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Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 4 June 2019 at 9.30 am

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

**Members Absent**

**In attendance by invitation**

**Officers Present** Mr N Bennett (Divisional Manager for Democratic Services), Mr K Carter (Divisional Manager, CCS), Mr D Cooper (Group Accountant), Miss L Higenbottam (Democratic Services Manager), Mr P E Over (Executive Director & Deputy Chief Executive), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 1 **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.

There were no apologies for absence.

Mrs Lintill explained that there would be a late item relating to Carry Forward Requests 2018-19.

## 2 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 2 April 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 2 April 2019 be approved.

## 3 **Declarations of Interests**

There were no declarations of interest.

#### 4 **Public Question Time**

No public questions were submitted for this meeting.

#### 5 **Resurfacing and Improved Drainage at Westhampnett Depot**

Mrs Lintill welcomed Mr Carter to his first Cabinet meeting. Mrs Plant introduced the report. She explained that the project relates to major site improvements at the Westhampnett Depot and the creation of an additional facility. The proposal for the west side of the site would overhaul the foul water drainage system and improve the washdown facility for all vehicles including provision of a pumped connection to the main sewer on Stein Street which would be made available to the Gypsy and Traveller Transit site. An overhaul of the storm water drainage system would also provide new soakaways, new gullies and a fuel interceptor. The HGV parking area would be levelled and resurfaced. It is proposed to purchase an above ground bonded fuel facility to remove the requirement for the council's vehicles to refuel offsite.

With regard to the type of container/fuel tank to be installed Mr Carter confirmed that the system would be protected by a steel container. The tank would also have a data system to log the amount of fuel being used. Mr Carter confirmed that the type of fuel would be diesel.

Mr Ward explained that the council were entitled to a government grant for emergency planning as a result of Brexit. The funding was not originally included in the plans due to the original timescale for Brexit. Mr Ward confirmed that now Brexit is delayed until October the £35,000 could be used for this project.

Mrs Lintill then invited Mrs Sharp to read questions she had submitted in advance of the meeting:

- 1) Could the plans outlined for Chichester Contract Services (CCS) be made more environmentally friendly? Hamburg, Greenwich and Sheffield are starting to use electric-powered rubbish collection vehicles. Authorities there are looking into either buying new or converting diesel-powered vehicles to battery-electricity or hydrogen power. In the light of climate change and air pollution, is this something we could look into? Investing in a bonded fuel tank to store diesel may save money short term, but it locks old technology into place just when we know the future will be different. And it completely fails in our responsibility to reduce our carbon footprint.
- 2) Have any plans been made to incorporate a green roof or walls, solar panels or rainwater harvesting on the Vehicle Wash-Down facility or elsewhere on site?

Mrs Plant provided the following responses:

- 1) Approximately 60% of the waste collection fleet is due up for replacement in two to three year's time at which point the option of electric and/or alternative

fuel vehicles will be reviewed. The examples of where waste collection's vehicles are currently being used are predominately in city and urban areas. With Chichester District being one of the largest geographical district or borough within England there remains every likelihood that there will still be a requirement for the more conventional vehicles to be required at least for the next vehicle replacement cycle. Having already supported the purchase of some new electric cars, CCS are already looking at installing electric charging points to support the service / repair of these vehicles. As part of the resurfacing project, consideration will also be given to installing some of the charging infrastructure that will be required to support the recharging of larger electric vehicles in the future. The enhancements to alternative fuel technology that will be necessary to replace all of the council's fleet to provide a universal service across the whole district are a number of years away and as such the provision of a new fuel storage and filling system remains for the short / medium term is still recommended.

- 2) To add a storm water catchment system to the wash down structure is relatively easy to accommodate. To do this in isolation will be of minimal benefit whilst to capture and then to make effective use of the storm water that falls across the whole depot surface would be of greater use. As part of the resurfacing project's final design phase CCS will review the feasibility (cost and practicality) of upgrading the new storm water drainage system to capture and store, storm water that then could possibly be utilised by the CCS road sweeper vehicles. Being designed specifically only to reduce the amount of storm water entering the foul water drainage system no consideration for the installation of a green wall or roof has been made within the current proposed design. Being designed specifically only to reduce the amount of storm water entering the foul water drainage system no consideration for the roof to support and incorporate solar panels within its design has been made. A review of the installation of solar panels at the depot was undertaken a number of years ago. Whilst not directly related to the proposed wash down facility project the outcomes of this review will be revisited

### *Decision*

The Cabinet then voted unanimously to make the recommendations and resolution below:

### **RECOMMENDATION TO THE COUNCIL**

1. That the Council releases £392,000 from reserves and £200,000 from the Asset Replacement Programme to fund the resurfacing and improved drainage at Westhampett Depot.
2. That the Council uses Brexit funding of £31,000 to purchase a new fuel storage facility.

## **RESOLVED BY THE CABINET**

That the Cabinet delegates authority to the Director of Corporate Services, following consultation with the Cabinet member for the Environment and Contract Services, to include the environmental enhancements proposed and supported during the meeting, as options for inclusion with the procurement specification. The decision as to whether these will be included will be determined by Cabinet when the bids have been received.

### **6 Vehicle Wash-Down Facility at Westhampnett Depot**

Mrs Plant introduced the report. She explained that the Project Initiation Document (PID) outlines a new vehicle washdown facility to overhaul the drainage facilities and create a single level surface to provide an automated enclosed drive through vehicle wash facility and under chassis wash which is required for all vehicles prior to MOT testing. She confirmed that the recirculation water filtration system will keep the amount of water used to a minimum with only excess to be drained into the foul water drainage system.

Mrs Plant outlined three options for the project:

1. Automatic facility for use by the council's fleet only reducing the need to travel to a third party provider
2. Automatic facility for use of external vehicles of similar size
3. Automatic facility for use by all size vehicles

Mrs Plant confirmed that the nearest facilities are currently in Hampshire or Essex.

Mr Carter added that this approach had been successful in other local authorities and initial market testing had indicated interest in the service.

Mrs Lintill requested confirmation of the safety of the drainage system. Mr Carter explained that officers had been working closely with Southern Water and a possible contractor to ensure safety. The council has also been granted a licence to discharge to the current water supply when it is not in use for domestic foul water. Mr Carter reassured members that the flow rate had been estimated high to ensure capacity could be met.

#### *Decision*

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

## **RECOMMENDATION TO THE COUNCIL**

That the Council releases £199,400 from reserves to fund the provision of a vehicle wash-down facility at Westhampnett Depot.

## RESOLVED BY THE CABINET

1. That option 3 set out in the Project Initiation Document for the provision of the vehicle wash-down facility at Westhampnett Depot be approved.
2. That the Cabinet delegates authority to the Director of Corporate Services, following consultation with the Cabinet member for the Environment and Contract Services, to include the environmental enhancements proposed and supported during the meeting, as options for inclusion with the procurement specification. The decision as to whether these will be included will be determined by Cabinet when the bids have been received.

## 7 Appointments to External Organisations

Mrs Lintill invited Mr Bennett to introduce the report. He explained that there had been several amendments to the report circulated which he detailed as follows:

- Chichester Community Development Trust – Richard Plowman
- Standing Conference on Problems Associated with the Coastline (SCOPAC) – Penny Plant to be deputy
- Pallant House Gallery – Clare Apel

Mr Bennett explained that where the table indicates there is no appointment at this can be updated at any point by the Cabinet.

### *Decision*

The Cabinet then voted unanimously to make the resolution below:

## RESOLVED BY THE CABINET

That the representatives as detailed in the list below be appointed to serve on external organisations for 2019-2020.

<b>ORGANISATION</b>	<b>Member</b>
1. Action in Rural Sussex (1)	Kate O'Kelly
2. Brandy Hole and East Broyle Copse – Local Nature Reserve Management Board (1)	Clare Apel
3. Chichester Business Improvement District Board (1 + Alternative Director)	Martyn Bell Clare Apel (Alternative Director)
4. Chichester Community Development Trust (1)	Richard Plowman
5. Chichester Festival Theatre (1)	Judy Fowler
6. Chichester Ship Canal Restoration Project Board (1)	No appointment at this time.
7. Chichester Vision Delivery Steering Group (1)	Tony Dignum
8. Coastal West Sussex Partnership (1 + Substitute)	Adrian Moss Eileen Lintill
9. Coast to Capital Joint Committee (1 + Substitute)	Adrian Moss Eileen Lintill
10. Community Safety Partnership (1)	Roy Briscoe
11. District Councils' Network (1)	Eileen Lintill

12. Goodwood Aerodrome Consultative Committee (1)	John-Henry Bowden
13. Goodwood Motor Circuit Consultative Committee (1)	Richard Plowman
14. Local Government Association – Coastal Issues Special Interest Group (1)	Penny Plant
15. Local Government Association – General Assembly (1)	Eileen Lintill
16. Local Government Association – Sparsity Partnership for Delivering Rural Services (1)	Kate O’Kelly
17. Manhood Peninsula Partnership (1)	Graeme Barratt
18. Midhurst Community Partnership (1)	Judy Fowler
19. Partnership for Urban South Hampshire (PUSH) (a) PUSH Joint Committee (2) (b) Solent Recreation Mitigation Partnership Project Board (1) (c) Planning & Infrastructure Panel (2)	(a) Susan Taylor Diane Shepherd (b) Mike Allgrove (c) Susan Taylor Mike Allgrove
20. Petworth Vision Ltd (1)	Alan Sutton
21. Rolls Royce Liaison (1)	Francis Hobbs
22. Rural Mobile Youth Trust (1)	No Appointment at this time
23. South East Employers (1 + substitute)	Norma Graves
24. South East England Councils (1)	Eileen Lintill
25. Standing Conference on Problems Associated with the Coastline (SCOPAC) (1 + deputy)	Graeme Barrett Penny Plant (reserve)
26. Sussex Downs and Coastal Plain LEADER Local Action Group (1)	Jonathan Brown
27. The Parking and Traffic Regulations Outside London Adjudication Joint Committee (1 + deputy)	No Appointment at this time
28. Tourism South East (1)	Jane Hotchkiss
29. Visit Chichester Ltd (1)	Francis Hobbs
30. West Sussex and Greater Brighton Strategic Planning Board (1)	Susan Taylor
31. West Sussex Civilian Military Partnership Board (1)	Tracie Bangert
32. West Sussex Forum for Accessible Transport (1)	Clare Apel
33. West Sussex Joint Leaders Group (1)	Eileen Lintill
34. West Sussex Rural Partnership (1)	Eileen Lintill
35. Wey and Arun Canal Trust Completion Strategy Steering Group (1)	Gareth Evans

### Longer Term Appointments

<b>ORGANISATION</b>	<b>APPOINTMENTS FROM 2019 - 2020</b>
36. Pallant House Gallery – Trust and Company (1)	Clare Apel  (Up to 4 year appointment expiring on any 30 September)

## 8 Appointments to Panels, Forums and other Groups 2019-2020

Mrs Lintill invited Mr Bennett to introduce the report. He explained that there had been several amendments to the report circulated which he detailed as follows:

- The Boundary Review Panel appointments should be disregarded until the next Full Council meeting
- There had been an error in Sarah Sharp's name relating to the Grants and Concessions Panel membership
- The Corporate Governance and Audit Committee will appoint its Strategic Risk Group members and Chairman at the first meeting
- The Environment Panel should read, Penny Plant (Chairman), Jonathan Brown, John W Elliott, Judy Fowler, Francis Hobbs and Sarah Sharp
- The Growth Board should read Eileen Lintill, Adrian Moss and Simon Oakley

Mr Dignum suggested that the Chichester District Parking Forum should be representative of each major town within the district by reducing the Bosham representatives from two to one and appointing a Midhurst representative.

Mr Dignum commented on the political balance of the Development Plan and Infrastructure Panel as there would be four Conservatives and six members from minority parties.

Mrs Lintill explained that she had discussed the make-up of the Development Plan and Infrastructure Panel with the Deputy Leader and had agreed that the blend of members would be appropriate. Mrs Lintill also agreed to consider Mr Dignum's suggestion regarding the Chichester District Parking Forum.

Mr Dignum wished to have it noted that he voted against the resolution below.

### *Decision*

The Cabinet then voted to make the resolution below:

### **RESOLVED BY THE CABINET**

That the membership of panels, forums and other groups for 2019-2020 as set out below be agreed.

### **BUSINESS ROUTING PANEL (5)**

2019-2020 membership:

Eileen Lintill
Susan Taylor
Adrian Moss
Dr Kate O'Kelly

Peter Wilding
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### **CHICHESTER DISTRICT PARKING FORUM (6)**

2019-2020 membership:

Tony Dignum (Chairman)
Penny Plant
Alan Sutton
Donna Johnson
David Rodgers
Graeme Barrett

### **DEVELOPMENT PLAN AND INFRASTRUCTURE PANEL (10)**

2019-2020 membership:

Susan Taylor (Chair)
Eileen Lintill
Simon Oakley
Graeme Barrett
Adrian Moss
Jonathan Brown
John-Henry Bowden
Natalie Hume
Donna Johnson
Kevin Hughes

### **GRANTS AND CONCESSIONS PANEL (8)**

2019-2020 membership:

Roy Briscoe - Chairman
Clare Apel
Judy Fowler
John Elliot
Alan Sutton

Sarah Sharp
Gordon McAra
Gareth Evans

**JOINT EMPLOYEE CONSULTATIVE PANEL (5)**

2019-2020 membership:

Norma Graves (Chairman)
Tracie Bangert
Christopher Page
Clare Apel
Heather Barrie

**STRATEGIC RISK GROUP (6)**

2019-2020 membership:

Cabinet representatives:	CGAC representatives:
Leader – Eileen Lintill	
Deputy Leader – Susan Taylor	
Cabinet Member for Finance & Governance (with responsibility for risk management) – Tony Dignum	

Note: Corporate Governance and Audit Committee membership will be sought at the first meeting of that committee.

**ENVIRONMENT PANEL (6)**

2019-2020 membership:

Penny Plant – Chairman
Jonathan Brown
John W Elliott
Judy Fowler
Francis Hobbs
Sarah Sharp

### **GROWTH BOARD (3)**

2019-2020 membership:

Eileen Lintill
Adrian Moss
Simon Oakley

9 **Exclusion of the Press and Public**

There was no requirement to exclude the public or press.

10 **Late Items**

Mrs Lintill invited Mr Cooper to the table. Mr Dignum introduced the report. He explained that the carry forward requests are a routine matter each year.

There were no questions.

*Decision*

The Cabinet then voted unanimously to make the resolution below:

**RESOLVED BY THE CABINET**

That the requests for budgets to be carried forward to 2019-20 totalling £75,000 as recommended by the Corporate Governance and Audit Committee at their meeting on 28 March 2019 be approved.

The meeting ended at 10.02 am

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CHAIRMAN

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Date: