



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

Finance & Parking Policy Development Advisory Group

Monday, 7th November, 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 and may speak, both at the discretion of the Chairman and subject to giving advance written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors:	Tony Hogben (Chairman)	
	Matthew Allen	Ray Dawe
	Tony Bevis	Brian Donnelly
	Martin Boffey	Nigel Jupp
	Paul Clarke	Richard Landeryou
	Michael Croker	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 27 June 2022	3 - 6
3. Parking To receive an update from the Parking Manager on advertising income and performance	7 - 8
4. London Road car park To consider the affordable housing option for the site of the decommissioned London Road car park	

5. **Highwood Community Hall**
To consider budget choices relating to the Highwood project

6. **Budget and MTFS** 9 - 24
To receive a briefing from the Director of Resources on emerging changes since the September version of the Budget and Medium-Term Financial Strategy and to consider the impact of these changes

7. **Revenues and Benefits** 25 - 28
To receive a briefing on the Revs and Bens discretionary energy scheme spending options

8. **Procurement**
 - a) **Bank contract exemption** 29 - 32
 - b) **Payment Acceptance Framework Agreement Call-Off Award** 33 - 36
To receive a briefing on the contract award to be considered by Cabinet on 24 November

9. **Forward Plan extract for the Finance & Parking Portfolio** 37 - 40
To note the Forward Plan extract for the Finance & Parking portfolio

Finance & Parking Policy Development Advisory Group
27 JUNE 2022

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

Apologies: Councillors: Matthew Allen, Tony Bevis and Ray Dawe
Absent: Councillors:

Also Present:

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 9 May 2022 were agreed.

2 **PROCUREMENT OF CONTRACTOR - HIGHWOOD**

The Head of Property & Facilities provided the meeting with a verbal update on the procurement of a contractor for the Highwood Village development, west of Horsham. The proposal is for a contractor to be appointed through a “Scape framework” process to carry out a zero-cost, zero-risk feasibility study. The process is that the contractor will provide the feasibility and if approved the Council will enter into a Pre Contract Services Agreement (PCSA) and then a construction contract. Cabinet approval will be required for the PCSA and construction contract stages. It was confirmed that this will be a fixed price contract and that a site start is expected in January 2023 and completed within 10-12 months. The proposal will be considered at the Planning Committee in August.

A number of questions were clarified and the meeting welcomed the progress being made.

3 **EXTENSION OF PARKING CHARGE INCREASES TO ADDITIONAL CAR PARKS**

The Interim Head of Parking introduced a paper, to be presented to Cabinet on 21 July, itemising specific extensions of parking charge increases to supplement those agreed in February. These are essentially rectifying anomalies in the original proposals that have come to light as the new team has developed understanding of the complexities. Specific proposals include the introduction of a 4-hour parking tariff in the North Street carpark, enabling the minimum full EV charge to be available, and an amendment to tariffs at Southwater Country Park to reflect the existing seasonal variations. Clarification was sought on a number of points and the meeting recognised the need for this adjustment to the previously adopted charging structure.

4 **FINANCIAL UPDATES:**

a Update on Grants and Payments

The Interim Director of Resources provided an update on the Energy Bill rebate process for 2022/23. A payment of £150 is available to households in Bands A to D and, during April and May £1.72m was paid out to all those on direct debit. 51% of the 11,500 non-direct debit paying households contacted have not yet responded and the next step will be to contact them again. Recipients have the choice of receiving a payment direct to a bank account or for it to be deducted from their next bill. The preferred option for the Council would be the former as it is less of a manual process and of those that have applied, 80% have opted for this.

A second strand of £150 rebates is discretionary, aimed at Band E to H Households is due to launch imminently. This is subject to a number of qualifying conditions, including receipt of Council Tax support, Severe Mental Impairment discount or exemption, or a disablement band reduction.

b Revenues and Benefits modified schemes approval

The meeting was then given an overview of the Housing Benefit audit and Modified Schemes. The audit of 2020/21 has been completed and overall the subsidy received by the Council will increase by £21,000 as a result. Testing identified an increase in the council's Local Authority overpayments error by £5,600. This is, however, still within the lower threshold allowed, so the Council will retain 100% subsidy.

A small increase (£9,582) is also incurred due to the voluntary disregarding of War Disablement Pensions and War Widow Pensions as part of the calculations for housing benefit. There are only a few cases where this applies but the Council will keep this under regular review. Cabinet and Council will need to approve these proposals in due course, and the PDAG was supportive of the approach.

It was noted that these and the preceding Rebate measures require a significant commitment of time and resources to execute. It was confirmed to the meeting that the Government's "New Burdens" funding was reimbursing the Council for the work and appears to be covering the additional workload adequately.

5 **FORWARD PLAN EXTRACT FOR THE FINANCE PORTFOLIO**

The June Cabinet Forward Plan was noted

The meeting closed at 6.12 pm having commenced at 5.30 pm

CHAIRMAN

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FORWARD PLAN – Finance & Parking portfolio

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

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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.	Budget and Medium-Term Financial Strategy update	Cabinet Council	24 Nov 2022 14 Dec 2022	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
2.	Residential Management Services Tender Award	Cabinet	24 Nov 2022	Part exempt	Head of Property & Facilities (Brian Elliott) brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
3.	External Audit Contract 2023/24 - 2027/28	Council	14 Dec 2022	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
8.	Payment Acceptance Framework Agreement Call-Off Award	Cabinet	24 Nov 2022	Part exempt	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

	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)
12.	Budget and Medium-Term Financial Plan	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
15.	Council Tax resolution 2023-24	Council	22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
16.	Council Tax Reduction Scheme	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)
17.	Business Rates Discretionary Charitable Relief	Cabinet Council	26 Jan 2023 22 Feb 2023	Open	Director of Resources (Dominic Bradley) dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)