



Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 9 July 2019 at 9.30 am

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

**Members Absent** Mr R Briscoe

**In attendance by invitation**

**Officers Present** Mr A Buckley (Corporate Improvement and Facilities Manager), Mr K Carter (Divisional Manager, CCS), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr T Day (Environmental Coordinator), Mr A Forward (ICT Manager), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mr P Jobson (Taxation Manager), Mrs V McKay (Divisional Manager for Growth), Mr P E Over (Executive Director & Deputy Chief Executive), Mrs S Peyman (Divisional Manager for Culture), Mrs M Rogers (Benefits Manager), Mrs D Shepherd (Chief Executive), Ms A Stevens (Divisional Manager for Environmental Protection) and Mr J Ward (Director of Corporate Services)

## 11 **Chairman's Announcements**

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

The emergency evacuation procedure was read out.

Apologies for absence had been received from Mr Briscoe.

## 12 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 4 June 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

## RESOLVED

That the minutes of the Cabinet meeting held on 4 June 2019 be approved.

### 13 **Declarations of Interests**

Mr Over declared an interest in agenda item 15 and withdrew from the room when the item was discussed.

### 14 **Public Question Time**

The following public questions were submitted. The responses provided are indicated in italics.

#### **Question 1 - Mr Andrew Kerry-Bedell**

What is CDC prepared to deliver if a climate emergency is declared?

#### **The following answer was provided by Mrs Plant:**

*Carbon reduction is already the focus of many work streams within the Council. However it is recognised that to meet the Government's objective to move to a carbon neutral environment, then everyone has a more significant role to play, acknowledging that the Council will be instrumental in this process.*

*The Council is also mindful of the need to ensure any identified actions demonstrably reduce carbon and is committed to a complete refresh of the Councils Climate Change Action Plan.*

*Subject to the Cabinet recommendations in the report within the agenda papers being agreed, a member and officer working group via the Council's Environment Panel will develop a new action plan which will be reported back to Cabinet later in the year.*

*It is expected that the Environment Panel will initially focus on the carbon reduction recommendations within the Council's remit identified in the UK Committee on Climate Change Report 2018.*

*It is likely to also focus on;*

- possible adaption measures, looking at practices, buildings and infrastructure within the Council,*
- recognising the Council's role in helping to build resilient communities by identifying and engaging with key people and organisations within the community.*
- seeding action within the wider community. For example, policies for sustainable homes and sustainable drainage*
- leading on other local authority related initiatives such as increasing modal shift, reducing the use of single use plastics and increasing recycling rates.*

*We expect that the Cabinet will make the final decision on the priority areas for action in November 2019.*

Mr Kerry-Bedell requested the opportunity to ask a supplementary question which Mrs Lintill allowed. The question related to whether the council would be appointing a Climate Change Officer. Mrs Lintill responded and explained that the work of the Environment Panel would inform the decision of whether a Climate Change Officer is required.

### **Question 2 - Mr Andrew Kerry-Bedell**

15 Hampshire Councils have stopped giving planning permissions and halted new house building until a mechanism to deliver Nitrate-neutral developments is agreed. Why hasn't CDC done the same?

#### **The following answer was provided by Mrs Taylor:**

*Officers receive formal consultation advice from Natural England where relevant when considering planning applications for new housing development. Whilst Natural England has not so far raised this as an issue for Chichester District Council in determining planning applications, officers are aware of this important matter and are currently working with Natural England and others to identify appropriate measures to mitigate the impact of nitrates on the designated Special Protection Area of Chichester Harbour arising from new housing within the Chichester Local Plan area, should it prove necessary.*

Mr Kerry-Bedell requested the opportunity to ask a further supplementary question which Mrs Lintill allowed. The question related to the 2018 Chichester District Council report and whether there is spare water treatment capacity at Apuldram, Loxwood and Tangmere and how this information will be gathered by the council. Mrs Taylor responded and explained that the information has already been requested from Southern Water.

### **Question 3 - Mr Andrew Kerry-Bedell**

Confirmation of exactly what plant work was done to increase capacity since 2014 at Southern Water Thornham waste water treatment works to remove 75% of Nitrogen (Urban Waste Water Treatment Regulations 1994 (Section 5(3))). This includes confirmation of what residual capacity is available given A) Oct 2013 CDC report Settlement Capacity Profiles P58 indicates only 1,700 dwelling capacity remaining and B) Current CDC and HBC Local Plan housing allocations below taken from Local Plans for CDC and HBC (recently submitted).

#### **The following answer was provided by Mrs Taylor:**

*The Council is not responsible for either designing or implementing upgrades to plant and equipment at the Waste Water Treatment Works and so does not have the information sought readily available. Details have been requested from Southern Water and when this is received it can be provided.*

*The Chichester Water Quality Assessment prepared to inform the Local Plan Review identified a headroom figure of 1063 dwellings for Thornham WWTW at the end of 2017. Headroom tables are published on the Council's website and are updated regularly to take account of new development. The most recent table indicates that as at 31 March 2019 there was remaining capacity of 1012 dwellings at Thornham. It is our understanding that the majority of planned new development within Havant will not drain to Thornham but to Budds Farm (in Havant Borough). Nevertheless, officers are currently reviewing the headroom calculations with Southern Water and the Environment Agency as part of updating the evidence base for the Local Plan Review.'*

### **Question - Mr Tom Broughton**

Does the council know that according to the latest published Government figures, that in 2016 the average national per capita emissions of carbon dioxide was 5.4 tonnes per capita, for West Sussex the average was 4.5 tonnes per capita and for Chichester District it was 5.7 tonnes per capita. The question must be asked, why is the per capita emissions in the Chichester District so high?

### **The following answer was provided by Mrs Plant:**

*In response to your question, I can confirm that the Council is aware that in 2016, the per capita emissions of carbon dioxide was 5.7 tonnes. Within the last month, the 2017 emissions data has been released and the figure for Chichester District was 5.5 tonnes per capita (person) with the average for West Sussex being 4.4 tonnes per capita.*

*Higher emissions in Chichester District compared to the County average is a reflection of the nature of our District, being a largely rural area. This rural nature of the District means that there is a heavy reliance on road transport and therefore a high level of emissions from transport at 2.6 tonnes of carbon dioxide per capita, with transport emissions for the rest of the County ranging from 0.9 tonnes per capita in Worthing to 2.2 tonnes per capita in Crawley, Horsham and Mid Sussex.*

*Secondly, our industry and commercial emissions are also higher than the other Districts at 2.16 tonnes per capita compared to 0.74 tonnes per capita in Adur. Again this is a reflection of the industries in our area compared to other Districts, including the amount of agriculture. The rural nature of our District also means that there is a higher reliance on oil by both industry and domestic properties. Our emissions from the domestic sector is slightly higher than the other Districts in West Sussex at 1.7 tonnes per capita, with Horsham at 1.6 tonnes per capita and Arun at 1.5 tonnes per capita.*

*We have seen a 5% reduction in total emissions per capita from 2016 to 2017 but we recognise that there is still more to be done. I draw your attention to item 7 on the agenda which recommends the declaration by the Council of a Climate Emergency and the process for taking further action.*

15 **Chichester District Council Annual Report 2018-2019**

Mrs Lintill introduced the item. She welcomed Mr Buckley and Mrs Westbrook to the table. She explained that the Annual Report details the council's activities for the last year. She added that as the report is due to be debated at Full Council where the wider membership will be given the opportunity to ask questions to ask questions she was not proposing to go through the report in detail at Cabinet.

With reference to page 27 of the agenda pack Mrs Taylor asked whether the North Bersted Man exhibition would still go ahead if lottery funding is not available. Mrs Hotchkiss explained that an announcement would be made shortly regarding the National Lottery Heritage Trust funding and sponsorship of the exhibition.

*Decision*

The Cabinet then voted unanimously to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That the Council receives the Annual Report 2018-2019.

16 **Award of Cash Collection, Processing and Banking Contract 2019 - 2022**

Mr Dignum introduced the item. Mr Catlow was also present. Mr Dignum explained that the council's cash collection, processing and banking contract expires on 30 September 2019. He confirmed that three tenders had been received and Contractor B is recommended to the Cabinet.

Mrs Lintill referred to the level of cheques received by the council (£4.4 million) and asked what could be done to encourage other forms of payment such as bank transfers. Mr Catlow explained that the number of cheques received had reduced by two thirds over the last few years (from approximately 24,000 to 7,500) with 50% of the cheques relating to revenue for business rates and council tax. He confirmed that the use of cheques is not actively promoted.

*Decision*

The Cabinet then voted unanimously to make the resolution below.

**RESOLVED**

That the contract for collection, processing and banking of cash from Council facilities and locations around the District for the period 1 October 2019 to 30 September 2022 be awarded to Contractor B.

17 **Climate Emergency Declaration**

Mrs Plant introduced the item. Mr Day and Mrs Stevens were also present. Mrs Plant explained that the Climate Change Act 2018 set a target of 80% reduction of CO2 emission levels by 2050. She confirmed that the UK has seen a 43% fall in

emissions mainly due to changes in electricity generation however CO2 from transport, building, industry agricultural and waste remain largely unchanged. In March 2019 the Council's original draft budget resolution to transfer funds to the Investment Opportunities Fund, was amended to ask Cabinet to consider using £150,000 from reserves to fund a Climate Change Officer. Mrs Plant explained that an updated action plan is now required. She confirmed that carbon reduction is the focus of several work streams at the Council; there are several new policies in the Local Plan Review, the revised Air Quality Action Plan due early next year will include several new initiatives and the Council provides assistance to households in fuel poverty. Mrs Plant concluded that it would be appropriate for the Environment Panel to report back to the Cabinet in January 2020.

Mrs Stevens wished to make a proposal to amend the recommendation to increase the frequency of the Environment Panel meetings to monthly (and cancel if not required).

Mrs Lintill then invited Mrs Sharp to ask her questions which she had submitted in advance of the meeting.

**Mrs Sharp's first question:**

What are the details of the Zero Carbon Graylingwell funds? What were they intended for originally, and would using the funds this way cause a loss to any other projects?

**Mrs Plant provided the following answer:**

*The Graylingwell Development was required to be carbon neutral and in 2013/14 it was agreed that the development would need to meet the Zero Carbon Standard (ZCS). The ZCS permits the inclusion of allowable solutions to reduce carbon emissions offsite, where this could not be achieved on site – now termed carbon offset. One model for carbon offset is for funds to be transferred from the developer to the local authority for the delivery of the reduction in carbon emissions offsite and elsewhere in the District. The transfer of funds in this way will not result in a loss to other projects but just the delivery of the part of the reduction in emissions to be achieved offsite and facilitated by the local authority as opposed to the developer.*

Mrs Sharp requested the opportunity to ask a further supplementary question which Mrs Lintill allowed. The question related to whether a study could be commissioned to analyse what remains incomplete at the Graylingwell development in Chichester. Mr Frost explained that agreements made between the developer and Homes England are not subject to monitoring by the council and should not be confused by planning permissions (which include conditions and Section 106 agreements) and which are monitored by the council.

**Mrs Sharp's second question:**

The Terms of Reference of the Environment Panel include the need to “*consider opportunities for joint initiatives and partnership working*”. Should this wording not be strengthened to reflect the need to work to ensure that the *climate emergency* is

adequately reflected in the development and implementation of all county-wide and district-wide strategies and plans; notably Transport Plans, given that transport is one of the major contributors to climate change?

**Mrs Plant provided the following answer:**

*There is currently a requirement that all CDC Committee papers ensure that the impact of the proposals on climate change and biodiversity are considered. In terms of county-wide strategies we can aspire to ensure that climate emergency is adequately reflected, however this will need cooperation from County and/or the other District and Boroughs. The last bullet could be updated as follows:*

*To consider opportunities for joint initiatives and partnership working and seek to influence the extent to which climate emergency is reflected in the development and implementation of cross-boundary and county-wide strategies and plans.*

**Mrs Sharp's third question:**

In the "Other Implications" table on page 64, why have the effects on human rights and equality not been recognised? Climate change affects the poor and the vulnerable most strongly and they often have the fewest resources to deal with it.

**Mrs Plant provided the following answer:**

*The "Other Implications" section in the Cabinet report template is intended to only consider the direct implications arising from the report before the Cabinet. At this stage the report "Climate Emergency Declaration" and its associated recommendations do not directly impact on human rights or necessitate an equality impact assessment. However, when the Environment Panel are considering specific actions and making recommendations back to cabinet in due course which will hopefully make a positive impact an Equalities Impact Assessment will be required along with any human rights impacts.*

Mr Dignum asked whether the council would consider granting Civil Enforcement Officers the powers to fine people sat in stationary cars running diesel engines. Mrs Stevens explained that it is under consideration as part of the new Air Quality Action Plan which will be brought to Cabinet in early 2020.

Mrs Plant took the opportunity to thank the members of the public who had attended for the item.

*Decision*

The Cabinet then voted unanimously to make the resolutions below.

**RESOLVED**

- 1) That Cabinet makes the following declaration of a climate emergency:  
"Chichester District Council declares a Climate Emergency and requests the Environment Panel to advise Cabinet and Council on how to move to a carbon neutral environment.

- 2) That the Environment Panel draft Terms of Reference as outlined in Appendix 1 be approved subject to the following amendments:
  - The final bullet point to read 'to consider opportunities for joint initiatives and Partnership working and seek to influence the extent to which climate emergency is reflected in the development and implementation of cross boundary and county-wide strategies and plans;
  - that the Panel is tasked with evaluating priority actions for a Climate Emergency Action Plan, and reports back to Cabinet in January 2020';
  - the frequency of the Environment Panel meetings to be monthly.
- 3) That the Environment Panel is asked in its report to identify and evaluate the resources needed to achieve delivery of the action plan, including the proposal for a Climate Emergency Officer funded from reserves and the potential for the use of the Zero Carbon Graylingwell payment for implementing carbon reduction initiatives.
- 4) That in the event that the Council is invited to accept a transfer of funds by Homes England associated with the Zero Carbon Graylingwell project, authority is delegated to the Director of Planning and Environment to accept the funds which are to be used towards specified carbon reduction projects, the spend for which will need to be first agreed in each case by both Homes England and the Council.

## 18 **Football Club Lease, Oaklands Park, Chichester**

Mr Dignum introduced the item. Mrs McKay and Mrs Peyman were also present. Mr Dignum explained that officers carried out a tender exercise to identify a tenant for the football club at Oaklands Park, Chichester to ensure continued use of the grounds for football and football player development. He explained that the current lease expires at the end of July 2019 and outlined the preferred option for granting a new lease which is detailed in the exempt appendix.

Mrs Peyman added that the football club has 350 members from youth to adult and uses a number of other facilities around the district.

Mrs Plant asked for clarification regarding the decision to grant a rent subsidy. Mrs McKay explained that a concessionary rent had been agreed at the last Grants and Concessions Panel meeting.

Mrs Lintill requested confirmation that the club is debt free to the council. Mrs Peyman confirmed that to be the case.

### *Decision*

The Cabinet then voted unanimously to make the resolution below.

### **RESOLVED**

That officers be authorised to take the action detailed in paragraph 5.1 of the report.

## 19 **Post Project Evaluation - Replacement Telephony System**

Mrs Graves introduced the report. Mr Forward and Mr Mildred were also present. Mrs Graves explained that the Post Project Evaluation report, covering replacement of the corporate telephony system is brought before Cabinet in line with our project management processes as the project was classified as a major project. She outlined the three implementation phases:

1. Procurement
2. Technological Integration
3. Operational implementation

Mrs Graves explained that the report also includes user feedback, lessons learned and improvement recommendations. She confirmed that the project was delivered on time, below budget (saving £15,000 against budgeted £175,000) and successfully delivered the initial project outcomes. She outlined continued worked with staff and the system to make further improvements including:

- Ensuring we are working with the latest system release.
- Looking at the use of different headsets & handsets to suit the needs of the users.
- Continued drop in sessions and working with users to ensure that the system is being used effectively.

Mrs Graves concluded that overall the project had been successfully delivered and now provides the flexibility for mobile working, working remotely and hot desking.

### *Decision*

The Cabinet then voted unanimously to make the resolution below.

### **RESOLVED**

That the Cabinet receives the post project evaluation (PPE) report (Appendix 1) for the replacement of our corporate telephony system, and agree the actions and review plan in sections 7 and 8 of the report.

## 20 **Revenues, Benefits and Customer Services Review Post Project Evaluation (PPE)**

Mr Wilding introduced the item. Mr Buckley, Mr Jobson and Mrs Rogers were also present. Mr Wilding explained that the Post Project Evaluation (PPE) followed an internal review of Revenues, Benefits and Customer Services. He outlined the key workstreams as follows:

- The transfer of the Revenues and Benefits customer contact from the back office to the Customer Services team.
- A review of the Revenues and Benefits processes.
- Identification of future reduction in customer service staffing levels following analysis of customer interaction with the council.

- New software investment to increase the level of online functionality.

Mr Wilding drew attention to the appendix on pages 95 – 98 of the agenda pack detailing performance and financial tables. He highlighted where there had been success and where targets are still to be met. He clarified that although the project is £34,000 over budget due to additional redundancy costs this had been highlighted as a project risk in the original Project Initiation Document. Mr Wilding confirmed that £181,000 of the £223,000 anticipated revenue savings had already been met and overall the review had been a success.

Mr Buckley clarified the table at paragraph 4.2 of the report. He explained that the first four columns detail targeted savings with the final column detailing the achievement to date. He confirmed that the remaining piece of work is the integration of the revenues and benefits customer contact into the central customer contact centre which is scheduled for next year.

Mr Dignum requested confirmation of whether the number of FTE's made redundant was in line with the budget. Mr Buckley confirmed that this was the case as the additional spend had come from the cost per FTE rather than the number of FTE's.

Mr Dignum also requested an explanation of the channel shift savings. Mr Buckley explained that the annual council tax billing process had been completed prior to the introduction of the new online service and therefore the savings would be deferred to the 2020-2021 budget.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED**

That the Post Project Evaluation (PPE) report included in Appendix 1 be approved.

### 21 **Revenues Systems Review**

Mr Wilding introduced the item. Mrs Rogers was also present. Mr Wilding explained that the revenues system support and maintenance contract is due for renewal at the end of March 2020. He confirmed that the council had invested in the software to enable the modernisation of the service and to switch supplier could cost the council up to £600,000.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED**

That the Cabinet approve the proposal detailed in section 5.1 of the report to allow officers to commence negotiations with Northgate Public Services to secure a new support and maintenance contact from 1 April 2020.

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

Mrs Lintill read the part II resolution in relation to agenda items 13, 14 and 15.

### *Decision*

The Cabinet then voted unanimously to go into part II.

### **RESOLVED**

That with regard to agenda items 13, 14 and 15 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.

## 23 **Increased commercialisation of the council's Business Waste and Recycling Service**

Mrs Plant introduced the item. Mr Carter was also present. Mrs Plant outlined the exempt report. Mr Carter then responded to questions from the Cabinet. Mrs Lintill invited Mrs Sharp to ask her questions relating to the item that she had submitted in advance of the meeting. Mr Carter responded and Mrs Plant read her formal response. Mr Plowman requested the opportunity to comment which Mrs Lintill allowed.

### *Decision*

The Cabinet then voted unanimously to make the recommendation and resolutions below.

### **RECOMMENDATION TO THE COUNCIL**

That Cabinet recommends to the Council the release of £134k from reserves for the provision of a new vehicle for the Business Waste and Recycling Service as set out in the Project Initiation Document with an estimated payback period of 4 ½ years.

### **RESOLVED**

- 1) That Cabinet approves the use of the CCS recycling bonus surplus income for 2019/20 to support the employment of a commercial trade waste officer, the ongoing costs for subsequent years being self-financing.
- 2) That the Cabinet approves the purchase of bin weighing equipment for three existing CCS trade waste vehicles to a maximum of £49k funded by the in-year predicted trade waste budget surplus.

24 **Southern Gateway regeneration**

Mr Dignum introduced the item. Mr Over was also present. Mr Dignum outlined the exempt report. Mr Over then responded to a question from Mrs Lintill.

*Decision*

The Cabinet then voted unanimously to make the resolution below.

**RESOLVED**

That the Cabinet approves an offer to additional parties to join the Collaboration Agreement.

25 **Staffing Matter**

Mrs Lintill requested that all officers leave the room except Mrs Shepherd, Mr Ward and Miss Higenbottam. Mrs Lintill then invited Mrs Shepherd to introduce the item. Mrs Shepherd outlined the exempt report and responded to a question from Mr Dignum.

*Decision*

The Cabinet then voted unanimously to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That Cabinet recommends to Council the proposal set out in paragraph 5.

26 **Late Items**

There were no late items.

The meeting ended at 11.07 am

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CHAIRMAN

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Date: