800.

85 **Independent Retail Support Programme**

Cllr Dignum introduced the item.

In response to members questions Ms Burgoyne explained that consideration would be given to the best timing for future events including offering 1:1 support. She added that if support were to be offered to businesses virtually the time commitment to access the service would be greatly reduced.

In a vote the following recommendations were agreed:

**RESOLVED**

1. That Cabinet approves the Retail Support Grant Scheme and provision of Retail Training for independent retailers as set out in sections 4.1 to 4.3 of the report funded by £80,000 allocated from the Pooled Business Rates Fund.
2. That Cabinet approves delegated authority to the Divisional Manager of Property & Growth to approve the retail support grants.

86 **Call-in request from the Overview and Scrutiny Committee - Electrical Vehicle Charging Infrastructure**

The Chair invited Cllr Moss as Chair of Overview and Scrutiny Committee to address the concerns of the Committee to Cabinet. Cllr Moss outlined the following points:

- There is a national push to roll out use of electric vehicles.
- West Sussex County Council have provided the council with the opportunity to collaborate at an early stage to be involved in writing the contract.
- A single solution could be sought across the county.
- The Council could be leaders in a collaborative solution.

Cllr Plant as Cabinet Member for the Environment and Chichester Contract Services was invited to respond.

Cllr Plant addressed the points as follows:

- The council is ahead of many other local authorities having already installed charging points five years ago following agreement by Cabinet.
- The council has already approved £60,000 of grant funding for the provision of charging points in close proximity to areas without off street parking.
- The council can choose to join the scheme at any point, once the contract detail is available, without the risks of not knowing the content of the contract.

Cllr Plant suggested an additional recommendation to provide delegated authority to the Director for Planning and the Cabinet Member for Environment and Chichester Contract Services to consider the contract and decide whether a further report to Cabinet should be brought forward. This was seconded by Cllr Taylor.

Members acknowledged the comments made by Overview and Scrutiny Committee.

In a vote the following resolutions were agreed:

**RESOLVED**

1. That the Cabinet having reconsidered the decision made at its meeting on 3 November 2020 relating to Item 12 Electric Vehicle Charging Infrastructure taking into account the comments made by the Overview and Scrutiny Committee maintains the following resolution:

*That having considered the recommendation from the Environment Panel (para 9.2), the Cabinet resolves to not join West Sussex County Council's concession contract for the planning, installation and deployment, service and maintenance of electric vehicle charge points across the county of West Sussex but to monitor usage of the Council's electric vehicle charge points and keep under review whether the Council wishes to join the contract at a future date.*

2. That the Cabinet gives delegated authority to the Director for Planning and the Environment in collaboration with the Cabinet Member for Environment and Chichester Contract Services to consider the content of the West Sussex County Council Electrical Vehicle Charging Infrastructure contract once it has been received and to decide whether it would be appropriate at that stage to bring a further report back to Cabinet.

**87 Call-in request from the Overview and Scrutiny Committee - Review of Parking Services**

The Chair invited Cllr Moss as Chair of Overview and Scrutiny Committee to address the concerns of the Committee to Cabinet. Cllr Moss outlined the following points:

- The need for affordable parking.
- The impact of parking on the high street.
- How small increases would make little improvement to the council's finances but would discourage people from visiting.

Cllr Dignum as Cabinet Member for Growth, Place and Regeneration was invited to respond.

Cllr Dignum made the following points:

- The average long stay cost in Chichester is £2.08.
- The average short stay cost in Chichester is £2.32.
- The increase equates to 5p per visit which would not deter people from visiting.

Cllr Dignum proposed amending recommendation 2.1 to read that Cabinet confirms its decision made having taken Overview and Scrutiny Committee's comments into account. This was seconded by Cllr Briscoe.

Members acknowledged the comments made by Overview and Scrutiny Committee. Cllr Plant added that although during lockdown there had been a free parking offer at Avenue Du Chartres people had still paid more for the convenience of parking in car parks such as Baffins Lane.

Mr Ward was asked to confirm the financial impact. He clarified that in the five year financial model the increase equates to £100,000 per year therefore amounting to a total loss of income of £500,000 over this period period, which would otherwise have to be found through service savings elsewhere.

The Chair confirmed that the next stage would be for the review to go out to consultation.

In a vote the following resolutions were agreed:

#### **RESOLVED**

1. That the Cabinet having reconsidered the decision made at its meeting on 3 November 2020 relating to Item 14 Review of Parking Charges taking into account the comments made by the Overview and Scrutiny Committee maintains the following resolution:

*That the proposal as set out in 5.1 of this report to increase car parking charges, which subject to consultation responses, be implemented from 1 April 2021 for a one year period be approved subject to the following amendments:*

- a. *That any individual proposed increase in Appendix 1 exceeding 30p should be reduced to 30p.*
  - b. *That the increase in the Bosham season ticket monthly charge should be reduced to 50p.*
2. That some further minor amendments to the Parking Order to provide further clarification on details relating to the use of the Council's car parks as set out in 3.9 of this report be approved.
  3. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2019 and the Road Traffic Act 1984.

## **88 Future Customer Services Delivery**

Cllr Wilding introduced the item.

Mrs Standing added that following comments from Overview and Scrutiny Committee she could confirm that all the reception area screen views would be written in Plain English as far as possible and customers are given the option to leave a message for a call back if there is a queue on the phone lines. With regard to availability of documentation in other languages Mrs Standing explained that as far as possible support would be offered including calling on multi-lingual staff and use of online translation tools.

Cllr Briscoe commended the increase in enquiries that had been dealt with over the lockdown period.

In a vote the following recommendations were agreed:

**RESOLVED**

1. That Cabinet approve the proposed remodelling of services provided by the Customer Services Centre (CSC) as set out in the IPPD at Appendix 1.
2. That subject to approval of recommendation 2.1, Cabinet is asked to note that the permanent shift to this service delivery model will become effective when it is deemed Covid safe to do so.

89 **Next Steps Accommodation Programme**

Cllr Sutton introduced the item.

Mrs Grange added that £28,000 would be paid to Stonepillow with £32,000 for ongoing temporary accommodation costs.

Cllr Briscoe commended the work of officers in providing alternative accommodation. Mrs Grange confirmed that at 9 November 2020 there were three homeless people in Chichester compared to 31 at the same time last year.

In a vote the following recommendation was agreed:

**RESOLVED**

That the Next Steps Accommodation Programme grant funding of £60,508 received from Government be used to fund accommodation and support for rough sleepers as set out in para 5.1 of the report.

90 **Urgent Decision Notice - Additional Restrictions Grant (ARG) Scheme**

**RESOLVED**

That the urgent decision made during the Pandemic be noted.

91 **Late Items**

There were no late items.

92 **Exclusion of the Press and Public**

Cllr Lintill proposed and read the part II resolution in relation to agenda items 17, 18 and 19 which was seconded by Cllr Taylor.

The Cabinet then voted to go into part II.

**RESOLVED**

That with regard to agenda items 17, 18 and 19 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

93 **Award of Income Management and Cash Receipting Systems Contract**

Cllr Wilding introduced the item.

In a vote the following recommendation was agreed:

**RESOLVED**

That Cabinet considered the report and makes the resolutions as set out in sections 3.2 and 3.3 of the report.

94 **Leisure Services Performance Review**

Cllr Briscoe introduced the report.

Mrs Peyman added that the Overview and Scrutiny Committee at its meeting in November 2020 had raised no concerns.

In a vote the following resolution was agreed:

**RESOLVED**

That Cabinet considered the report and agrees the recommendation set out in 2.1 of the report.

95 **Future Services Framework - Efficiency Savings and Policy Options**

A separate restricted minute was circulated to members for this item.

The meeting ended at 11.50 am

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CHAIRMAN

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Date:

Chichester District Council

CABINET

8 December 2020

**Cultural Grants Funding Agreement Extension Request**

**1. Contacts**

**Report Author:**

Sarah Peyman – Divisional Manager Culture & Sport  
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**Cabinet Member:**

Roy Briscoe - Cabinet Member for Community Services & Culture  
Telephone: 07877 070591 E-mail: [rbriscoe@chichester.gov.uk](mailto:rbriscoe@chichester.gov.uk)

**2. Recommendation**

- 2.1 Cabinet recommends to Council that a one year extension of grant funding to the 31 March 2023, is awarded to both, Chichester Festival Theatre and Pallant House Gallery in line with Arts Council England funding.**

**3. Background**

- 3.1 In 2016, a formal review of funding for Chichester Festival Theatre (CFT) and Pallant House Gallery (PHG) 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 Annual funding of £187,500 for CFT and £130,000 for PHG for the years 2018 to 2022 was committed. The funding agreements are conditional upon the reporting to the satisfaction of the Council (acting reasonably) on annual activity and the Grantee continuing to receive Arts Council England (ACE) funding for the same period.
- 3.3 ACE National Portfolio Organisation (NPO) funding previously aligned to the council's funding agreement dates.

**4. Outcomes to be Achieved**

- 4.1 Due to the impact of Covid-19, ACE have confirmed an extension to their funding for a further year up to March 2023. Both CFT and PHG have therefore requested that the council also agree to a 1-year extension to the Council's funding agreement.
- 4.2 Should Council agree to extend the current level of funding to March 2023 this would support the organisations in planning for the next two years, to provide an arts and cultural provision for the district.

## 5. Proposal

- 5.1 To support CFT and PHG during this difficult time to ensure the continuation of the arts and cultural provision through the extension of the current funding agreement for one year until 31 March 2023.

## 6. Alternatives Considered

- 6.1 The other option available is not to offer the extension and undertake a full review during 2021-22 of the cultural funding currently being offered by the council to CFT and PHG. Previous Council funding has been conditional upon both CFT and PHG receiving funding from ACE. This extension of one year will allow the funding cycle of CDC and ACE to continue to align.

## 7. Resource and Legal Implications

- 7.1 The one year extension to the current funding agreement is a total cost of £317,500. The grant is built into the Council's base budget, and the 5 year financial plan and Future Services Framework do not assume any reduction to this.

## 8. Consultation

- 8.1 The two organisations have written to the Leader of the Council and the Cabinet Member for Community Services and Culture has been consulted.

## 9. Community Impact and Corporate Risks

- 9.1 Securing funding for an additional year will enable the theatre and gallery to continue and extend the work they do with the local community and targeted groups for the long recovery from the lockdowns as a result of covid-19.
- 9.2 We are working closely with both CFT and PHG who both have significant anniversary years in 2022 to develop a season to Celebrate Chichester's Culture and Heritage. This extension also allows this work to continue in advance of the funding review taking place.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b>		X
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify)		

## **11. Appendices**

11.1 Appendix 1 – Chichester Festival Theatre Letter

11.2 Appendix 2 – Pallant House Gallery Letter

## **12. Background Papers**

12.1 None

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Councillor Eileen Lintill  
Leader of the Council  
Chichester District Council  
East Pallant House  
Chichester  
PO19 1TY

**CHICHESTER  
FESTIVAL  
THEATRE**

10 November 2020

Dear Cllr Lintill,

**Chichester Festival Theatre**

As I am sure you are aware, Chichester Festival Theatre receives an annual grant from Chichester District Council of £187,500. This is aligned to, and predicated on, CFT continuing to receive Arts Council England (ACE) National Portfolio Organisation (NPO) funding and the current CDC/CFT agreement aligns with their funding period, originally 4 years from April 2018 to March 2022. Due to the impact of Covid-19, ACE have confirmed an extension to the funding period for a further year, to March 2023. ACE has requested that we prepare a revised business plan for April 2021-March 2023, to be submitted in March 2021.

I write to request that CDC consider a 1-year extension to our current grant agreement to mirror the extension of ACE funding. To have confirmed funding from CDC, maintained at the current level to March 2023 will hugely support us in planning for the next two years, demonstrate to ACE the on-going positive support of the local council and ensure that we can continue to provide arts and cultural provision for the district.

As I am sure you will be aware, CFT has been significantly impacted by Covid-19. We were forced to cancel our entire 2020 Festival Season after only a single day of rehearsals. We have seen a loss of 81% of income since March 2020, including ticket refunds (£1,096,000 to-date), we have lost ancillary sales (£330,000), LEAP subscriptions (£75,000), reduction in membership renewals (£33,000) and have lost corporate sponsorship opportunities due to cancellation of sponsored productions (£77,300).

Despite this, activity at CFT and engagement with the community has never stopped.

Our Learning, Education & Participation department (LEAP) launched "LEAP Remote" in April to ensure the arts continued to connect and bring joy to our communities. Described by one participant as 'a creative life line,' this involved online workshops as well as Youth Theatre sessions delivered via Zoom, reaching 3,273 participants.

We have sought new and innovative ways to support the local community: our Buddies volunteers continue to make weekly calls to 200 of CFT's most vulnerable and isolated patrons; we provided 200 arts packs to local schools; we partnered with Chichester Scrub Hub to provide fundraising support and equipment to make scrubs for front-line workers; we offered our

accommodation on Broyle Road to NHS staff; we volunteered our vans to support UK Harvest to redistribute food; our youth theatre members provided videos and creative content to local care homes; and we recently raised over £80,000 to support 300 local young carers by providing IT equipment to those without access to digital technology.

Harnessing the success of our 2018 live stream of *The Midnight Gang* to the children's wards of St Richards and Worthing hospitals and Chestnut Tree House, between April and June we broadcast online, three production recordings for free to an audience of over 130,000. Our Five Day Play competition received over 300 entries, with four recorded by professional actors.

We have led the industry in reintroducing audiences in a Covid-secure way. In August we hosted a Music and Movies Weekend including a drive-in cinema in Northgate Car Park, delivered in partnership with Chichester Cinema at New Park, an outdoor Family Fun in the Park and evening concert on Oaklands Park – we are very grateful to CDC for their support of these events. In October we launched a new Autumn Season to bring live theatre back to the City after a significant remodelling of all areas to create a Covid-safe working environment and socially distanced auditorium. We held two sold-out and live-streamed concerts and opened Sarah Kane's play *Crave* in the Festival Theatre, originally programmed for the Spiegeltent. Despite the recent lockdown we were able to complete the run by live-streaming the final performances, watched by patrons in 45 countries internationally, to great acclaim in the national and international press and via social media. We hope to play a significant part in bringing Christmas to Chichester by presenting a show for pre-school age children, a week of Christmas Concerts and our Youth Theatre production of Pinocchio involving seventy of our youth theatre members.

Through use of the Coronavirus Job Retention Scheme and by implementing salary reductions, we have to-date avoided redundancies of CFT permanent staff. However, with 70% of the workforce in the creative industries being freelance and the impact of closure on subsidiary businesses, including our catering partner Caper & Berry and other suppliers, we know that the best way that we can support local jobs and the local economy is to create work. We are determined to maintain a positive and creative outlook and continue to support the district, our community, staff and audiences to access arts and culture. In times of isolation, lock-down and social distancing we feel this responsibility ever more acutely.

While the economic impact that CFT can bring to the district will undoubtedly be reduced for a period of time by the current crisis, we are confident that our approach will allow us to continue to support the community and the presence of the district on a national and international scale, ensuring that we return to an adapted version of normal as soon as possible. CDC's committed additional support of CFT through to March 2023 would be hugely helpful in these endeavours.

Please let me know if I can provide any further information to support your consideration of this request.

With best wishes,

A handwritten signature in black ink, appearing to read 'Kathy Bourne', with a long horizontal stroke extending to the right.

KATHY BOURNE  
Executive Director  
Chichester Festival Theatre

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Councillor Eileen Lintill  
Leader of the Council  
Chichester District Council  
East Pallant House  
Chichester  
PO19 1TY

13 November 2020

Dear Cllr Lintill

Pallant House Gallery

As you are aware, Pallant House Gallery receives an annual grant of £130,000 from Chichester District Council under the terms set out in our monitoring agreement. One of these conditions is that the Gallery continues to receive Arts Council England [ACE] National Portfolio Organisation [NPO] funding (currently £89,000 p/a).

**The Gallery's current four-year** funding agreements with both CDC and ACE were due to come to an end in 2022. However, as part of their response to Covid-19, ACE have extending the NPO funding period by one year to March 2023. I am writing to request that CDC also consider a one-year extension in line with ACE.

This additional year would assist the Gallery with our operational and financial planning in the uncertain months ahead, ensuring that we can continue to deliver our high-quality exhibition and public programmes for the district and beyond. It would also demonstrate to ACE that we retain the support and commitment of CDC as we reapply for the National Portfolio.

Inevitably, Covid-19 has had a significant impact on Pallant House Gallery this year and will continue to do so for the foreseeable future.

The Gallery was forced to close on 17 March, just three days after our Spring Season opened, and the accompanying public programme of events, talks and courses was cancelled. A pre-agreed plan was followed for the Gallery to be safely closed down, with the collections, temporary loans and buildings made secure. Three quarters of Gallery staff were furloughed and the remaining staff worked from home, although regular onsite checks took place to monitor security and environmental conditions.

**Director** Simon Martin

Pallant House Gallery is a private company limited by guarantee under registered no. 5045130 (England and Wales) and a registered charity for England and Wales under no. 1102435. The Registered Office is as shown above.



**Pallant House Gallery**

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pallant.org.uk

The Gallery increased its communications activities significantly during lockdown, as our eBulletins, website and social media channels became our primary methods of engaging audiences and delivering our charitable aims.

The frequency of our blogs increased from monthly to at least fortnightly, and subsequently our audience for this content has increased by over 60% since the beginning of the year. We created a new section of the website offering creative activities for families while home-schooling; these were extremely popular and one activity – making a Pop-art inspired robot – was featured in national newspapers and magazines (**World of Interiors** and **i online**). **The Gallery's Instagram audience has** grown by over 20% since March (from 17,653 to 21,444 followers) and our weekly art quiz during lockdown regularly attracted 800+ responses (usual average audience for Instagram stories approx. 500).

Pallant Arts Award Club switched from onsite to online workshops, with all participants attaining their Arts Award qualifications. We have recently started another round of the Arts Award Club, with many of the children who took part previously continuing their Arts Award journey with us. Feedback from parents was very positive; *“The course gave my daughter structure to her natural interest in art and showed her different avenues to explore.”* and *“The commitment of the teachers and organisers to keep this Club going in spite of lockdown has been absolutely inspiring.”*

**Continuing the Gallery's Community Programme** in some form during lockdown was an immediate priority. It supports almost 200 adults with a range of support needs - many of whom already suffer social isolation - so it was important to keep participants connected to each other and the Gallery, and to help them sustain their creativity and individual art interests.

**A 'Telephone Partners' scheme was set up based on our successful Partners in Art model** and, through our close links with Chichester Social Prescribers, an additional four referrals were made in the first three months. A new Community Programme Facebook group (monitored and moderated by staff) was created for members to share artwork and ideas and over 100 packs of art materials were sent out to encourage creative activities. These were extremely well received, with feedback from recipients like the following *“I received your art pack yesterday and was so thrilled. It brightened up my whole life for the moment.”*

As soon as the Gallery reopened, one to one visits were offered to Community Programme members and (subject to Government guidance) there are plans for small number of socially-distant workshops to restart on site in the new year.

Fortunately, the Gallery was able to re-open to the public on 5 August 2020. Health and safety and social distancing measures were implemented for both visitors and staff, which included timed-ticketing and limits on numbers, and we were awarded **Visit Britain's We're Good To Go** kitemark. With the support of institutional and private lenders, external loans for our Spring exhibitions were until extended until November, which allowed the Gallery to reopen with existing shows. They have proved hugely successful with both visitors, critics and the press. Total visitor numbers in the first three months were c13,000 and we received 5-star reviews from The Telegraph and The Independent, as well as extensive coverage in lifestyle and specialist publications. The Gallery extended its opening hours for the final week of the Barnett Freedman exhibition in order to meet demand for tickets.

Despite these successes however, the 2020-21 financial year and beyond will be extremely **challenging for the Gallery's finances.**

We anticipate a £300,000 reduction income this year (due to a significant reduction in admission and events ticket sales, substantial number of refunds on event tickets bought, and rental holidays for our Bookshop and Café franchises) and our investment income is predicted to fall by over £100,000 in 2021/22. The Gallery made significantly progress in its plans for a transformational Capital Project in 2019 but this has now been placed on indefinite hold.

The impact of the pandemic on Gallery finances have led us to review our future exhibition programme. It will be reduced by one Season per year for the next two years and two major exhibitions have been postponed; Ben Nicholson to late Spring 2021 and Glyn Philpot to 2022.

**New exhibitions will be curated from works in the Gallery's permanent collection.** Fewer large temporary exhibitions and fewer external loans will significantly cut costs and demands on staff. Smaller displays will be staggered throughout the year to attract repeat visitors and press coverage.

As ever, we are grateful to Chichester District Council for its continued support of Pallant House Gallery. We are committed to our roles as a key component **of Chichester's economic recovery** from the ongoing effects of the Covid-19 pandemic, as a centre and focus for the community providing uplifting experiences and safe social engagement, and to attract tourism back to the local area to benefit all of the community.

Yours sincerely

A handwritten signature in black ink that reads "Simon Martin". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Simon Martin  
Director

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**Chichester District Council**

**THE CABINET**

**5 January 2021**

**Initial Project Proposals 2021-2022 and Corporate Plan**

**1. Contacts**

**Report Author:**

Andy Buckley - Corporate Improvement and Facilities Manager

Telephone: 01243 534785 E-Mail: [abuckley@chichester.gov.uk](mailto:abuckley@chichester.gov.uk)

**Cabinet Member:**

Eileen Lintill - Leader of the Council

Telephone: 01798 342948 E-Mail: [elintill@chichester.gov.uk](mailto:elintill@chichester.gov.uk)

**2. Recommendation**

- 2.1. That Cabinet recommends to Council that the Corporate Plan 2018-2021 be extended for a period of one year.**
- 2.2. That the new project proposals for 2021-2022 as set out in appendices 1 to 3 be agreed.**
- 2.3. That, subject to the agreement of para 2.2 above, Cabinet approve the release of £40,000 from Chichester District Council's General Fund Reserve to fund the consultancy and feasibility work identified in para 5.2 for 2021-2022.**
- 2.4. That it be noted that any projects that exceed £50,000 or have a major impact will be subject to a full Project Initiation Document (PID) and considered by Cabinet and Council, if over £100,000, at a later date.**

**3. Background**

- 3.1. In January 2018, the Council agreed the new Corporate Plan for 2018-2021 with the following priority areas:

- Improve the provision of and access to suitable housing.
- Support our communities.
- Manage our built and natural environments to promote and maintain a positive sense of place.
- Improve and support the local economy to enable appropriate local growth.
- Manage the council's finances prudently and effectively.

Annually the Plan is reported to Cabinet and Council to ensure that the priorities remain appropriate and fit for purpose.

- 3.2. Immediately prior to COVID all members were asked to take part in facilitated workshops where priority-setting formed part of the agenda. This work was then put on-hold to allow the Council to channel its efforts and resources towards

dealing with the crisis, and subsequently focussing on the interim priorities contained within the recovery action plans approved by Council in July 2020.

- 3.3. As part of the annual business planning cycle the Cabinet are also asked to consider the outline projects for 2021-2022. These take the form of Initial Project Proposal Documents (IPPDs) as defined in the Council's Project Management Guidance.
- 3.4. During 2020 all capital projects that had previously been approved but were classed as non-essential were placed on hold. The majority of these are now scheduled to restart in 2021-22.

#### **4. Outcomes to be Achieved**

- 4.1. Cabinet is asked to consider the following IPPDs for potential new projects for 2020-2021:
  - Terminus Road Land
  - 2022 Year of Culture
  - Decarbonisation of CDC Buildings
- 4.2. Should the IPPDs be approved and the project costs exceed £50,000; have a significant impact or be relatively complex, a Project Initiation Document (PID) will be developed and considered by the Cabinet, and Council, if over £100,000, at a later date. The PID will set out the detailed project planning information, timescales, outcomes and business case for the project.

#### **5. Proposal**

- 5.1. The Cabinet is asked to approve the IPPDs set out in Appendices 1-3 which outline the key projects for the Council for the year 2021-2022. All of the projects contribute to the priorities and objectives within the Corporate Plan.
- 5.2. The Cabinet is also recommended to approve the release of funds from reserves to progress the development of projects as follows:
  - (a) Terminus Road Land - £10,000 for external consultants and costs for planning permission or other consents required.
  - (b) Decarbonisation of CDC Buildings - £30,000 for consultants to undertake a feasibility study of CDC assets and present recommendations for their decarbonisation.
- 5.3. If approved, the projects will be included in the Council's workplan, and will be monitored on the corporate performance and project monitoring system. This is reported to Members and the Senior Leadership Team (SLT) by exception.
- 5.4. Additionally it is proposed that the overarching Corporate Plan 2018-2021 remains unchanged for a period of one year to allow the Council to focus on its interim COVID priorities and recovery action plans. The new Corporate Plan covering the period 2022-2025 will instead be brought forward for consideration by Cabinet and Council in 12 months' time. In the meantime any minor amendments to performance indicators will be captured in the relevant service

plans and monitored under the current performance reporting arrangements.

## 6. Resource and Legal Implications

- 6.1. The IPPDs include a preliminary indication of the resources required for each project. This allows all teams, including support services, to plan their resources for the coming year effectively, ensuring that all of the projects can be delivered. In the event that internal resources are insufficient the approved budgets enable one-off specialist resources to be engaged.

## 7. Consultation

- 7.1 Consultation on the draft 2021-2022 IPPDs was carried out with the SLT and Cabinet Members as part of Strategic Planning Days.

## 8. Community Impact and Corporate Risks

- 8.1. Clear and effective project planning ensures that projects are given the best chance of succeeding with coherent business cases providing Members with the right information to make informed decisions on the best use of the Council's resources.

## 9. Other Implications

	Yes	No
<b>Crime and Disorder</b>		<b>X</b>
<b>Climate Change</b> None at this stage, to be considered in more detail at PID stage.		<b>X</b>
<b>Human Rights and Equality Impact</b> None directly at this stage, impact assessments to be undertaken as PIDs develop if required.		<b>X</b>
<b>Safeguarding and Early Help</b>		<b>X</b>
<b>Health and Wellbeing</b>		<b>X</b>
<b>GDPR</b>		<b>X</b>
<b>Other</b>		<b>X</b>

## 10. Appendices

- Appendix 1 – Terminus Road Land IPPD  
 Appendix 2 – 2022 Year of Culture IPPD  
 Appendix 3 – Decarbonisation of CDC Buildings IPPD

## 11. Background Papers

- 11.1. None

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# **Project Documentation - Initial Project Proposal Document**

**Project:** Land at western end of Terminus Road, Chichester

**Author:** Vicki McKay, Property & Growth

**Version: 1**

## **1. Purpose of Document**

The purpose of this document is to consider the options available in respect of use of the land areas at the far western end of Terminus Road, Chichester, as highlighted on Plan No.5855 at Appendix 1.

## **2. Project Description**

This project will look at the options available to the Council to bring into use the current 'scrubland' areas of land at the western end of Terminus Road, Chichester, sited between the Enterprise Centre and the A27 Fishbourne roundabout. The project will focus on potential uses that generate revenue income for the Council.

### **In scope:**

Land areas as highlighted on the plan at Appendix 1, including any highways or other access works required to facilitate productive use of the land.

### **Out of scope:**

Land elsewhere on Terminus Road, including currently undeveloped land to the south of the road adjacent to land used at present for gas storage, where a high pressure gas line runs through CDC's land at the south-eastern corner of the site.

## **3. Background**

- The Council's Economic Recovery plan sets out that support for businesses is a key action area. There is already evidence of sustained demand for industrial/storage premises and it is anticipated that demand for these uses will grow, despite general uncertainty in a 'post Covid19' market.
- Current occupiers of premises on Terminus Road have an unmet need for storage space and/or parking and the land in question is well located for these existing occupiers.
- This project will generate additional revenue income, the level of which will be determined once the use of the land is agreed.

## **4. Outcomes to be Achieved**

- A high level options appraisal of the possible opportunities for the land will identify the detail outcomes for this project which will include: opportunities for income generation and/or reduction in costs to the Council.
- Likely timescales for putting the possible options into action.
- Any risks associated with each options of delivery.

## **5. Timescales**

There is no specific urgent timescale for this project, however offering the land for commercial rental will bring forward additional income, although that would need to be balanced against the initial enabling costs.

It is well known that there is a need for additional commercial space in the Terminus Road area, including for parking, vehicle storage and general industrial use storage. Bringing this project forward now will enable the Council to seek to fulfil that demand before it is met elsewhere.

## 6. Project Costs and Resources

	Costs (£)	Source
One-Off	<p>External consultants may be required to assist in developing possible options, plus costs for planning permission or other consents required. Based on similar work undertaken elsewhere, allow a sum of £8,000 - £10,000.</p> <p>The exact capital costs of implementation are unknown until the option appraisal is completed. Indicative figures suggest cost could range from £50,000 to £90,000, depending on detail of construction and finish and based on an area of 2,000 square metres, which is roughly 50% of the site area.</p>	<p>Reserves</p> <p>TBA</p>
Revenue	No income is currently received from the land; the project will identify possible income opportunities. A 2,000 square metre site used for parking could generate in the region of £20-30,000 per annum.	TBA
Savings	There may be some small savings from repairs and maintenance and dealing with unauthorised camping on the land.	TBA
Services to be involved in the project delivery	Property and Growth, Development Management, Environmental Protection, plus the appointment of external consultants.	

**7. Benefits vs. Cost**

An appraisal of the options for using this land will include a cost/benefit analysis, which will include an assessment of expected return against cost. The proposed uses complement CDC's existing portfolio and tenant mix.

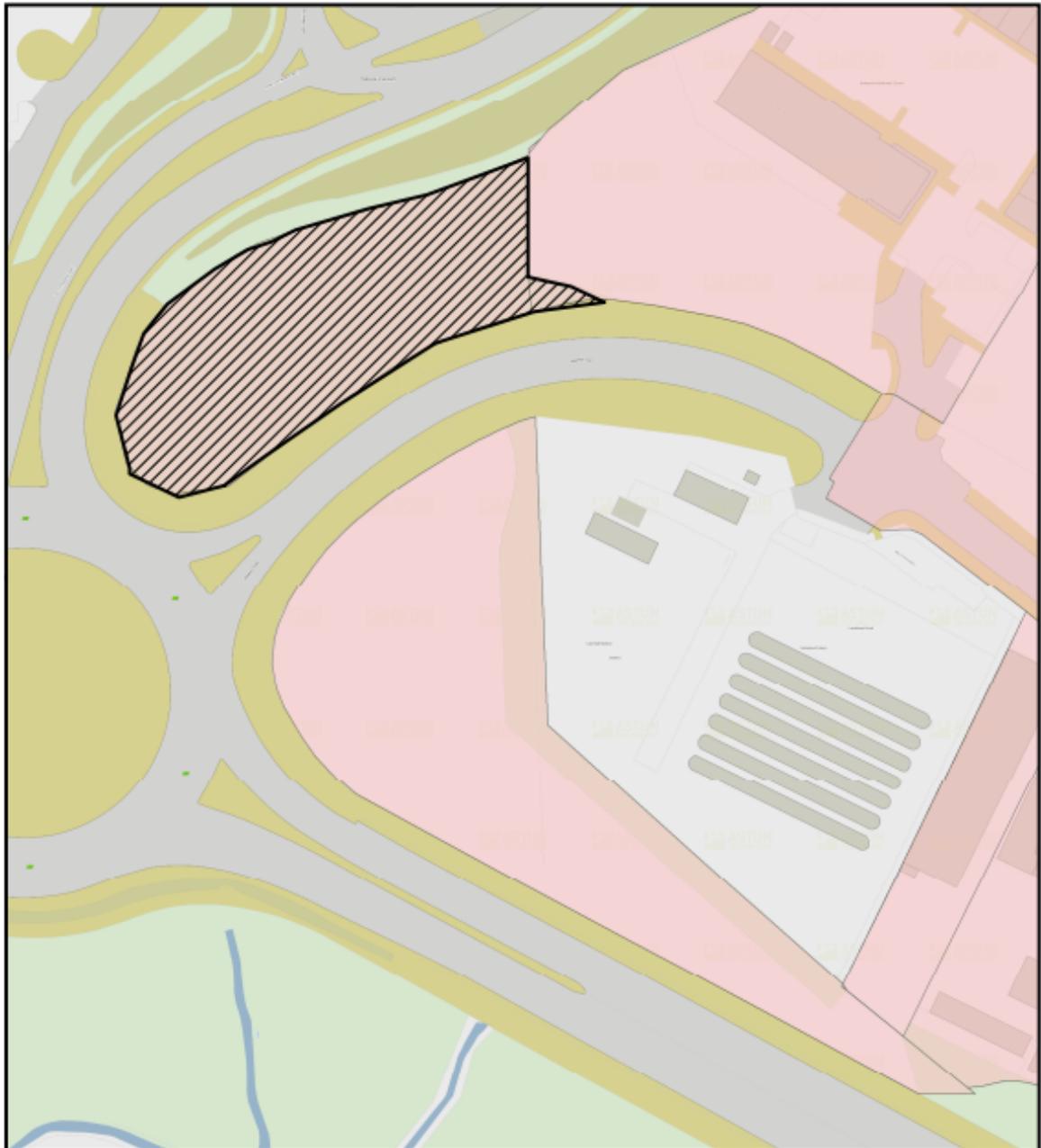
**8. Identify Risks**

The Council runs the risk of losing income opportunities through failure to meet demand if use of this land is not considered.

The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect to enabling works.

Changes to bring this land into use will need WSCC Highways consent and planning permission, both of which are a risk as at this early stage only general discussions have taken place in these areas.

# Appendix 1



	<b>CHICHESTER DISTRICT COUNCIL</b>	
Land at Terminus Road, Chichester		
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# Project Documentation - Initial Project Proposal Document

**Project:** 2022 Year of Culture

**Author:** Sarah Peyman, Divisional Manager Culture and Sport

**Version:** 1

## 1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

## 2. Project Description

2022 is a significant year for anniversaries for many of our Cultural Organisations including Chichester Festival Theatre, Pallant House Gallery, Chichester International Film Festival, Chichester Canal Trust and the Novium Museum. Discussions have been held regarding celebrating these and other cultural organisations in the district with a potential District Year of Culture in 2022. This could be through an organised programme of cultural activities and events.

### In scope:

Co-ordination and support for Cultural Organisations to host workshops, activities and events throughout the year.

### Out of scope:

Funding and resource would not be available for CDC to deliver all of the activities and events.

## 3. Background

Everyone is aware of the benefits culture can bring to communities in addition to the economic benefits that can be brought through tourism, employment and the economy. 2022 offers an opportunity to celebrate and support the cultural organisations within the district which I believe is even more important now following the impact covid has had on the cultural organisations as well as the local communities. This will give the district the opportunity to celebrate its cultural achievements whilst engaging more local people in a diverse range of activities and events.

To date £5,000 has been released from the Chichester Vision budget and has been matched funded by Chichester Festival Theatre and Pallant House Gallery, totalling £15,000 to appoint a consultant. The freelance consultant will develop the project brief and programme, continue the consultation process with cultural partners and investigate opportunities for funding to support the delivery Celebration Year of Culture.

## 4. Outcomes to be Achieved

Support local cultural organisations whilst celebrating the history and significant milestones of some. Increase local community engagement with culture and promote the future support of these organisations in the future.

Local organisations will be encouraged to stage their own events and activities that will be co-ordinated and centrally promoted through a year of

culture brochure/webpage. In addition, a number of partnership events will be hosted with some central resource to deliver these

**5. Timescales**

Planning to commence April 2021 with a programme of activities and events to be delivered March to October 2022.

**6. Project Costs and Resources**

	<b>Costs (£)</b>	<b>Source</b>
One-Off	50000	Potential for Arts Council England application, cultural partner contributions, sponsorship and Capital reserves.
Revenue	Tbc	
Savings		
Services to be involved in the project delivery	Culture & Sport, Licencing, PR and Comms	

**7. Benefits vs. Cost**

The project is estimated to cost approximately £50,000 which will assist with direct delivery of a few events whilst offering other cultural organisations some financial support to deliver their own. Although there is no direct financial payback, it is hoped that the project will generate income to the cultural organisations, the districts high streets and car parks. The community value would also hopefully increase community cohesion, health and wellbeing and education/learning.

**8. Identify Risks**

Lack of partnership funding available due to limited resources available following covid. Some organisations unable to offer activities or events due to their resource availability.

# Project Documentation - Initial Project Proposal Document

**Project:** Decarbonisation of CDC buildings

**Author:** Andrea Smith, Climate Change Officer

**Version:** 7.3

## 1. Purpose of Document

The purpose of this IPPD is to seek permission to engage a consultant to assess CDC assets and present recommendations for their decarbonisation.

## 2. Project Description

The aim is to investigate the options for the decarbonisation of CDC operational buildings and car parks. This would include assessment of opportunities for energy efficiency and renewable energy generation.

**In scope:** Council operational buildings and car parks.

**Out of scope:** None at this stage.

## 3. Background

This project fulfils Action 7.2 in CDC's draft Climate Emergency Detailed Action Plan.

## 4. Outcomes to be Achieved

That a feasibility study is prepared outlining the cost and benefits of energy efficiency and renewable energy generation measures on CDC operational buildings and the potential carbon costs and savings. Subsequent implementation of identified measures would be a contribution to national plans for a green, economic recovery as it would involve employing installers, which may be locally based. CDC may decide to install renewable generation capacity and this would contribute to national plans to electrify transport and heating. CDC would also be reducing a significant source of its current greenhouse gas emissions in the most credible fashion i.e. through the installation of its own generation capacity compared to green tariff electricity. Finally the Council would be showing leadership on climate change to the district.

## 5. Timescales

The target is to have the consultants engaged in April 2021 and the feasibility study completed within a year.

## 6. Project Costs and Resources

Costs (£)		Source
One-Off	0	N/A
Revenue	Staff time  £30,000 (estimated)	Building Services, Estates, Environmental Strategy Unit, Facilities, Culture, Car Parks, CCS. This would primarily be for the provision of information about the assets and access for surveys. Legal/procurement advice would be needed to assist with the appointment of a consultant.  Cost of consultants to assess the potential for decarbonisation of CDC operational buildings.
Savings		Nil.
Services to be involved in the project delivery	Building Services, Estates, Environmental Strategy Unit, Facilities, Culture, Legal/procurement, Car Parks, CCS.	

## 7. Benefits vs. Cost

The feasibility study should identify a range of energy efficiency measures for further detailed assessment by the Council. Given the climate emergency this is considered to justify the cost of the study.

## 8. Identify Risks

There is a small risk that CDC does not re-coup the cost of the study through energy savings.