



Minutes of the meeting of the **Cabinet** held in Committee Room 2 at East Pallant House Chichester West Sussex on Tuesday 3 July 2018 at 09:30

**Members Present**

Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

**Members Absent**

**Officers Present**

Mr A Buckley (Corporate Improvement and Facilities Manager), Mrs J Dodsworth (Director of Residents' Services), Mrs L Grange (Divisional Manager for Housing), Miss L Hill (Senior Neighbourhood Planning Officer), Mrs J Hotchkiss (Director of Growth and Place), Mrs A Huggett (Business Development Manager), Mr P E Over (Executive Director), Mrs S Peyman (Divisional Manager for Culture), Mr B Riley (Divisional Manager for Chichester Contract Services), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mr G Thrussell (Legal and Democratic Services Officer) and Mr J Ward (Director of Corporate Services)

**544 Chairman's Announcements**

Mr Dignum greeted the members of the public and Chichester District Council (CDC) members and officers, and the two press representatives who were present for this meeting.

He particularly welcomed Karen Dunn, who was attending her first meeting as a recently appointed local democracy reporter with the *Observer* series of newspapers. Ms Dunn's appointment was part of a pioneering project by local media organisations and the BBC to ensure that local politicians were properly held to account.

There were no apologies for absence and all members of the Cabinet were present.

There were no late items for consideration.

Although he had no specific announcements, Mr Dignum said he would provide a narrative overview of the agenda business for consideration at this meeting to demonstrate how the Cabinet's remit today and typically was not a set of disparate

*ad hoc* matters but was strongly grounded in CDC's policies and the current administration's values.

Agenda item 5 was the annual report for 2017-2018, which summarised the enormous range of work which had been successfully accomplished in the past year by officers in accordance with decisions made by members. The decisions due to be made at this meeting or by the Council later in the month would assist CDC to achieve another range of successes in 2018-2019. He also highlighted: (a) further actions proposed to improve residential housing, in particular to help prevent homelessness and secure higher standards for tenants living in homes with five tenants or more (item 6); (b) seeking to secure substantial cost savings in CDC's business waste disposal costs (item 8), exemplifying the drive to make its services steadily more efficient; (c) demonstrating CDC's priority to look after the most needy by proposing for the seventh consecutive year, unlike almost all other local councils, not to reduce the assistance given to the area's least well-off council tax payers (item 9); (d) the leadership shown by the chief executive in finding a way of providing disabled facilities grants to those needing them more swiftly, more simply and more cost-effectively (item 10); and (e) considering whether The Novium Museum should be retained in-house, having looked unsuccessfully at alternative ways of providing the city's museum service, and for officers to produce a plan to take it forward as one of the four pillars of Chichester's cultural offer to residents and visitors alongside the Pallant House Gallery, the Chichester Festival Theatre and the Cathedral (item 12).

**[Note** Hereinafter in these minutes CDC denotes Chichester District Council]

**[Note** Minute paras 545 to 558 below summarise the Cabinet's discussion of and decision on agenda items 2 to 15 inclusive but for full details of the items considered in the public session please refer to the audio recording facility via this link:

<http://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=135&MId=979&Ver=4>

#### 545 **Approval of Minutes**

The Cabinet received the minutes of its ordinary meeting on Tuesday 5 June 2018 and of its special meeting on Friday 8 June 2018, both of which had been circulated with the agenda.

There were no proposed changes to either set of minutes.

#### *Decision*

The Cabinet voted unanimously on a show of hands to approve both sets of the aforesaid minutes without making any amendments.

#### **RESOLVED**

That the minutes of the Cabinet's ordinary meeting on Tuesday 5 June 2018 and of its special meeting on Friday 8 June 2018 be approved.

546 **Declarations of Interests**

No declarations of interests were made at this meeting.

547 **Public Question Time**

No public questions had been submitted for this meeting.

548 **Council's Annual Report 2017-2018**

The Cabinet received and considered the agenda report and its appendix in the agenda supplement.

This item was introduced by Mr Dignum.

Mr Buckley was in attendance for this matter.

Mr Dignum said that the report and its appendix could be taken as read, leaving the detail to be addressed at the Council meeting on Tuesday 24 July 2018.

The Cabinet supported this approach and so there was no discussion of this item.

*Decision*

Members voted unanimously on a show of hands to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That the Annual Report 2017-2018 be received.

549 **Housing Grants and Resources**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Kilby.

Mrs Grange and Mrs Rudziak were in attendance for this matter.

Mrs Kilby prefaced her introduction with a reference to this being rural housing week and she mentioned a very positive and productive community land trust forum meeting which had taken place the previous evening. It had been well attended and she thanked officers for their contribution to it. She summarised the two aspects of the report (sections 3 and 5) relating to the proposed use of (a) the Flexible Homelessness Support Grant and the Homelessness Reduction Act New Burdens Grant and (b) the additional income received from the licensing of houses in multiple occupation (HMO).

In relation to (a), Mrs Grange queried the accuracy of the outstanding figure of £218,200 in para 3.2 of the report. This was cross-checked during the discussion

and the sum was verified to be correct. She advised that an appointment had now been made to the new post of a Rough Sleepers Outreach Worker (RSOW) and the successful candidate would start in the first week of September 2018, working primarily in Chichester city but also elsewhere in Chichester district.

Members spoke in support of the proposed use of the grants and resources to help address homelessness.

Mrs Kilby and Mrs Grange responded to questions about (i) how CDC would become aware of people who were at risk of encountering housing problems, not only to assist them but also to help prevent homelessness; (ii) the fees to be levied when applying to license properties for HMO status; and (iii) where the new RSOW would be based.

### *Decision*

The Cabinet voted unanimously on a show of hands to make the recommendations below.

### **RECOMMENDATION TO THE COUNCIL**

- (1) That delegated authority be given to the Director of Housing and Communities, following consultation with the Cabinet Member for Housing Services, to spend the Flexible Homelessness Support Grant set out in para 3.2 of the agenda report and the Homelessness Reduction Act New Burdens Grant set out in para 3.3 of the agenda report in line with the government guidance issued with the notification of the grants.
- (2) That the additional income received from the licencing of Houses in Multiple Occupation be used to fund the additional staffing and IT resources required to implement the new government regulations as set out in para 5.2 of the agenda report.

### **550 Making the Petworth Neighbourhood Development Plan**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Taylor.

Mrs Hill was in attendance for this matter.

Mrs Taylor summarised section 3 of the report and gave the headline figures for voting and the overall referendum result (para 3.3) for the Petworth Neighbourhood Development Plan (PNDP).

Mrs Hill advised that the South Downs National Park Authority would make the PNDP on Thursday 12 July 2018.

In reply to Mr Dignum, Mr Ward said that the turnout was 36% of the total electorate.

*Decision*

The Cabinet voted unanimously on a show of hands to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That the Petworth Neighbourhood Development Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

**551 Award of Contract for Business Waste and Recycling Disposal**

The Cabinet received and considered the agenda report and its confidential Part II exempt appendix (which was circulated to members and relevant officers only).

This item was presented by Mr Barrow.

Mrs Huggett and Mr Riley were in attendance for this matter.

Mr Barrow summarised with reference to section 3 of the report the financial imperative for CDC to seek and secure an alternative less expensive disposal provider for its business waste and recycling collection service. The outcome of an EU tendering exercise in terms of the recommended supplier, the financial benefits to CDC (savings compared with the current contract and avoidance of land fill tax) and the use of an environmentally sustainable energy from waste facility near Heathrow to dispose of non-recyclable waste were set out in sections 4, 5 and 7 of the report and in the confidential Part II exempt appendix.

Members commended the proposed outcome as a very satisfactory solution and the excellent work undertaken by Mr Riley and Mrs Huggett.

Mr Barrow and Mrs Huggett replied to questions about (i) the environmental credentials of transporting to and incinerating trade waste at the depot near Heathrow: low emissions and up-to-date technology and (ii) the predicted uptake by businesses of the option to recycle trade waste (further details could be supplied if required).

At the close of this item Mr Barrow paid tribute to Bob Riley who was soon to retire after working for 23 years at CDC. He praised Mr Riley's sterling service in so many ways, not least in his significant contribution (a) in helping to achieve and maintain CDC's exemplary recycling rate and (b) in earning the external consultants' praise of CDC's record and reputation for efficiency and excellence in operating its waste collection service. Mr Dignum seconded Mr Barrow's encomium of Mr Riley. The Cabinet, CDC members who were observing the meeting and officers endorsed these sentiments with appreciative applause and an audible assent.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolutions below.

**RESOLVED**

- (1) That the contract for the disposal of business waste and recycling for the period 1 September 2018 to 31 August 2023 be awarded to Supplier A.
- (2) That authority be delegated to the Director of Residents Services to:
  - (a) make any minor contractual changes during the contract term and
  - (b) extend the contract by mutual agreement, for up to five years should the contract remain economically advantageous and the supplier perform satisfactorily.

**552 Council Tax Reduction Scheme 2019-2020**

The Cabinet received and considered the agenda report and its appendix.

This item was presented by Mr Barrow.

Mrs Rogers was in attendance for this matter.

Mr Barrow summarised section 3 of the report with particular reference to the introduction and development of CDC's council tax reduction scheme since 2013 and the advent in 2018 of a banded scheme for Universal Credit claimants, although the full impact of that scheme could not yet be meaningfully assessed because of the delay in rolling out the Universal Credit Full Live Service in Chichester district (para 3.5 of the report). The banded scheme was designed to support the most economically vulnerable in the community. CDC was not proposing any significant changes to the banded scheme but the annual consultation would *inter alia* seek views on minor changes as set out in paras 3.6 and 3.7 of the report. He emphasised that since the introduction of its local scheme CDC had not reduced the level of support provided, which compared strikingly with a large proportion of other councils which had made reductions.

Mrs Rogers did not add to Mr Barrow's introduction.

Members spoke in support of CDC's proven record to devise and deliver a local scheme which supported the most disadvantaged in the community.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolutions below.

**RESOLVED**

- (1) That the Director of Residents Services after consultation with the Cabinet Member for Residents Services be authorised to prepare and consult on a Council Tax Reduction (CTR) Scheme for 2019-2020 with the final proposed scheme being brought back to the Cabinet in November 2018.

- (2) Following a review of the current CTR scheme officers have identified some minor amendments that are required in order to ensure that the scheme provides the same level of support that it has in previous years. It is proposed that consultation on this and the general principles of the scheme remaining the same be carried out.

**553 Disabled Facilities Grants - Appointment of County Adaptations Manager**

The Cabinet received and considered the agenda report and its appendix.

This item was presented by Mrs Kilby.

Mrs Rudziak was in attendance for this matter.

Mrs Kilby summarised the report with particular reference to sections 3, 4, 5 and 7. She outlined the proposals by the relevant West Sussex local authorities and clinical commissioning groups to secure improvements to the disabled facilities grants (DFG) process. The objective was to enable residents to remain independent in their own homes for longer. CDC had adopted a more flexible DFG policy in September 2017 to permit a more innovative use of DFG and to reduce bureaucracy for customers. In order to ensure the most efficient use of resources, it had been proposed by the project steering group to appoint a dedicated County Adaptions Manager to oversee the county-wide service and manage the pooled budget. The funding arrangements for the post were set out in section 7 of the agenda report. The post-holder would be employed by CDC. One of the key aims was to speed up delivery of adaptations in homes to help and improve the health and well-being of disabled people. The Cabinet would receive a further report in December 2018 on the proposals for having a pooled budget and a single, flexible county-wide policy. She thanked Mrs Shepherd for taking the lead on this project.

Mrs Rudziak commented on the success of the project to date, the benefits it had brought to eligible residents, the advantages afforded by the funding and policy reforms, a year-on-year budget increase and partnership working.

The Cabinet commended the project and the ongoing programme of improvements which would be a great advantage to residents. Mrs Shepherd, as one of the county's chief executives who were consulted on the project, was commended for her tenacity in helping to achieve these outcomes.

Mrs Rudziak answered a question about the proposed publicity for the project.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution below.

**RESOLVED**

That a County Adaptations Manager be appointed funded equally by all district and borough councils in West Sussex from their Disabled Facilities Grant funding.

554 **Section 106 Sport and Leisure Facilities - Selsey Sports Dream**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Lintill.

Mrs Peyman was in attendance for this matter.

Mrs Lintill summarised the report with reference in particular to sections 3, 5, 7 and 8 of the report, outlining the background to the scheme and the main milestones passed during the past five years in order to have reached the point now of implementing the scheme. She commended for approval the release of the £89,916 section 106 sport and leisure monies with accrued interest to enable the construction of a multisport pavilion/clubhouse.

Mrs Peyman did not add to Mrs Lintill's introduction.

Mr Connor expressed his appreciation at the scheme now coming to fruition.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution below.

**RESOLVED**

That the release of £89,916 Section 106 Sport and Leisure monies, plus interest accrued to the date of release, to Selsey Sports Dream for the construction of a multisport pavilion/clubhouse be approved.

555 **The Novium Museum**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Lintill.

Mrs Peyman was in attendance for this matter.

Mrs Lintill summarised the report with reference in particular to sections 3, 5 and 6 of the report. She recounted the main aspects of the options appraisal process for The Novium Museum and explained how the process had resulted in the recommendation in favour of option 3 (which, after a robust debate, had been supported by the Overview and Scrutiny Committee).

Mrs Peyman commented on the amount of work undertaken during the procurement exercise and commended the enthusiasm and expertise of the new Novium and Tourist Information Manager, Stephanie Thorndyke, who was now in post and was present as an observer at this meeting. Ms Thorndyke was currently overseeing an exhibition programme and work had begun on a business plan, which would be submitted to the Overview and Scrutiny Committee and the Cabinet in due course.

Mr Dignum remarked that it was important to assess afresh the display and space options for the artefacts. He felt that revenue and capital investment was justified in order to turn The Novium Museum, the reputation of which was improving, into a real success story. He assured Ms Thorndyke of the Cabinet's support for her endeavours.

Mr Wilding and Mrs Lintill endorsed Mr Dignum's remarks. Mr Wilding advocated making use of the potential for introducing a restaurant/café.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution below.

**RESOLVED**

- (1) That due to the limited interest received from the soft market testing, the procurement process for the management of the museum and tourist information service not be pursued further at this time.
- (2) That option 3, namely to Review the Novium Museum and TIC Business Plan to identify potential opportunities for generating additional income and/or reducing expenditure, be approved.
- (3) That the Task and Finish Group be tasked to oversee progress with the review of the business plan.

**556 Late Items**

As announced by Mr Dignum during agenda item 1, there were no late items for consideration at this meeting.

[**Note** After this item there was a short adjournment between 10:20 and 10:28]

**557 Exclusion of the Press and Public**

In order to consider the Part II confidential exempt matter listed as agenda item 15 (Award of a Services Concessions Contract) Mr Dignum first read out the resolution set out below.

*Decision*

On a vote by a show of hands the Cabinet approved unanimously the following resolution.

**RESOLVED**

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of agenda item 15 (Award of a Services Concessions Contract) for the reason that it is likely in view of the nature of the business to be transacted that there would be

disclosure to the public of 'exempt information' being information of the nature described in Paragraphs 1 (information relating to an individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) in Part I of Schedule 12A to the Act and because in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**558 Award of a Services Concessions Contract**

The Cabinet received and considered the confidential Part II exempt agenda report and its appendix circulated to members and relevant officers only.

The report was presented by Mrs Lintill.

Mrs Dodsworth and the relevant manager were in attendance for this item.

Mrs Lintill summarised the report.

The matter was discussed.

*Decision*

The Cabinet voted unanimously to make the resolution set out below.

**RECOMMENDATION TO THE COUNCIL**

That the Director of Residents Services be given delegated powers to agree the terms of the proposal outlined in section 5 of the agenda report following consultation with the Cabinet Member for Community Services.

**[Note** The meeting ended at 10:45]

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CHAIRMAN

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DATE