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Cabinet

Thursday, 26th March, 2020 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors: Ray Dawe
Peter Burgess
Jonathan Chowen
Philip Circus
Paul Clarke
Claire Vickers
Tricia Youtan

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence To receive apologies for absence.	
2. Minutes To approve as correct the minutes of the meetings held on the 23rd and 30th January 2020 <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	3 - 10
3. Declarations of Members' Interests To receive any declarations of interest from Members of the Cabinet	
4. Announcements To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	

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| 6. | External Print Tender
To receive a report from the Leader & Cabinet Member for Finance and Assets. | 11 - 14 |
| 7. | Draft Electric Vehicle Charge Point Strategy
To receive a report from the Cabinet Member for Local Economy and Parking. | 15 - 22 |
| 8. | BT Car Park Pricing - introduction of commuter parking options
To receive a report from the Cabinet Member for Local Economy and Parking | 23 - 28 |
| 9. | Overview & Scrutiny Committee
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee | |
| 10. | Forward Plan
To note the Forward Plan | |
| 11. | To consider matters of special urgency | |

Cabinet
23 JANUARY 2020

Present: Councillors: Ray Dawe (Leader), Peter Burgess, Jonathan Chowen (Deputy Leader), Philip Circus, Paul Clarke, Claire Vickers and Tricia Youtan

Also Present: Councillors: Karen Burgess, Ruth Fletcher, Frances Haigh, Lynn Lambert, Godfrey Newman, Jim Sanson and David Skipp.

EX/48 **MINUTES**

The minutes of the meeting of the Cabinet held on 28 November 2019 were approved as a correct record and signed by the Leader.

EX/49 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/50 **ANNOUNCEMENTS**

The Cabinet Member for Environment, Recycling and Waste announced that the Department for Housing and Local Government had placed Horsham District Council in the top ten of authorities who had shown most improvements in their recycling rates for 2018/19.

EX/51 **PUBLIC QUESTIONS**

No questions had been received.

EX/52 **BUDGET 2020/21 AND THE MEDIUM TERM FINANCIAL STRATEGY TO 2023/24**

The Leader stated that the report sets out details of the proposed 2020/21 revenue and capital budgets following the receipt of the provisional financial settlement from Government on 20 December 2019. The net budget requirement for 2020/21 at £11.2m was £0.77m higher than in 2019/20. This was largely due to the loss of £0.87m of recycling credits received from West Sussex County Council from 1 April 2020. The Council was able to set a budget that would generate a surplus. In the year, the Council would be delivering a £13.3m capital programme.

The report also reviewed the Medium Term Financial Strategy 2020-24 approved by Council in December 2019 in the light of any updated information. The outlooks remained uncertain due to limited detail available on Government's proposed significant changes to the future of business rates and the Fair Funding Review.

The current projection is for the Council to have a budget surplus in 2020/21 and near-balanced budgets over the period of the Medium Term Financial Strategy. This was despite a continued reduction in Government funding although we anticipate any effect to be dampened over the period, rather than a step change in 2021. The near-balanced budgets were dependent on delivering a programme of digital transformation.

RESOLVED

That the following be approved for consideration by Council on 12 February 2020:

- i) The level of Council Tax for 2020/21 be increased from £149.53 by £2.99 (2.0%) to £152.52 at Band D.
- (ii) The net revenue budget set out in Appendix A for 2020/21 of £11.201m be approved.
- (iii) The Special Expenses of £309,500 set out in Appendix D and a Band D charge of £25.85 be agreed in respect of the unparished area for 2020/21.
- (iv) The capital programme for 2020/21 set out in Appendix E be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) The projected future near-balanced budgets on the revenue account in 2021/22 to 2023/24 be noted and the Medium Term Financial Strategy continue to be reviewed and refined to ensure that decisions be taken to deliver these balanced budgets in these three years.
- (vi) The Minimum Revenue Provision Statement set out in Appendix F be approved.
- (vii) The Capital Strategy and prudential indicators and limits for 2019/20 to 2022/23 set out in Appendix G be approved.
- (viii) To note the statement on the robustness of the level of reserves in Appendix I.
- (ix) That the increases to fees and charges set out in Appendix J be approved.
- (xi) That the Council remain in the West Sussex business rates pool for 2020/21.

Reasons for Recommendations

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

EX/53 **COUNCIL TAX REDUCTION SCHEME**

The Leader introduced the report and said that it provided Cabinet with an overview of Horsham's current council tax reduction scheme, together with a recommendation that no changes be made to the scheme for 2020/21.

The report also made the recommendation to implement an increase in the Council Tax long-term empty premiums from 1st April 2020 to further incentivise landlords or owners to bring properties back into occupation. There was a further increase from 1st April 2021.

RESOLVED

That

- i) the inclusion of a 'no-change' council tax reduction scheme, to be approved at full Council, be agreed.
- ii) the Empty Homes Premium increase to 200% for homes empty for more than five years from April 2020, and to 300% for homes empty for more than ten years from 2021/22 be adopted.

Reasons for Recommendations

- I. CTR schemes are annual schemes and therefore require an annual review and approval, even when no changes to the scheme are being proposed.
- II. To enable the Council to sustain a robust Empty Homes Strategy by bringing empty homes back into use.

EX/54 **EXTENDING ULTRAFAST BROADBAND PUBLIC CONNECTIVITY**

The Leader introduced the report and said that its purpose was to consider a further extension of ultrafast broadband to the Council's buildings. It was recommended that the Council should use West Sussex County Council's existing contract with CityFibre to achieve this rollout. The 2019/20 West Sussex councils' business rate pool would fund the contract this CityFibre for its first seven years.

RESOLVED

That:

- i) It be approved in principle that the Council enter into an agreement with CityFibre for an extension of the Council's full fibre connectivity using the West Sussex County Council's framework and the seven year revenue model.
- ii) the final approval of sites and contract detail subject to approval of funding of £802,440 from the business rates pooling being approved by West Sussex Leaders be delegated to the Chief Executive, in consultation with the Leader,

Reasons for Recommendations

- i) This change will make the Council's services fit for the next seven years from the date of build, expected to be in the second half of 2022.

EX/55 **HORSHAM DISTRICT HOMES RESERVED MATTER - APPOINTMENT OF AUDITORS**

The Cabinet Member for Community and Wellbeing presented the report and said that on the 21st March 2019, Cabinet had approved the creation of two companies for the purpose of providing affordable rental housing in the District. The two companies had now been incorporated. Horsham District Homes (HDH) was the housing development company and Horsham District Homes (Holdings) (HDH(H)) was the management and holding company for the completed properties.

Horsham District Council was the sole shareholder of HDH. The shareholder agreement for HDH reserves certain matters for Cabinet approval, including appointing and changing the company's auditors. The report sought approval for the appointment of the company's auditors.

RESOLVED

That the appointment of Richard Place Dobson as the auditors of Horsham District Homes and Horsham District Homes (Holdings) be approved.

Reasons for Recommendations

To comply with The Companies Act 2006 Part 16 - Audit.

EX/56 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/57 **FORWARD PLAN**

The Forward Plan was noted.

EX/58 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6pm having commenced at 5.30pm

CHAIRMAN

Cabinet
30 JANUARY 2020

Present: Councillors: Ray Dawe (Leader), Peter Burgess, Jonathan Chowen (Deputy Leader), Philip Circus, Claire Vickers and Tricia Youtan

Apologies: Councillor: Paul Clarke

Also Present: Councillors: Karen Burgess, Ruth Fletcher, Billy Greening, Frances Haigh, Lynn Lambert, Gordon Lindsay, Mike Morgan, Godfrey Newman and Belinda Walters

EX/59 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/60 **ANNOUNCEMENTS**

The Cabinet Member for Community Matters and Wellbeing announced that the council's Housing Team had secured a grant for £317,717 as part of a joint bid with Mid Sussex District Council to help rough sleepers. The funds would be used to recruit a Mental Health Practice Lead to enhance the outreach programme and to support hidden homelessness. She went on to say that temporary accommodation units would be completed in early February, providing an additional 9 units.

EX/61 **PUBLIC QUESTIONS**

Public Questions were taken at item 5 on the Agenda.

EX/62 **HORSHAM DISTRICT LOCAL PLAN - REGULATION 18 CONSULTATION**

The Cabinet Member for Planning and Development introduced the report and said that the current Local Plan had been adopted in 2015 and the Government required all local authorities to review their Plans at least every 5 years. The purpose of revising a Local Plan was to allow a local planning authority, to refine and expand its existing policies. There would be an increased attention on biodiversity and climate change in the council's policies.

The report document identified a number of different sites right across the District and views were sought on whether there was potential for them to be brought forward for housing development. At this stage, none of the sites had been agreed for development and information was being published purely for consultation purposes. Whilst it was important that a timetable for a new Local Plan be maintained, she expressed concern at the difficulty of achieving the unprecedented housing numbers that the Government had set the Council.

The consultation would run from 17 February to 30 March and the document would be available online at www.horsham.gov.uk/localplan. Hard copies would be available in local libraries and in the Council building.

In reply to a question from a member of the public regarding coastal housing market areas, the Cabinet Member went on to say that all Local Plans must be underpinned by up-to-date evidence that met national planning requirements. The review of housing needs was set out in the Strategic Housing Market Assessment. The housing market areas, which were identified in 2016, were signed off by Mid Sussex District Council.

In reply to a further question, she confirmed that the only decision that Cabinet would make at this meeting was whether the draft Local Plan should be published for consultation or not. None of the sites included in the document had been agreed for development.

RESOLVED

That:

- i) The Horsham District Local Plan Regulation 18 Consultation Document be published for a six-week consultation between 17 February 2020 and 30 March 2020: and;
- ii) Authority be delegated to the Cabinet Member for Planning and Development to agree any necessary minor editorial changes to the Horsham District Local Plan Regulation 18 Consultation Document.

Reasons for Recommendations

- i) It is both necessary and appropriate to invite public and stakeholder participation in the preparation of a new Local Plan for Horsham District.
- ii) In order to ensure that the consultation documentation is accurately prepared.

EX/63 **HIGHWOOD COMMUNITY CENTRE DEVELOPMENT PROPOSAL AND DENNE WARD COMMUNITY ASSET REVIEW**

The Deputy Leader and Cabinet Member for Leisure and Culture reported that the Council wished to build a new and enhanced community centre at Highwood as part of the Land West of Horsham 2008 Master Plan on land transferred to the Council from Berkeley Homes. The Council also wished to build affordable homes in Horsham Town Centre on the site of the old Drill Hall with some of its current users transferring to the brand new and specially designed community centre at Highwood.

The purpose of the report before was Cabinet to approve the decommissioning of the Drill Hall in order to release the site for affordable housing on completion

of the Highwood Community Centre and to commit to building an extended facility at Highwood with a 240m² hall and ancillary facilities.

A review has been undertaken to establish how existing Council owned community facilities in Denne were used, whilst being mindful of ease of access and changing population patterns resulting from major new housing developments. The primary objectives were to maximise community benefit from a facility, to reduce existing annual running costs and to help lower the Council's carbon footprint. The review showed that the building was old with high running costs and poor thermal efficiency and major capital expenditure would be required to extend the life of the Drill Hall. The Hall was only used 10% of the hireable time at present and wasn't really a community centre as it was favoured by private operators.

Analysis showed that most of the Drill Hall current users could be accommodated at the Highwood site in an enhanced new purpose-built facility, with a sprung floor. Such a building would also be attractive to the various ad hoc users of the Drill Hall who require a mid-size venue.

The financial consequences of the proposal was set out in the report and in summary the benefit would be an anticipated revenue saving of £110k per year compared to building and retaining two facilities as community buildings.

There were a number of questions from the public that were addressed by the Cabinet Member for Leisure and Culture.

RESOLVED

That

- i) the Council commit to building an extended alternative facility at Highwood with a 240 m² hall and ancillary facilities including a nursery, subject to agreeing a pre-letting arrangement with a nursery operator;
- ii) an independent report in order to assess the current and future needs for community facilities in Horsham Town and the wider district be commissioned;
- iii) any viable option submitted for the future of the Drill Hall which accords with Council policies and was submitted during a period of two years (or until the completion of the new Highwood Community facility), would be considered by cabinet with a final recommendation to Full Council for approval; and;
- iv) Failing an alternative viable option coming forward within a period of two years to approve decommissioning of the Drill Hall to release this site for affordable housing on completion of the Highwood Community Centre.

Reasons for Recommendations

To rationalise the Council's community assets to maximise their usefulness, reduce running costs and to reduce the Council's carbon footprint.

EX/64 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 8.00 pm having commenced at 6.00 pm

CHAIRMAN

Report to Cabinet

26th March 2020

By the Cabinet Member for Finance and Assets

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

External Print Tender

Executive Summary

The purpose of this report is to recommend the use of a framework agreement for printed materials established by Crawley Borough Council through the Shared Procurement Service.

This report also recommends the use of a dynamic purchasing system (DPS) also established by Crawley Borough Council through the Shared Procurement Service.

The contracts are set up from April 2020 for a three year term, with a one year optional extension period, subject to the suppliers' satisfactory performance.

Recommendations

Cabinet is recommended:

- i) Approve the use of the Print Framework Agreement set up on behalf of the Council by its Shared Procurement Service.
- ii) Approve the use of the Dynamic Purchasing System (DPS) to be established on behalf of the Council by its Shared Procurement Service.

Reasons for Recommendations

- i) Following a competitive tender exercise and evaluation undertaken by Crawley Borough Council as the lead authority, the providers on the framework agreement have submitted the most economically advantageous tenders in the four lots.
 - General print work – low volumes (lot 1a) – 4 suppliers
 - General print work – high volumes (lot 1b) – 4 suppliers
 - General signage (lot 2) – 3 suppliers
 - Envelopes (lot 3) – 2 suppliers
- ii) The creation and use of the DPS will invite the councils to invite quotes on the more complex printing jobs and will therefore obtain best value.

Background Papers

Print Paper - Finance and Assets PDAG November 2019

Wards affected: All wards

Contact: Becca Williams, Procurement Officer, 01403 215299

Background Information

1 Introduction and Background

- 1.1 Each council is legally required to aggregate their spend on similar goods and services, and if this exceeds the current threshold for Services and Supplies of £181,302 over a four-year period there is a requirement to go out to tender under current EU Procurement Directives and the Public Contracts Regulations 2015. Crawley, Horsham, Mid Sussex and Mole Valley Councils spent a total of approximately £550,000 in print services in 2017/18. Of which Horsham spent c£170,000.
- 1.2 This approach to print for all four councils is designed to consolidate and reduce spending and increase efficiency in a combined approach that is compliant with current Public Contract Regulations 2015, with arrangements being put in place for 1 April 2020.
- 1.3 Currently the Council's external printing is done on an ad hoc basis under quotes for each piece of work. This is not compliant with the aggregation rules under the Public Contract Regulations 2015 which are part of UK law and therefore this method ensures compliance and obtaining best value for money for the Council.

2 Relevant Council policy

- 2.1 The approach is compliant with the Council's Procurement Code and represents an approach to obtain best value services for the council. As part of the procurement process, the organisations on the framework were assessed on their impact to the environment, sustainable approaches including carbon footprint.

3 Details

- 3.1 An options appraisal undertaken by the Procurement Team in July 2019 indicated that there was no 'one size fits all' approach. Therefore, it was determined that the following processes would be followed in tandem:

Framework Agreement

- 3.2 The Councils went out to tender on 12 September 2019 (under OJEU Reference 2019/S 224-549837) for general print (low and high volumes), general signage and envelopes to create a multi supplier framework agreement where print teams can 'call-off' their requirements.
- 3.3 The deadline for receipt of tenders was 27 January 2020. 37 tenders were received across the four lots.
- 3.4 Members of project teams from across the councils, including Horsham, carried out thorough evaluations of the tenders received and Crawley's Cabinet approved award of contracts to 13 suppliers across 4 lots. Suppliers were assessed on pricing (60 – 80%) and their approach to quality management and sustainability (20% - 40%).

- 3.5 A DPS is a completely electronic system used by a council to purchase goods, works or services. Unlike a traditional framework, suppliers can apply to join at any time throughout its duration. Suppliers must meet the councils' minimum selection criteria such as insurance levels, checks for financial strength as well as mandatory criteria which is set by Government to join a DPS.
- 3.6 Once they have been accepted onto the DPS each council has to undertake a mini-competition will all suppliers within a particular lot.
- 3.7 The council is seeking approval for the use of a DPS set up by Crawley Borough Council to include more specialist print, signage, election printing and mailing to commence in April 2020.

4 Next Steps

- 4.1 Horsham District Council to enter into framework agreement and DPS with the other councils for the provision of external print supply from April 2020 until March 2023, with the option to extend for an additional one year period.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Paper went to Finance & Assets Policy Development Advisory Group on 4 November 2019 whereby the group approved the proposed approach to establish Framework Agreement and Dynamic Purchasing System.
- 5.2 The Director of Corporate Resources is supportive of the approach.

6 Other Courses of Action Considered but Rejected

- 6.1 No other courses of action considered once the approach had been approved by the Policy Development Advisory Group on 4 November 2019.

7 Resource Consequences

- 7.1 There are likely to be some savings made with aggregation of spend with other councils although since work is currently done on an ad hoc and varied basis it would be difficult to quantify at the current time.

8 Legal Consequences

- 8.1 The approach is compliant with the council's Procurement Code and was undertaken by the Council's Shared Procurement Service.

9 Risk Assessment

- 9.1 Low risk of suppliers being unable to supply the council's print requirements but this is mitigated by the number of suppliers who are on the contracts and would be able to supply.

10 Other Considerations

- 10.1 Sustainability has been considered in the tendering process as part of the evaluation criteria and will be a consideration in the setting up of the Dynamic Purchasing System.

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Report to Cabinet

26th March 2020

By the Portfolio Holder for Local Economy and Parking Policy

DECISION REQUIRED



Electric Vehicle Charge Point Strategy

Executive Summary

This report seeks approval for an Electric Vehicle (EV) Charge Point Strategy for the District. The Government has made it clear that a transition to EV's forms part of its approach to achieving net zero carbon by 2050. One of the barriers to this transition is the availability of charge points. The proposed Strategy suggests that the Council support the take up of EV by installing charge points in Council owned car parks. The main focus of the Strategy is to install charge points to serve residents that do not have access to off-street parking to enable them to charge their vehicles at home overnight. These charge points could be used by visitors to towns/villages during the day.

The Strategy includes aims and objectives, an explanation of why a move to EV is required, the scale of charge point installation that is needed over the next 10 years and the role that the Council can play in supporting this transition. In a rural area there is likely to be a requirement for travel by car and the intention is that this should be by electric vehicles. However, it is vital that this is part of a wider approach to low carbon transport in the District which seeks to encourage the switch to sustainable forms of transport, such as walking, cycling and public transport.

To reduce the various risks to the Council of installing and operating the charge points the suggested method for implementation would be via a concession contract with a supplier/installer. This would also aim to deliver the network at net zero cost to the Council. West Sussex County Council is due to procuring a commercial partner on the basis of a no cost model. The County Council wants to work in collaboration with District and Borough Councils, as well as Parish Councils to deliver a County wide network of charge points. To reduce the complexity of accessing the charge points the network would run by one supplier. The charge points would be powered by renewable energy, either on site or purchasing green electricity. The collaboration with the County Council would be via an Inter Authority Agreement.

Recommendations

That the Cabinet is recommended:

- i) To approve the draft Electric Vehicle Charge Point Strategy 2020 - 2030
- ii) To agree the principle of the Council joining a collaboration with West Sussex County Council to install a County wide network of charge points

Reasons for Recommendations

- i) To provide a framework for installing Electric Vehicle charge points across the District to support the take up of Electric Vehicles which in turn will contribute to reduction in carbon emissions, improvement in air quality and support the local economy.
- ii) Collaboration with West Sussex County Council would give access to a contract to install electric vehicle charge points on District Council owned land.

Background Papers

Electric Vehicle Strategy 2019 – 2030 West Sussex County Council

Wards affected: All

Contact: Helen Peacock, Project Developer 01403 215513

Background Information

1 Introduction and Background

- 1.1 This report seeks approval for a Strategy to support the installation of Electric Vehicle (EV) charge points across the Horsham District on Council owned land. The Strategy forms Appendix One to this report. The main aim of the Strategy is to reduce barriers to the take up of EV which in turn will contribute to a reduction in carbon emissions and the pollutants that cause air pollution. The focus of the strategy is to provide charge points for residents without access to off-street parking. The latter prevents them from charging their vehicles overnight which is barrier to the take up EV's.
- 1.2 The report also suggests that implementation of the Strategy should be via a concession contract with net zero cost to the Council. This would be secured by collaboration with West Sussex County Council which is due to procure a private sector partner to install and manage a network of charge points across the County.

2 Relevant Council policy

- 2.1 The approval of an EV Strategy relates to several activities/projects in the Corporate Plan:-
 - "Work with partners to become a carbon neutral District"
 - "Work with partners to increase the number of electric vehicle charging points across the District"
 - "Target improvements of our air quality management areas".

3 Details

Background to the Strategy

- 3.1 The Government has committed the UK to becoming net zero carbon by 2050. A transition to electric vehicles will be required to achieve this target. The Government reinforced this in the Road to Zero Strategy (July 2018). This states that a minimum of 50%, and as many as 70% of new cars, should be ultra-low emission. Ultra-low includes pure electric vehicles, electric range extended vehicles and plug-in hybrids. Nationally there will be a move to electric powered cars and vans over the next decade. This will require the implementation of new charging infrastructure. Some private sector organisations are commencing this process, in petrol stations for example. However, rural parts of the Horsham District are less likely to be commercially attractive to charge point installers, particularly in the short term. The lack of infrastructure will hold back some residents from using electric vehicles (EV) and this might also be a barrier for visitors to the District. The Council can, therefore, play a part in providing charge points in its car parks, which are situated throughout the District.

The main focus of the proposed Strategy

- 3.2 Most EV users charge their vehicles at home. However, there is a significant number of households in the District (potentially 30%) without access to off-street parking which prevents them from being able to charge an EV at home. The proposed Strategy, therefore, focuses on providing charge points for residents without off-street parking. These would be provided via hubs of charge points in Council car parks. The points could then be used for destination charge points

during the day, for example, for visitors to villages in the District. Rapid charge points (that can fully charge a vehicle within 30 minutes) will also be required adjacent to the strategic road network. These are less likely to be installed in Council car parks but the location of these will be confirmed after further analysis.

- 3.3 An important part of the overall vision for charge points in the District is that they are part of a cohesive network using the same network provider. Ideally this network should also form part of wider network beyond the District. This will make accessing charge points more straight-forward for users until the market has found a solution to the current issue of incompatibility between different network providers. The latter can be a barrier to EV take up as there are currently several providers in the market and users are faced with different methods for accessing the charge points
- 3.4 The Strategy uses data from modelling completed by a consultant working for West Sussex County Council. It indicates the number of charge points that will be required in the Horsham District with 70% and 50% of new vehicles being EV by 2030. The installation targets are ambitious given the few charge points (approximately 34) that are currently in the District. However, it is unlikely that all of the charge points that need to be provided will be installed on District Council owned land. There is the potential to collaborate with other private sector organisation that want to install charge points on their land. For example, several Parish Councils have shown an interest in installing charge points on their land.
- 3.5 As well as the direct installation of charge points the Strategy includes actions the Council can take to influence this. For example, it indicates that the Local Plan should encourage the installation of charge points in new development and that they should be included in new Council developments. The Council already offers a heavy discount on a new licence for EV's run by taxi and private hire companies. Further work will be required to ascertain what charging infrastructure is required to support electric taxis and private hire vehicles. Finally, the Council will promote the charge point network as it develops, as well as the advantages of EV's.

Potential partnership with West Sussex County Council

- 3.6 West Sussex County Council approved an Electric Vehicle Strategy in December 2019. This included a no cost model for installing charge points on its land; including highway land. For example, hubs of rapid charge points could be installed in lay-bys on strategic routes. It intends to focus on providing charging infrastructure for residents that do not have off-street parking. Early engagement with potential commercial partners indicated that a concession contract would provide the best mechanism to achieve the objectives of the County Councils Strategy.
- 3.7 The County Council is due to commence procuring a commercial partner to assist with planning a network of charge points across the County, and then to install and operate the network. It has started dialogue with District and Borough Councils, as well as Parish Councils to form a partnership and work with the commercial partner that it procures. The overall aim is to have one network provider so that there is a cohesive network across the County. By installing at scale it will be possible to take a portfolio approach to the network, with a mixture of commercially attractive sites as well as those that are less viable. This means that charge points will be installed in the rural parts of the District. The collaboration with the County Council would be formalised via an Inter Authority Agreement.

- 3.8 There are other advantages of a partnership with the County Council. It is seeking to ensure that the contractor utilises renewable energy to supply the charge points. This could either be on site using photovoltaics or through the energy that the contractor purchases. The technology for charging, as well as the EV, is changing all the time. The aim is to ensure that the most up-to-date charging infrastructure is installed.

4 Next Steps

- 4.1 The County Council has drawn up an Inter Authority Agreement for all parties wishing to work collaboratively including securing a commercial partner. Both the Head of Parking Services and Project Developer have had input to the procurement process and will continue to do so to ensure that the specification and contract includes the requirements of the District Council.
- 4.2 Once a commercial partner has been secured the first task will be to review the potential sites across the County. This will include County Council land and any public sector organisations that join the partnership. Much of the first year will focus on collating the sites into a network and to survey the sites to determine which ones can be connected to the electricity grid. The latter will be carried out by the commercial partner. There is also the potential for some District Council sites to have charged points in the early phases of the project.
- 4.3 A list of potential sites for EV charge points on Council land will need to be provided to the County. A preliminary list has already been provided to the United Kingdom Power Networks to assess the potential costs of connections to the electricity grid. This list includes all council car parks (41 in total), including those used for leisure purposes, such as Southwater Country Park. Not all of the car parks will be suitable for charge points. For example, with some car parks the cost of the grid connection will be prohibitive. A finalised list will need to be provided to the commercial partner.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Head of Parking Services and an officer in Environmental Health were involved in drawing up the Strategy. Comments on the content of the Strategy were also received from the Head of Environmental Health and the Head of Strategic Planning. These were incorporated into the Strategy.
- 5.2 The Local Economy and Parking Policy Development Advisory Group (11th March) fully debated the draft Strategy and supported its contents as well as the recommendation in this report.
- 5.3 The Director of Corporate Resources made detailed comments on the report and amendments were made in light of these.
- 5.4 Comments from the Monitoring Officer and Head of Legal Services are incorporated within this report.
- 5.5 The Head of Strategic Planning did not make any substantive comments on the report.

6 Other Courses of Action Considered but Rejected

- 6.1 The do nothing option would leave the market to install charge points in the Horsham District. However, most areas of the District are not commercially attractive at present. Cities are attracting the most interest from private sector suppliers/installers. The latter are also less likely to provide charge points for residents in rural areas without the ability to charge at home. This is the main thrust of the proposed Strategy.
- 6.2 The Council could seek to both own and manage any new EV charge points. However, it does not have the resources, knowledge of skills for this. For example, a dedicated back office system is required to take payment from EV users charging at the points.
- 6.3 Another options is for the Council to own the charge points but pay a third party to install and manage the points via a procurement process exclusively for Horsham District Council. The main disadvantage with this approach is that significant capital investment would be required by the Council for the installation costs and to purchase the charge points. Some suppliers offer a model where they cover all of the capital costs. However, this would be limited to commercially attractive sites. An initial investigation confirmed that only a limited number of Council owned car parks would be commercially attractive. If the Council owns the charge points it is responsible for paying for any faults that occur outside the maintenance contract. Experience with the existing charge points is that the income from the charge points is not, at present, high enough to offset these costs.
- 6.4 The Council could offer a concession contract for a contractor to install and manage the charge points without another public sector partner. However, advice from the Energy Saving Trust is that the number of sites that the Council is offering is unlikely to attract a commercial partner. Furthermore, this approach would not provide a cohesive charge point network beyond the Horsham District.

7 Resource Consequences

- 7.1 The approach suggested in the Strategy is that the installation of charge points should be via a no net cost solution to the Council. The main mechanism to achieve this would be via a concession contract. Early engagement by the County Council indicated that several suppliers would be interested in entering into a contract with the County Council and its public sector partners (such as District, Borough and Parish Councils) to install and manage charge points across the County with no upfront cost to the organisations. The potential disadvantage of a concession contract is that this could be in place for up to 10 years which means that one supplier would have a monopoly on installing charge points on public land during this time. It will be essential for the contract to have break clauses and a clear mechanism for the Council to withdraw from the partnership if it is not achieving the required outcomes; including if the contractor is not keeping up to date with technological innovations.

- 7.2 The intention is to have a portfolio approach to the network, as it will include a mixture of commercial and less financially attractive sites. The agreement with the contractor will be on the basis that all organisations with charge points on their land will receive an income once the supplier has achieved its return on investment. It is anticipated that any income to the Council will be generated in the medium/longer term. It is not possible at this stage to determine the amount of income, if any. This will depend on the mix of sites that are finally installed and the tariff that EV users pay to charge their vehicles.
- 7.3 At present income from EV charge points is not subject to business rates. The impact if this changes in the future is not known. The roll out of charge points in the car parks could reduce parking income generation, as bays for charge points will not be available to other vehicles. The installation of the charge points will need to be managed to ensure that income from parking is not negatively impacted as the number of parking bays with charge points increases over the next 10 years. This would however only really affect car parks operating near full capacity.
- 7.4 Staff time will be needed to deliver this project. This can be met by reprioritising staff resources. The main departments that will be impacted are Parking Services and Legal Services.

8 Legal Consequences

- 8.1 The Local Government Act 2000, supplemented by Local Government & Public Involvement in Health Act 2007 and Sustainable Communities Act 2007, provides the principal statutory powers by means of which local authorities are currently engaged directly in helping to tackle climate change.
- 8.2 The Council has a wide general power of competence under Section 1 of the Localism Act 2011 to do anything that individuals generally may do. The existence of the general power is not limited by the existence of any other power of the Council which (to any extent) overlaps the general power. The Council can therefore rely on this power, where appropriate, to undertake the proposals contained in the Electrical Vehicle Charge Point Strategy.
- 8.3 Section 1 of the Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.
- 8.4 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of those goods and services exceeds a financial limit of £181,302 any procurement exercise to contract for those goods and services must be conducted in accordance with the Regulations and any failure to do so may be declared as anti-competitive and in breach of the Regulations.
- 8.5 If the chosen contract arrangement falls under the definition of a 'concession' the Concession Contract Regulations 2016 will apply and be adhered to.

9 Risk Assessment

- 9.1 A risk assessment of the Strategy and its implementation via a partnership with West Sussex County Council has been completed. This forms Appendix Two to this report. No high level risks have been identified.

10 Other Considerations

- 10.1 The proposed Strategy directly relates to environmental sustainability. It would contribute to reducing carbon emissions across the District and assist with reducing some air pollutants that cause a reduction in air quality.
- 10.2 The approach in the Strategy seeks to ensure that all households can charge their vehicle at home, either via residential hubs or on-street charge points. At present those without off-street parking could need to use public charge points during the day which would be more expensive than an overnight domestic electricity tariff. The Strategy would, therefore, give equality of access to charge points and enable more households to own/lease an EV. It will be important for charge points to be fully accessible and to ensure that any on-street charge points do not create hazards for those with mobility issues using the adjacent pavements.
- 10.3 The Strategy complies with the requirements of the Human Rights legislation and there are no implications for Crime and Disorder.



Report to Cabinet

26th March 2020

By the Cabinet Member for Local Economy and
Parking

DECISION REQUIRED

Not Exempt

BT Car Park Commuter Tariff

Executive Summary

BT Car Park is located within Horsham town off North Street less than 200 yards from Horsham train station. The car park has 88 spaces and is predominantly used by Horsham District Council staff Monday to Friday and has very little use on weekends.

The location of the car park makes it ideal for offering commuter parking for the train station. There is currently limited commuter parking in this location, this does cause commuters to park in local roads.

It was agreed at Cabinet on the 23 January 2020 as part of the Medium Term Financial Strategy the Council would introduce commuter parking options for the BT Car Park.

Staff who use the BT Car Park will be moved into the town centre car parks where there is sufficient capacity, this will free up spaces for commuters. The pay and display option for short stay parking which is currently in place and supports the local destinations such as the Capitol would stay the same.

The proposal within this report lays out the all-day parking options for commuter parking, this has taken into consideration the pricing of other town centre car parks and commuter parking options. The payment process will be undertaken using the Council's virtual permit system, allowing customers to manage their parking through an online account. It is also proposed to amend the charging period to cover the morning hours.

Recommendations.

The Cabinet is recommended:

1. To introduce a new commuter tariff for the BT Car Park.
2. To change the charging hours to start earlier in the morning from the current 10am-5pm to 6am-5pm.

Reasons for Recommendations

The reasons for recommending these changes are:

- I. Required to meet the agreed Medium Term Financial Strategy.
- II. To maximise the use of this car park.
- III. Address shortfalls in commuter parking availability within the close vicinity of the train station

Background Papers

N/A

Wards affected: All town centre wards

Contact: Ben Golds, Head of Parking Services, 01403 215055

Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and Background

- 1.1 The location of the BT Car Park offers Horsham District Council an opportunity to maximise the use of a car park which is currently underused, by offering commuter parking where there is a need for all day parking options.
- 1.2 Currently the car park is operated through a pay and display operation aimed at short stay parkers with no long stay parking options. The car park is predominantly used by staff Monday to Friday. It is possible to relocate these staff cars into our town centre car parks which have capacity
- 1.3 Not only will this proposal address the issue of limited parking for commuters but it also offers an income opportunity highlighted within the Medium Term Financial Strategy approved by Council on 12 February 2020.
- 1.4 It is proposed that a separate commuter tariff and payment option via the organisations virtual permit system be introduced. This will offer a convenient way of paying and best value for the users. Additionally the charging periods will be adjusted to allow people to park before the current 10am limit.

2 Relevant Council policy

- 2.1 This supports the relevant Corporate Plan priorities set out below:
- 2.2 A Thriving Economy
Towns and Villages are lively and welcoming – Improve the car parks within Horsham and continue to enhance the rural car parks to improve access to our town and village centres
- 2.3 A Modern and Flexible Council
People and businesses can deal with us online when they choose to.
The Council continues to provide the quality, value for money services that people need through the 2020's.

3 Details

- 3.1 The proposed new tariff is set to encourage all day parking for commuters, the pricing is based on other long term parking available within the town.
- 3.2 This tariff proposal is set out below.

Period	Proposed BT price
Daily (Monday to Saturday)	£6
Sunday/ Bank Holiday	£1.50
Weekly	£23
Monthly	£88
Annual	£930

- 3.3 This is for all day parking aimed at commuters using the local train station. The tariff will be purchased via the online virtual permit system MiPermit allowing the customer to create an account and self-manage their parking needs. There will no change to the current pay and display options for short stay parkers.
- 3.4 Currently the chargeable hours are 10am – 5pm Monday to Friday, this is to actively discourage people from purchasing pay and display tickets before 10am as this is predominately a staff car park. The new parking period is proposed to start from 6am to 5pm Monday to Friday to allow for commuters to park early in the morning. They will be able to park earlier than 6am and still use their account to purchase their parking.

4 Next Steps

- 4.1 There are a number of steps that need to be followed to change the car park tariffs in order to meet the requirements of the Council's Constitution and the Traffic Management Act 2004. The remaining steps, with provisional dates, are:

Date	Action
26 March 2020	Cabinet decision
3 April 2020	Public Consultation
24 April 2020	End of Consultation – 5 day cool off
4 May 2020	Go live

- 4.2 In the light of the Covid-19 outbreak there is a high likelihood we will postpone the implementation of this change beyond its original planned start of 4 May.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposal was shared with the Local Economy and Parking Policy Development Advisory Group on 11 March 2020 and the comments are included within the report.
- 5.2 Director of Corporate Resources supports these proposals.

6 Other Courses of Action Considered but Rejected

- 6.1 Various tariff options have been reviewed to ensure that all of the objectives are met.
- 6.2 This proposal does not impact on any future opportunities for this car park.

7 Resource Consequences

- 7.1 The proposal is set to meet the financial aims set out within the approved Medium Term Financial Strategy which was agreed at Council on 12 February 2020. A delayed implementation due to Covid-19 and related reduced commuting is likely to

mean this change will not meet the proposed income included in the budget for 2020/21.

- 7.2 The likely implementation costs associated with this change are around £400, which can be absorbed in current budgets.
- 7.3 These changes do not impact on the overall operation of the car park.
- 7.4 There are no other consequences.

8 Legal Consequences

- 8.1 Changes to a Parking Order Process – To adhere to the Traffic Management Act 2004, the Council will have to undertake a 21-day public consultation on the proposed changes, this is through advertisements in the car park and local paper. The Council will then consider any representations received and whether any amendments need to be made to the order.

9 Risk Assessment

- 9.1 As with any new parking charges being introduced such as tariff changes there is always the concern of displacement of cars onto surrounding residential roads. This is unlikely within this case as the aim is to increase the number of commuter parking bays on this side of the town.
- 9.2 Any decision Cabinet make will still be subject to public consultation as per the Parking Order Process for amendments.
- 9.3 Communications for staff will be taking place to implement a smooth transition between car parks. There will then be an advertising campaign to promote the new facility.
- 9.4 Due to COVID-19 outbreak, and the Government's advice to work from home where possible, there is a high risk, that we cannot mitigate, this change will not meet its income target in the first year.

10 Other Considerations

- 10.1 The Council's provision for disabled parking remains unchanged.

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