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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 5 July 2022 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 - 6)  
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 7 June 2022.
- 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 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.

## RECOMMENDATIONS TO COUNCIL

- 5 **Chichester District Council Annual Report 2021-22** (Pages 7 - 48)  
The Cabinet is requested to consider the report and its appendix and make the following recommendation to Full Council:  
  
**That the Cabinet recommends the Annual Report 2021-2022 be received by the Council.**
- 6 **Cultural Grants Funding Agreement Extension** (Pages 49 - 51)  
The Cabinet is requested to consider the report and make the following recommendations to Full Council:

1. To recommend to Council that a further extension of support of £187,500 for one year be awarded to Chichester Festival Theatre to be funded from the existing revenue budget.
2. To recommend to Council that a further extension of support of £130,000 for one year be awarded to Pallant House Gallery to be funded from the existing revenue budget.

7 **Supporting You - a proposal for a holistic support service for residents in the Chichester district** (Pages 53 - 56)

The Cabinet is requested to consider the report and make the following recommendations to Full Council:

1. Recommends to Council the proposal to create a help and support service for residents facing cumulative problems of financial, debt and other cost of living issues, run as a 2-year pilot with a review built in 6 months after going live and subject to on-going and final evaluation.
2. Recommends to Council that £300,000 to come from the General Fund Reserves for staffing and operational costs for up to 2 years.
3. Recommends to Council that the further detail including allocation of funding to the various elements of the proposal is delegated to the Divisional Manager Housing, Revenues and Benefits in consultation with the Director of Housing and Communities and Cabinet Members set out in section 1 above.

#### **KEY DECISIONS**

None.

#### **OTHER DECISIONS**

8 **Brick Pavilion, Priory Park, Chichester** (Pages 57 - 64)

The Cabinet is requested to consider the report and its appendix and make the following resolutions:

1. That Cabinet approves the IPPD to undertake a survey and feasibility report for the Brick Pavilion, Priory Park, Chichester.
2. That Cabinet approves release of £20,000 from Reserves to fund the survey and feasibility report.

9 **Chichester Business Improvement District Articles of Association** (Pages 65 - 67)

The Cabinet is requested to consider the report and make the following resolution:

**That Cabinet approves the Council representation on the Chichester Business Improvement District (CBID) Board be changed from a Director role to that of invitee to each board meeting.**

10 **Chichester Contract Service: Planning for kerbside food waste collection** (Pages 69 - 72)

The Cabinet is requested to consider the report and make the following

resolutions:

1. **Cabinet resolves that planning work can commence for the implementation of domestic kerbside food waste collections.**
2. **That Cabinet resolves that up to £22,500 can be released from reserves to support 2.1 above.**

11 **Review of Character Appraisal and Management Proposals for Westbourne Conservation Area** (Pages 73 - 123)

The Cabinet is requested to consider the report and its appendices and make the following resolutions:

1. **That the revised Character Appraisal and Management Proposals for Westbourne Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in relevant planning decisions.**
2. **That the recommended changes to the Westbourne conservation area boundary as shown on the draft map on page 40 of the revised Character Appraisal and Management Proposals, attached at Appendix 1 to this report, be approved.**
3. **That the proposed responses to representations, attached at Appendix 2, to this report, be approved.**

12 **Exception to Tender** (Pages 125 - 126)

The Cabinet is requested to note the Exception to Tender relating to the renewal of Microsoft Enterprise Agreement 2022 – 2025.

13 **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

14 **Exclusion of the Press and Public**

There are no part II items on the agenda.

## 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. Subject to Covid-19 Risk Assessments members of the public are advised of the following;
  - Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
  - Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.

- You are advised not to attend any face to face meeting if you have symptoms of Covid.
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 intentions 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. [Standing Order 11.3 of Chichester District Council's Constitution]
  5. 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.