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Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 6 December 2022 at 9.30 am

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

**Members Absent** Mr R Briscoe

**In attendance by invitation**

**Officers Present** Mrs L Baines (Democratic Services Manager), Mrs H Belenger (Divisional Manager for Financial Services), Mr K Carter (Divisional Manager, CCS), Mr A Forward (ICT Manager), Mr K Gillett (Valuation and Estates Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr A Howard (Open Spaces and Street Scene Manager), Mr P Jobson (Taxation Manager), Mrs T Murphy (Divisional Manager for Place), Western (Housing Delivery Manager), Mrs V McKay (Divisional Manager for Growth), Mrs D Shepherd (Chief Executive), Ms K Standing (Divisional Manager, Revenues, Benefits and Customer Services) and Mr J Ward (Director of Corporate Services)

## 38 **Chair's Announcements**

Apologies for absence were received from Cllr Briscoe.

## 39 **Approval of Minutes**

**RESOLVED**

**That the minutes of the Cabinet meeting held on 1 November 2022 be approved as a correct record.**

## 40 **Declarations of Interests**

Cllr Dignum declared a personal interest in respect of agenda item 12 as a member of the Chichester City Council.

## 41 **Public Question Time**

**The following public question had been submitted by Andy Sargent and was read out by Democratic Services:**

*Residents west of Chichester City are disgusted with pollution of Chichester Harbour, and on Saturday 26 November stood by the side of the road to show their concerns.*

*Also, road tankers taking household sewage from houses in Minerva Heights because no waste water connections are available is not acceptable. I understand some Minerva Heights new home owners only discover these arrangements after moving into their new homes.*

*On what date will Chichester District Council stop approving house building planning applications when it is known there are very few remaining connections possible to the waste water treatment plants?*

**Cllr Taylor provided the following response:**

Thank you for your question.

The first thing to say is that the District Council is aware of and shares residents' concerns about the impact of pollution of Chichester Harbour. The Council has, as a consequence, set out its concerns to Southern Water and the Environment Agency on a number of occasions regarding the incidents of partially treated sewage discharging into the harbour as a result of the use of the storm water bypass at the wastewater treatment works (WWTW) and the consequences for water quality and nutrient deposition. However, the Environment Agency have in the past confirmed that Southern Water are not in breach of their permit to discharge foul water into the Harbour and have advised that they do not consider that the imposition of a 'moratorium' for housing development is justified on environmental grounds. In these circumstances and without the support of the Environment Agency, it would be unreasonable for the Council to refuse planning applications due to concerns about capacity within the system.

It is also the case that developers have a right in law to connect to the foul drainage network and Southern Water does collect a surcharge from developers of all new development that requires a new connection to the public sewer network. The developer contributions, together with funding from Southern Water's capital programme is then used to upgrade Southern Water's infrastructure, to accommodate additional flows across the network as they are required by law to provide the necessary capacity. The District Council consults Southern Water on all major residential housing developments. As such, if Southern Water advise that there is available capacity or that they are able to provide the necessary capacity, then there is limited scope for the District Council to object on foul water disposal grounds. All new housing development that drains to Chichester Harbour is also required to demonstrate that it is 'nutrient neutral' to avoid further environmental harm to the harbour and comply with Natural England's requirements.

With regards to the sewerage arrangements for Minerva Heights (i.e., phase 1 of the West of Chichester strategic development), the outline planning permission allows for dwellings to be serviced via tankering arrangements prior to the development's connection to the Tangmere Strategic wastewater pipeline. The reasons for this

approach are twofold. Firstly, because of the complex nature of the pipeline delivery and secondly, due to the site being located at the very western end of the pipeline, the pumping station cannot operate effectively until a point has been reached where a certain minimum effluent flow is received from the development.

At Minerva Heights the developers have permission for up to 437 dwellings to be served via the temporary storage/tankering arrangements. Tanker movements must not take place within a window around school drop off and pick up times and best endeavours must be used to not empty the tanks during night-time hours. To date approximately 200 occupations have taken place and the developers have last week confirmed that the pumping station is on track to be handed over to Southern Water in March 2023. Officers have visited the site recently and have confirmed that the pumping station's construction is well-advanced and therefore it is expected that the development will be connected to the strategic pipeline in line with the requirements of the planning permission prior to the occupation of the 437th dwelling.

#### 42 **Compact Sweeper Procurement**

Cllr Plant introduced the item.

Mr Carter explained that there had been a successful trial of an electric compact sweeper over the last few weeks.

Cllr Taylor with reference to section 5.3 of the report requested clarification of whether the sweepers are sold on. Mr Carter explained that a second hand company will often use the sweepers to sell spare parts of in some case restore the sweeper. The average lifespan of the sweepers is five to six years.

Cllr Dignum spoke in favour of the recommendation as it would help towards the green agenda.

Cllr Lintill requested confirmation that the sweeper had been accounted for in the Asset Replacement Programme for six years time. Mr Carter confirmed that was the case.

In a vote the following recommendation was agreed:

#### **RECOMMENDED TO COUNCIL:**

**That Cabinet recommends to Council the allocation of £205,000 from reserves to purchase a new electric powered compact sweeper for use within the city centre and surrounding streets.**

#### 43 **A27 & High Speed Road Cleaning**

Cllr Plant introduced the item.

Mr Howard explained that he had received a number of questions from members. He confirmed that there are over 4000 roads in the district which can qualify for cleaning. The roads range from small cul-de-sacs to the A27. The clean of the A27

is scheduled every January in order to maximise the collection. Last year 450 bags of rubbish were recovered along with 10 van loads of vehicle parts. Roads such as Bury Hill and Harting Hill are monitored with cleaning scheduled as required. He clarified that the district council has responsibility for road cleaning with West Sussex County Council (WSCC) responsible for road maintenance and associated safety. Highways England have the road maintenance and associated safety responsibility for the A27.

Cllr Dignum requested clarification of whether items that fall off of trucks onto the A27 fall under the council's cleaning responsibility. Mr Howard confirmed that was the case.

Cllr Sutton asked whether the council was able to recover costs from those responsible. Mr Howard explained that WSCC often intervene where it is a highways issue.

In a vote the following resolutions were agreed:

**RESOLVED**

- 1. That Cabinet approves the appointment of the preferred contractor to provide traffic management and cleaning services for the A27 and selective high speed roads in the district.**
- 2. That the contract be offered for an initial period of three years, with the option to extend annually up to a maximum of ten years.**

**44 Determination of the Council Tax Base 2023-2024**

Cllr Wilding introduced the item.

Cllr Dignum requested clarification of the allocation having raised the matter at Chichester City Council. Mr Jobson explained that the figures are estimated. Each parish ends up with a mini tax base. Mr Ward clarified that the parish funds are distributed by the district council so each parish will receive a set precept unadjusted.

In a vote the following resolutions were agreed:

**RESOLVED**

**In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made;**

- 1. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.**
- 2. This resolution in (2.2) shall remain in force for the 2023-2024 financial year.**
- 3. The calculation of the Chichester District Council's taxbase for the year 2023-2024 be approved.**

**4. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.**

**45 Replacement of the Corporate & Contact Centre Telephony Systems (Corporate Plan. 040)**

Cllr Lintill explained that the appendix to the item contained exempt material and as such would require the Cabinet to proceed to Part II if it were to be discussed.

Cllr Wilding then introduced the item.

Mr Forward explained that any changes to critical systems are taken seriously for business continuity.

Cllr Sutton asked how future proof the new system would be. Mr Forward explained that there had been rapid changes to technology in the last two years. The proposed solution uses the Cloud which will allow access to updates.

Cllr Taylor gave her support to the recommendations.

Cllr Dignum explained the frustrations of contacting officers using the current system. Mrs Shepherd explained that members would receive an email that day with information about how to use the Teams system and how best to contact officers. She also added that Teams and email are often the most effective forms of officer contact. For any member unsure of how to access Teams following the information emailed they should contact the IT department who will provide support.

Cllr Plant asked whether the system would provide members of the public with information of what number they are in the queue to be answered. Mr Forward explained that he anticipated a positive change to the customer experience and that information of where they were in the queue would be a feature of the new system. Mrs Shepherd added that it would be easier for the management team to analyse the performance statistics across the council.

Cllr Lintill requested information on how the funding would work after the three years. Mr Forward explained that the request leaves £40,000 over for the third year as the current contract had been extended for two years due to Covid. He added that the Cloud solution implementation was likely to be a cheaper option moving forwards.

Cllr Lintill asked when the system would be implemented. Mr Forward confirmed it would be by March 2023.

In a vote the following resolutions were agreed:

**RESOLVED**

- 1. That Cabinet approves a 3-year (with an option to extend for a further 12 months) contract with preferred bidder A to replace both the corporate and contact centre telephony systems.**

2. That Cabinet approves the additional revenue budget of £8,000 a year to be added to the base budget.
3. That Cabinet approves the bringing forward of £60,000 existing ARP Telephony provision, from 2025/26, to the current year to fund the implementation of the new system.

46 **Treasury Management - half year 2022-23**

Cllr Wilding introduced the item.

Cllr Lintill and Cllr Dignum commented on the useful Treasury Management training session that had been held for members the day before.

In a vote the following resolution was agreed:

**RESOLVED**

**That the Cabinet duly considered the Treasury activity summarised in the report and its appendices.**

47 **Freeland Close Parking Order**

Cllr Dignum introduced the item.

Cllr Plant asked whether there remained a facility to put the spaces back into regular use if needed. Mrs Murphy explained that the use of the bays would be monitored with the anticipation that they would be used by staff and visitors as well as residents.

In a vote the following resolutions were agreed:

**RESOLVED**

1. That Cabinet approves an amendment to the Parking Order to enable the enforcement of parking areas around Freeland Close.
2. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2020, as varied and the Road Traffic Regulation Act 1984.

48 **Parking Strategy**

Cllr Dignum introduced the item.

Mrs Murphy added that the Action Plan would form part of the Parking Services Work Programme for the next four years. She confirmed that the Strategy had been through the Chichester District Parking Forum and Economic Development Panel for comment, with the comments highlighted in the report papers.

Cllr Wilding requested clarification of whether the release of East Pallant car park spaces linked to a change of use for East Pallant House. Cllr Dignum explained that the Strategy allows for a change if there were to be one.

In a vote the following resolution was agreed:

**RESOLVED**

**That Cabinet approves the Chichester District Parking Strategy 2023 – 2027 and Action Plan as set out in Appendix 1.**

**49 To establish a Task Force for Chichester City**

Cllr Dignum introduced the item.

Cllr Lintill explained that she was pleased to see the City Council would be leading the walkaround and noted that the number of partners that were taking part.

Cllr Plant asked whether the timespan of completion by Easter 2023 would be long enough. Cllr Dignum clarified that the Motion to Council had requested a rapid response. An update report would be brought back to the Chichester Vision Delivery Steering Group in March 2023.

In a vote the following resolutions were agreed:

**RESOLVED**

- 1. That Cabinet considers the outcome of investigating the setting up a specific multiagency Chichester City Centre Task Force (MCCCTF) and approves a Task Force to be in place until Easter 2023, as a sub-group of the Chichester Vision Delivery Steering Group.**
- 2. That Cabinet approves the draft terms of reference as set out in appendix one.**

**50 Proposal to enter into a Service Level Agreement with Beam**

Cllr Sutton introduced the item.

Mr Western added that preventing homelessness is more than providing homes. The project aims to help people to build resilience and is an investment in prevention.

Cllr Lintill asked if the project would link to the Supporting You team. Ms Standing confirmed that the two would work cohesively together.

Cllr Taylor requested further information on crowdfunding. Mr Western explained that there are a number of websites where the public can find causes to support via crowdfunding. BEAM have created their own website which allows the user to donate whatever sum of money they can in order to help the cause they have

selected. The BEAM webpages outline an individuals story and those who wish to can contribute as little or as much as they would like to help them through the page.

Cllr Dignum gave his support to the project highlighting that it used grant funding.

In a vote the following resolution was agreed:

**RESOLVED**

**That Cabinet approves expenditure of £47,500 from the Homeless Prevention Grant (HPG) reserves to trial a 12-month pilot with Beam.**

**51 Late Items**

There were no late items.

**52 Exclusion of the Press and Public**

Cllr Lintill proposed the Part II resolution in relation to agenda item 10. This was seconded by Cllr Taylor.

In a vote the following resolution was agreed:

**That in respect of agenda items 16 and 17 that 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.**

**53 Proposed new lease for Sea Cadets, Chichester**

Cllr Dignum introduced the item.

Cllr Lintill invited Cllr Oakley to speak who had requested to do so in advance of the meeting. Mr Gillett responded to Cllr Oakley. Cllr Oakley was permitted a reply.

Cllr Oakley referred to correspondence which Mrs McKay clarified had not been seen by any of the council's estates team. She also clarified the principle that leases are granted for a fixed amount of time which cannot then be altered part way through the term. Leases may be forfeited in the case of a serious breach of covenant but that is subject to a legal process.

Cllr Sutton added that if members were not in receipt of full information then there was an option to defer. Mrs McKay explained that members should consider the evidence before them and the letter described by Cllr Oakley was a letter of support rather than evidence of facts.



Cllr Taylor spoke in favour of the recommendation.

Cllr Wilding confirmed he would not be able to consider what had not been received.

Cllr Plant requested clarification regarding realistic lease timescales. Mr Gillett confirmed the option available should be adequate.

Cllr Lintill gave her support to the recommendation.

In a vote the following resolution was agreed:

**RESOLVED**

**That the resolution as set out in section 2.1 of the report be agreed.**

**54 Chichester Contract Service: Refurbishment of four refuse collection vehicles**

Cllr Plant introduced the item.

In a vote the following resolution was agreed:

**RESOLVED**

**That the resolution as set out in section 2.1 of the report be agreed.**

The meeting ended at 11.06 am

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CHAIRMAN

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Date:

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