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Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 5 July 2022 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 O Broadway (Principal Conservation and Design Officer), Ms P Bushby (Divisional Manager for Communities), Mr K Carter (Divisional Manager, CCS), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr A Frost (Director of Planning and Environment), Mrs V McKay (Divisional Manager for Growth), Mr J Mildred (Divisional Manager for Corporate Services), Mrs T Murphy (Divisional Manager for Place), Mrs S Peyman (Divisional Manager for Culture), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Mr J Ward (Director of Corporate Services), Mrs J Westbrook (Corporate Improvement Officer) and Mr T Whitty (Divisional Manager for Planning Policy)

13 **Chair's Announcements**

Cllr Lintill welcomed all those present. She drew attention to the Novium Museums tenth anniversary on Saturday 9 July 2022 with a celebration at the Museum at 3.30pm that day.

There were no apologies for absence.

14 **Approval of Minutes**

Cllr Plant suggested the following amendments read out by Cllr Lintill and agreed by the Cabinet:

- Page 3, last paragraph of item 4: change 'East Birkhold' to 'East Bergholt'.

- Page 5, third paragraph of item 9: change 'in addition to a responding to real time reports of graffiti' to 'in addition to a response service to real-time reports of graffiti'.

RESOLVED

That the minutes of the Cabinet meeting held on 7 June 2022 as amended be approved as a correct record.

15 Declarations of Interests

There were no declarations of interest.

16 Public Question Time

There were no public questions.

17 Chichester District Council Annual Report 2021-22

Cllr Lintill introduced the item. She referenced some amendments suggested by Cllr McAra relating to the support the council has provided to Community Land Trusts, especially in Midhurst and Westbourne and the transfer of St Ann's Hill in Midhurst to Midhurst Parish Council.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the Cabinet recommends the Annual Report 2021-2022 be received by the Council.

18 Cultural Grants Funding Agreement Extension

Cllr Briscoe introduced the item.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. 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. 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.

19 Supporting You

Cllr Briscoe introduced the item. Mrs Bushby added that the service sought to provide an early preventative intervention.

Members spoke in support of the service.

Cllr Dignum asked that the service be well publicised to all those who may benefit. Mrs Rodgers confirmed that as well as those in Council Tax arrears the information would also be provided to those receiving Universal Credit and officers would also advertise at community centres and foodbanks.

Cllr Lintill asked how and when the team would be recruited. Mrs Bushby explained that the job descriptions for most roles had already been written. She added that the roles would suit those with a social prescribing or debt advice background. It was anticipated that the service would be up and running in October.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. 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. That £300,000 to come from the General Fund Reserves for staffing and operational costs for up to 2 years.
3. 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.

20 Brick Pavilion, Priory Park, Chichester

Cllr Dignum introduced the item.

In a vote the following resolutions were agreed:

RESOLVED

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.

21 Chichester Business Improvement District Articles of Association

Cllr Dignum introduced the item.

In a vote the following resolution was agreed:

RESOLVED

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.

22 **Chichester Contract Service: Planning for kerbside food waste collection**

Cllr Plant introduced the item.

In response to Cllr Wilding asking about the 35% residual waste being attributed to food waste Mr Carter explained that it is mostly potatoes and bread products. With the introduction of kerbside food waste collections, food waste will be reduced as residents realise just how much food waste is costing and will start to change their buying and cooking habits.

In a vote the following resolutions were agreed:

RESOLVED

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.

23 **Review of Character Appraisal and Management Proposals for Westbourne Conservation Area**

Cllr Taylor introduced the item. She drew members attention to the supplement to the agenda which contained additional maps. Mr Broadway outlined the significance of the fields highlighted on the maps.

Members congratulated officers on the review.

In a vote the following recommendations were agreed:

RESOLVED

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.

24 **Exception to Tender**

Cabinet noted the Exception to Tender relating to the renewal of Microsoft Enterprise Agreement 2022 – 2025.

25 **Late Items**

There were no late items.

26 **Exclusion of the Press and Public**

There was no requirement to exclude the press and public.

The meeting ended at 10.12 am

CHAIRMAN

Date:

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