



Email: committeeservices@horsham.gov.uk
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Finance & Parking Policy Development Advisory Group

Monday, 27th June, 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 | 3 - 6 |
| To receive the notes of the meeting held on 9 May 2022 | |
| 3. Procurement of contractor - Highwood | |
| To receive a briefing from the Head of Property & Facilities before a report is considered at the Cabinet meeting on 21 July | |
| 4. Extension of Parking Charge Increases to Additional Car Parks | 7 - 10 |
| To receive an update from the Interim Head of Parking on additional parking charge increases to additional car parks, to be considered by Cabinet in July | |

5. **Financial Updates:** 11 - 14
- a) Update on Grants and Payments
Update to be provided by the Interim Director of Resources
- b) Revenues and Benefits modified schemes approval
Proposals for modified schemes for consideration, presented by the Interim Director of Resources
6. **Forward Plan extract for the Finance Portfolio** 15 - 22
To note the Forward Plan extract for the Finance portfolio

Finance & Parking Policy Development Advisory Group
9 MAY 2022

Present: Councillors: Tony Hogben (Chairman), Tony Bevis, Martin Boffey, Paul Clarke, Michael Croker, Ray Dawe, Brian Donnelly and Richard Landeryou

Apologies: Councillors: Matthew Allen, Nigel Jupp and Stuart Ritchie
Absent: Councillors:

Also Present:

15 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting, held on 7 March, were agreed as a true record.

16 **UPDATE ON THE FORUM FOUNTAIN AND THE RESIDENTIAL MANAGEMENT CONTRACT**

The meeting received an update from the Property Management Team Leader on proposals for the Forum Fountain in Horsham. The proposal is to upgrade the fountain to make it compliant with Pool Water Treatment Advisory Group (PWTAG) requirements for an interactive splash pad of similar design. The existing fountain had been designed as a display feature only and interactive use led to a risk of increased bacteria levels. The estimated cost of £120,000 had been supported by the Town Centre PDAG. It was noted in discussion that the fountain had been switched off many times over the past 10 years as a result of the risks identified.

The meeting agreed that the proposal should be progressed and the budget of £120,000 will be recommended to the Cabinet for approval.

An update was also provided on the Residential Management Contract, which was due for retendering. The present contract, which covered Lintot Square and The Forum was carried out by RMG, at a cost of £45,000 per annum. The proposal was to enter into a 5-year contract based on a similar scope to the existing, which would give a total contract value in excess of £250,000.

Members advised that recent issues should be reviewed and the scope adjusted to consider these, but the proposed process for retendering was agreed.

17 **RURAL CAR PARKING UPDATE**

The Parking Strategy Officer provided an update on Rural Car Parking Improvements. The Council had originally approved a 6-year period of improvements commencing in 2018/19 at an allocated cost of £50k p.a. The meeting received advice on projects completed as part of this programme, including sites in Billingshurst, Henfield, Steyning and Storrington, with a combined cost to date of £450k.

Additional projects planned for the period to 31 March 2024 were expected to cost a further £648k.

It was also noted that the income received from annual parking discs in 2021/22 was now at an equivalent level to the pre-pandemic period albeit helped by price rises in that period.

18 **PARKING PERFORMANCE 2021/22**

An update on income and use of Parking facilities was provide by the Parking Strategy Officer. Income was significantly reduced in 2020/21 and this was attributable to the effects on travel and working patterns arising from the Pandemic. In 2021/22, these effects were less influential, and income rose, though remaining below the levels of 2019/20. The projection was that 2022/23 would be close to the pre-pandemic levels (around £4.2m). The most significant reduction in take-up was in Season Tickets which were 43% down in 2021/22 on 2019/20 levels and clearly reflect the significant changes in commuting behaviours, which was expected to continue and perhaps establish a new norm. Rural Season Tickets have remained stable throughout the Pandemic and Annual Parking Discs have stabilised to pre-pandemic levels following a slump in 2020/21.

Priorities for 2022/23 were:

- Reviewing season tickets in the light of parking habit changes to ensure that these are flexible and responsive to new behaviours and meet the needs of customers
- Continued review and assessment of charge / tariff levels
- Identifying further opportunities for efficiencies and innovation, including digital options, improved customer interfaces and enhanced marketing / promotion for added value and need-related focus.

The update was welcomed by the meeting and some points clarified through discussion.

19 **UPDATES ON FINANCIAL ISSUES**

The Interim Director of Resources provided an overview of financial issues for the Council, including:

- Business Rates Support. The Covid Additional Relief Fund (CARF) allocated £3.113m for local distribution and over 900 businesses in the District were mailed to encourage applications. Over 60 applications have now been received and eligibility will be determined in May / June. The Council will need to use the funding by September or return it.
- No changes were proposed for the business rates discretionary rate relief scheme in 2023/24. This will require approval by Cabinet in January 2023.
- Band A to D Council Tax households will have received a one-off energy payment of £150 as part of the national scheme to offset the impact of rising fuel and energy costs. £3.6m was paid out in April as part of this initiative. 11,000 band A to D homes not on direct debit will receive letters in May asking them to apply online.

- An additional £251k discretionary C-Tax funding is also due to commence as part of a West Sussex scheme with a November deadline.
- The Council Tax Reduction Scheme £150 local scheme (with WSCC) in 2022/23 was re-billed in April 2022.
- Council Tax Reduction Scheme 2023/24. The scheme, which assesses the amount that working age adults are required to pay towards their council tax is not proposed for change in 2023/24. This will require approval by the Cabinet in January 2023.

CTRS £150 local scheme in 2023/24. The meeting was advised that West Sussex County Council would not be funding this provision after 2022/23, which meant that a district decision was needed to take on the cost of continuation (around £434k at 2021/22 level) or reduce or terminate the offer.

The meeting was clear that this was an unacceptable cost to pick up locally but that views from the other local authorities should be sought before a final determination was agreed and to revisit this in the Autumn of 2022.

20 **DRAFT TRANSFORMATION FUND AND USE OF THE 2021/22 SURPLUS**

The draft report to Cabinet on the Transformation Fund was presented for discussion. The final surplus on 2021/22 is around £2m largely due to setting a cautious budget during lockdown in January 2021. Projected additional costs in 2022/23, reflecting inflationary pressures across the board but especially in salaries are rising and the proposal was to set aside £1m as a counter inflationary measure. Additional, and less easily quantifiable costs, such as de-carbonisation may add significantly to that cost if targets are to be achieved.

£0.3m, the amount equivalent to the increase in income generated from the Council tax rise in 2022/23, was to be used to help support the vulnerable and those struggling with rising living costs.

The proposal also asked Council to top the Transformation Fund back up to £500k by using £107k from the surplus to help fund transformational projects to help the customer experience and efficiencies.

Discussions with the Royal British Legion over the Drill Hall were continuing slowly, and a further budget request to the end of the calendar year was sought.

The proposed requests were agreed.

21 **FORWARD PLAN**

The Cabinet Forward Plan was noted

The meeting closed at 6.50 pm having commenced at 5.30 pm

CHAIRMAN

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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 June 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. | Using the 2021/22 surplus to help support local residents in need, topping up 2022/23 Transformation Fund, and earmarking an inflation reserve. Plus increases to the Drill Hall and Community Development revenue budgets and Horsham Park skate park capital 2022/23 budgets and utilising the UK Shared Prosperity Funding | Cabinet | 9 Jun 2022 | Open | Dominic Bradley, Interim Director of Corporate Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben) |
| | 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) |
| 3. | 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) |
| 4. | 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) |

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|----|---|------------------------|-------------------------------|---|--|
| 5. | 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) |
| 6. | 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) |
| 7. | 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) |
| 8. | 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) |
| 9. | 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) |

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|-----|---|-----------------------|----------------------------|---|---|
| 10. | Housing Company - changes to the Board of Directors | Cabinet | 9 Jun 2022 | | Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan) |
| 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. | Tendering of Residential Management Services | Cabinet | 21 Jul 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) |
| 13. | Norfolk Square - proposed Conservation Area | Cabinet | 21 Jul 2022 | Open | Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert) |
| 14. | CIL Governance for the unparished area of Horsham Town | Cabinet Council | 21 Jul 2022 7 Sep 2022 | Open | Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert) |

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|-----|--|-----------------------|----------------------------|---|--|
| 15. | Extension of Parking Charge Increases to Additional Car parks | Cabinet Council | 21 Jul 2022 7 Sep 2022 | Open | Marc Rankin, Head of Environmental Health & Licensing and Interim Head of Parking marc.rankin@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben) |
| 16. | Procurement of Contractor - Highwood Community Centre | Cabinet | 21 Jul 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) |
| 17. | Budget and Medium-Term Financial Strategy update | Cabinet | 29 Sep 2022 | Open | Dominic Bradley, Interim Director of Corporate Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben) |
| 18. | Housing Register review | Cabinet Council | 29 Sep 2022 14 Dec 2022 | Open | Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan) |

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| 19. | Proposed Conservation Area - Wells Cottages and Rusper Conservation Area review | Cabinet | 29 Sep 2022 | Open | Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert) |
| 20. | Budget and Medium-Term Financial Strategy update | Cabinet Council | 24 Nov 2022 14 Dec 2022 | Open | Dominic Bradley, Interim Director of Corporate Resources dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben) |

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