



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Finance & Parking Policy Development Advisory Group

Monday, 9th May, 2022 at 5.30 pm

Via Remote Access

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Tony Hogben (Chairman)

Matthew Allen
Tony Bevis
Martin Boffey
Paul Clarke
Michael Croker

Ray Dawe
Brian Donnelly
Nigel Jupp
Richard Landeryou
Stuart Ritchie

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting To receive the notes of the meeting held on 7 March 2022	3 - 6
3. Update on the Forum Fountain and the Residential management Contract To receive updates from the Property Management Team Leader. (Paper relating to the Forum Fountain attached)	7 - 8
4. Rural Car Parking update To receive an update from the Parking Strategy Officer	9 - 16
5. Parking Performance 2021/22	17 - 28

To receive an update from the Parking Strategy Officer

6. **Updates on financial issues** 29 - 34

To receive updates from the Interim Director of Resources, encompassing:

- Council Tax Schemes
- Business Rates Support & Discretionary Relief

7. **Draft Transformation fund and use of the 2021/22 surplus** 35 - 42

To receive a report from the Interim Director of Resources

8. **Forward Plan** 43 - 48

To receive the May 2022 Forward Plan

Finance & Parking Policy Development Advisory Group
7 MARCH 2022

Present: Councillors: Tony Hogben (Chairman), Matthew Allen, Tony Bevis, Martin Boffey, Paul Clarke, Michael Croker, Ray Dawe, Brian Donnelly, Nigel Jupp, Richard Landeryou and Stuart Ritchie

8 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 11 January were received.

9 **£150 COUNCIL TAX SUPPORT RELIEF**

The Revenue & Benefits Operations Manager briefed the Group on this scheme, which provided additional support for working-age receivers of Council Tax support, targeting the lowest income customers. The scheme had operated since 2020/21 to help those needing additional support because of the impact of Covid 19.

In 2022/23 the scheme was again being funded by WSCC and HDC (up to £120k) and would continue to target lowest income customers.

The Group were asked to consider how best to allocate an anticipated residual amount of £15k that might be left over, to offer additional support.

After discussion, the Cabinet Member agreed with the Group that this sum would be of greatest benefit if used as a hardship fund, targeted at individual cases as and when they arose.

10 **COUNCIL TAX (GOVERNMENT) £150 ENERGY BILLS REBATE TO BANDS A TO D**

The Revenue & Benefits Service Delivery Manager outlined how the government's £150 energy bill rebate introduced in February was being distributed across the district. For those paying Council Tax bands A to D (approximately 35,000 households) this was an automatic rebate, with those not paying by Direct Debit (29%) being contacted individually.

An additional discretionary £251k of government funding was available for those in bands E to H. The Group was asked to consider the options available for allocation across these bands.

The Delivery Manager agreed to look at whether it was viable to allocate some discretionary funding to those in bands A to D on Council Tax Relief.

The Cabinet Member concluded, with the agreement of the Group, that the discretionary grant would be made available to those receiving Council Tax Relief and other identified groups, including those on carers allowance,

disability allowance and, if possible, military veterans. It was also suggested that the Council look at the schemes being proposed at other local authorities in West Sussex.

11 **COVID ADDITIONAL RELIEF SCHEME (CARF) - DISCRETIONARY RATE RELIEF SCHEME**

The Revenue & Benefits Service Delivery Manager briefed the Group on the government's CARF scheme and the measures that had been taken by the Council to publicise the funding to eligible businesses. It was intended for businesses that had not benefited from previous Covid-related relief schemes, ie those that were not in the retail, hospitality and leisure sectors. The Group noted the criteria for eligibility and the limited guidance on how to deliver it.

Members were advised of the steps taken by the Council to promote the scheme and the small take-up from eligible businesses. It was noted that take-up had been slow on a national level as well.

The Cabinet Member sought the view of the Group on how the Council should attract applicants so that the £3.13m funding could be allocated fairly and efficiently, or be returned to Government.

There was consensus that automatic inclusion of all businesses was inappropriate, and the Cabinet Member concluded that all businesses that might be eligible should be directly invited to apply by the deadline of 13 March and the deadline be extended. Officers also agreed to find out how other councils have dealt with the grant.

An update on take-up and delivery of the scheme would be brought to the next PDAG.

12 **RURAL CAR PARKS ROLL OUT**

The Parking Strategy Officer updated the Group on the carpark at Mill Lane, Storrington; the procurement process was complete and the Project Manager was finalising the programme of works this week.

The roll out would also include refurbishing Newmans Gardens car park, Steyning, and some improvements to Storrington Library car park. It was noted that Billingshurst car parks were also scheduled for improvement works.

The Group noted that during resurfacing work ducting was installed underneath to allow for future installation of electric charging points.

13 **CAR PARKS - USAGE AND INCOME**

The Parking Strategy Officer gave a presentation on car parking data for 2021/22 including Horsham town multi-storey car parks trends and urban pay-and-display income.

A year on year analysis demonstrated how parking numbers and income had almost recovered to pre-pandemic levels in February 2022. There appeared to be some changes in behaviour with regard to all-day parking and season ticket use. It was noted that a general increase in home working was likely to have a long-term impact on season ticket income. The Parking Strategy Officer confirmed that different types of season tickets could be explored with a view to addressing long-term changes in behaviour.

The Head of Finance & Performance confirmed that the recovery of parking income would continue to be monitored and reflected in the budget and Medium-Term Financial Strategy when these were reviewed.

14 **FORWARD PLAN EXTRACT FOR THE FINANCE & PARKING PORTFOLIO**

The Forward Plan extract was noted.

The meeting closed at 7.05 pm having commenced at 5.30 pm

CHAIRMAN

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

**Parkside, Chart Way, Horsham,
West Sussex RH12 1RL**

FORWARD PLAN

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 May 2022

What is a Key Decision?

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject and Date of Policy Development Advisory Group for consultation	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	S106/Commuted Sum Funding - The Cobblers, Slinfold	Cabinet	9 Jun 2022	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan)
2.	Transformation Fund 2022-23 and use of the 2021-22 surplus	Cabinet	9 Jun 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
3.	Tendering of Residential Management Services	Cabinet Council	9 Jun 2022 22 Jun 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
4.	Park Place Bin Store	Cabinet Council	9 Jun 2022 22 Jun 2022	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Horsham Town (Councillor Christian Mitchell)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	The Forum Fountain upgrade	Cabinet Council	9 Jun 2022 22 Jun 2022	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Horsham Town (Councillor Christian Mitchell)
6.	Sweepers - Vehicle Replacement	Cabinet	9 Jun 2022	Part exempt	Laura Parker, Head of Parking & Waste Laura.Parker@horsham.gov.uk Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)
7.	Tyre Procurement - Contract Award	Cabinet	9 Jun 2022	Part exempt	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)
8.	WEEE and Textiles - Options paper decision	Cabinet	9 Jun 2022	Part exempt	Laura Parker, Head of Parking & Waste Laura.Parker@horsham.gov.uk Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)
9.	Evidence Resourcing - Biodiversity Net Gain in Development	Cabinet Council	9 Jun 2022 22 Jun 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
10.	Producing a Climate Change Action Plan for the District	Cabinet	9 Jun 2022	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for the Environment and Rural Affairs (Councillor James Wright)
11.	Annual update to Pay Policy Statement - Financial Year 2022/23	Council	22 Jun 2022	Open	Robert Laban, Head of HR & OD robert.laban@horsham.gov.uk
12.	Budget and Medium-Term Financial Strategy update	Cabinet	29 Sep 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
13.	Budget and Medium-Term Financial Strategy update	Cabinet Council	24 Nov 2022 14 Dec 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

This page is intentionally left blank