

Public Document Pack

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A meeting of the **Cabinet** will be held Virtually on **Tuesday 2 June 2020** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant, Mr A Sutton and Mr P Wilding

AGENDA

- 1 **Chairman's Announcements**
The Chairman will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 10)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 12 May 2020.
- 3 **Declarations of Interests**
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chairman's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Supporting our Leisure Centres** (Pages 11 - 13)
The Cabinet is requested to note the current financial support to Everyone Active under the Urgent Decision Notice procedure reported to Cabinet and Council in May and to make the following recommendation to Council:

That any further extension of support during the closure and recovery phase, up to a maximum of the current monthly amount, be delegated to the Director of Growth and Place in consultation with the Leader and Cabinet Member for Community Services and Culture.

OTHER DECISIONS

- 6 **Parking Incentives** (Pages 15 - 17)
The Cabinet is requested to approve that when the current suspension of the car parking charges ends on the 8 June 2020 that the options for parking incentives, as set out in section 4.1, are implemented from 8 June 2020 and a further report is brought back to the Cabinet and Council within six months.
- Due to the financial implications of these decisions, the recommendations at 2.1 would ordinarily be referred to Council. Cabinet therefore note that the urgency provisions from the constitution will be used instead to resolve these before 8 June 2020.
- 7 **Urgent Decision Notice - Financial support for the Council's leisure contractor, Sport & Leisure Management Limited** (Page 19)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic.
- 8 **Vehicle Wash Down Facility at Weshampnett Depot** (Pages 21 - 25)
The Cabinet is requested to approve the appointment of Contractor A to supply, erect and commission a new vehicle wash facility at the Westhampnett depot.
- Please note that the appendix to this item is exempt and therefore available to members and senior officers only.*
- 9 **Late Items**
- a) Items added to the agenda papers and made available for public inspection
 - b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting
- 10 **Exclusion of the Press and Public**
The Cabinet is asked to consider in respect of agenda item 11 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.
- [**Note** The report and its appendices within this part of the agenda are attached for members of the Council and senior officers only (printed on salmon paper)]

EXEMPT KEY DECISION

- 11 **Award of Financial Management System Contract** (Pages 27 - 32)
The Cabinet is requested to make the resolutions as set out in section 3.2 and 3.3 of the report.

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) A key decision means an executive decision which is likely to:
 - result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
 - incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.

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Minutes of the meeting of the **Cabinet** held in Virtual on Tuesday 12 May 2020 at 9.30 am

Members Present Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant, Mr A Sutton and Mr P Wilding

Members Absent

In attendance by invitation

Officers Present Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs A Huggett (Business Development Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

128 **Chairman's Announcements**

Mrs Lintill welcomed all those present to the virtual meeting and reminded members that they should use the raise hand function to indicate their wish to speak.

Mrs Lintill explained that there would be one late item relating to a further urgent decision notice to note and then recommend to Council to note.

(Please note the full audio recording of the meeting is available to listen to online: <https://chichester.moderngov.co.uk/ie/ListDocuments.aspx?CId=135&MId=1174>)

129 **Approval of Minutes**

RESOLVED

That the minutes of the meeting held on 3 March 2020 be approved.

(Mrs Lintill explained that she would sign the hard copy once meetings return to East Pallant House).

130 **Declarations of Interests**

There were no declarations of interest.

131 **Public Question Time**

Mr Hibberd joined the meeting to ask the following question:

The Centre for Disease Control has stated that the Coronavirus pandemic that we are currently witnessing is likely to have been passed from animals to humans. In the past we have also seen similar zoonotic diseases like SARS, MERS, swine flu, bird flu and mad cow disease cause similar outbreaks. These zoonotic diseases have all been caused by our exploitation of animals and our obsession with treating nature with utter contempt. Is Covid-19 going to be our wake up call and the last pandemic that we will see in our lifetimes or will it be the warm up for bigger pandemics to come? I ask the cabinet what will they do to prevent further zoonotic pandemics? Will they immediately start transitioning our animal agriculture sector to plant-based agriculture, rewilding and other greener businesses? Or will it continue the business as usual approach and continue exposing its citizens to further risks of pandemics by promoting and funding animal agriculture and the exploitation of the natural world?

Mrs Plant provided the following response:

Thank you for your question. The first point to make is that the District Council has no statutory remit or power to influence farming and agricultural practices in this country and is therefore unable to comment in detail on the matters you have raised.

Trading Standards at West Sussex County Council work and support farms and agricultural businesses and are responsible for the enforcement of farming regulations relating to agriculture and the keeping of livestock. This covers, animal disease, farm animal welfare, movement of animals, animal feed and food hygiene at primary producers.

We believe that good hygiene practices are in place in the livestock industry and all persons working with livestock take all possible precautions to ensure that animal disease is not spread from farm to farm. The Animal and Plant Health Agency are responsible for managing biosecurity procedures to prevent the spread of farmed diseases.

There are also various bodies, including DEFRA and the National Disease Control Centre that control animal disease including exotic animal diseases, which are those not normally found in the UK, such as zoonoses.

The Council does however support rewilding and this is shown by various actions in the Councils Biodiversity Action Plan and the Climate Change Action Plan. Officers are working with landowners around the district, including farmers, to improve wildlife connectivity, to develop strategic wildlife corridors, support the NFU and other land owners rewilding projects and look for opportunities for greener business'.

132 **Urgent Decision Notice - Increasing the Provision of Short Stay Accommodation at 22 Freeland Close, Chichester**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

133 **Urgent Decision Notice - Insurance Services Contract & Brokerage Services**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

134 **Urgent Decision Notice - Financial support for the Council's leisure contractor, Sport & Leisure Management Limited**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

135 **Urgent Decision Notice - Cancellation of CDC Farmers Market**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

136 **Urgent Decision Notice - Social Prescribing**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

137 **Urgent Decision Notice - Suspension of Parking Charges and delay of amendment to Parking Order, including inflationary car parking charge increase in District Council-owned car parks**

The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

138 **Appointments to Panels**

The Cabinet made the following resolution:

RESOLVED

1. That Cllr Carol Purnell replaces Cllr Janet Duncton on the Development Plan and Infrastructure Panel.
2. That Cllr Norma Graves replaces Cllr Alan Sutton on the Grants and Concessions Panel.

139 **Chichester Contract Services - New Business Opportunity Trade and Domestic Bin Cleaning Service**

Mrs Plant introduced the report and Mrs Huggett was present.

Members gave their support to the proposal and commented on how it would bring in revenue for the council.

Mrs Huggett responded to members questions. She explained that the unit charge for cleaning bins would be roughly £10 for a commercial bin and £4.50 for a residential bin however, packages would be available. She then clarified that the scheme would require a minimum 12 week lead in period in order to procure the required vehicle. It is therefore anticipated that subject to any changes resulting from the current pandemic the scheme would commence from September 2020.

The Cabinet then made the following resolution:

RESOLVED

That the release of £41,000 from reserves for the implementation of a new mobile waste bin cleaning service for businesses and residents including the purchase of a new vehicle based bin cleaning machine and vehicle be approved.

140 **Response to Covid-19**

Mrs Lintill wished to thank Mrs Shepherd and the whole Chichester District Council team for their hard work during the pandemic. She drew attention to the council being referred to by Central Government as number one in the country for ensuring the despatch of business grants.

Mrs Lintill then invited Mrs Shepherd to introduce the report. Mrs Shepherd also thanked all the staff for their hard work with particular reference to the critical services and the staff who had willingly been redeployed to those areas.

Each member of the Senior Leadership Team then took it in turn to outline the work of their service teams. Each gave thanks to their staff for their hard work during the pandemic.

The Senior Leadership Team then responded to members questions. Mr Frost confirmed that he was not aware of any negative impact on the communication between Planning Policy officers and third parties as a result of the pandemic. Mr Ward confirmed that a small tax relief is available for staff working from home with a link to the HMRC website provided on the Staff Intranet as staff are required to apply directly. He explained that the amount was approximately £1.20 per week. Mr Ward explained that the Governments Fair Funding review had been delayed again but as part of that review it would consider the current council tax capping scheme.

Mrs Lintill then invited Cllr Sharp to ask a question.

Cllr Sharp asked how the council would set about planning for a better for the recovery of the high street and work out how to make sure the pavements, the streets and car parks and Eastgate Square in particular are re-invented so that people can cross the road safely

Mr Bell responded as follows:

As discussion now turns to recovery with a gradual increase in retail being relaxed from lock down over the next few weeks/months (depending on sector) , we have established an officer group at CDC to start to work up some immediate, short term and longer term actions to support our high street in the City and the Towns. This group will be led by Property and Growth and will be supported by Economic Development, Place, Licencing and Events, Planning, Communications and Environmental Health. As part of the work in developing an action recovery plan the

group will also be considering the advice from the High Street Task force ten point check list planning for recovery as follows:

1. Common plan for public space

Bringing together all of those responsible for the management of publicly accessible space to work on a common plan for managing social distancing and movement through the area following government guidance. – The officers have already been in contact with The BID to ascertain their recovery plans and have contacted WSCC Officers to ask for their lead officer regarding the public highway.

2. Enhanced cleaning and sanitising

Plan for enhanced cleaning and sanitising to ensure the risks of the virus spreading are reduced. This may include the provision of hand sanitiser stations.

3. Signage

As is already required for supermarkets, it is likely that government guidance on public areas will require signage to remind people with symptoms not to enter areas, to maintain social distancing, to offer opportunities for hand washing or sanitising. Consistency of messaging on this will be important. – We have already given consideration to how we enter and exit car parks and encourage contactless payment or payment by mipermit and further work will continue on messages around social distancing.

4. Identify hotspots

Audit the centre to identify activity ‘hotspots’ – these may have changed since lockdown. Look at the popular routes people take through the town and identify potential problem areas. Many towns will need to introduce restrictions in movement through their centres to maintain social distancing, or have to close roads to traffic to widen pavements, or introduce one way walking routes as in supermarkets. We have made contact with WSCC about the issue and will continue to work with them to ensure they are aware of any pinch points.

5. Inclusive social distancing

In designing new walking routes and managing social distancing pay attention to the challenges this may present for people with disabilities.

6. Walking and cycling

Plan for more people to access your town by walking and cycling.

7. Access and egress

Access and egress from a town centre and to parts of it will be a critical challenge for social distancing. Make sure you consider all arrival points, how will you make people safe in waiting for or using public transport? Are there narrow walkways from car parks? What action might you have to take to close certain routes to maintain safety or at peak capacity? Do bus stops need to move to locations where queues can be better accommodated?

8. Communicate with businesses

Communicate with all town/city centre businesses. The re-opening of many businesses is likely to be delayed by government. Place leaders should work to keep in touch with these businesses to understand their plans and challenges. The Economic Development officers have already been in contact with a large number of businesses and will continue to work directly with the business to keep them informed. The service has also been in contact with the BID to establish their plans in assisting the businesses for recovery.

9. Stewarding

To ensure public places are safe to visit may require a greater physical presence on the streets for cleaning and stewarding. Coordinate between existing management organisations to identify how this best can be done. The internal working group consists of officers from services across the organisation and will draw on other resources where necessary.

10. Markets

Well-planned markets support footfall in towns and should be considered anchors. The market location and operating hours may also be revised where new footfall patterns have developed during crisis stage. – The officers have started to work on the recovery plan for the markets, the location, start date and health and safety issues including social distancing will need to be considered and if there are no further announcements with regard to markets then we are looking to reintroduce food markets from the beginning of June.

For many of the actions we are not the lead authority or partner and we have engaged at an early stage with WSCC and the BID to encourage them to start to develop their recovery plans so that they dovetail together.

Mrs Lintill then invited Cllr Barrie to ask a question.

Cllr Barrie then asked the following question:

We are very grateful for all the excellent cooperation between the charities (Four Streets, Heart and Stonepillow) and CDC which has meant that the homeless have been provided with food and shelter during Covid 19.

As we ease out of lockdown we would like to know what plans all these partner organisations might be able to put together to work on continuing to support rough sleepers going forward.

Ideally we would like to support a continuation of this “Housing First” model. We would like to suggest that long-term moving rough sleepers out of the Travelodge and into accommodation where there are cooking facilities and shared social space might be an aspiration. This could entail converting empty office properties or even shops that are no longer needed due to the change in retail habits. The idea to give rough sleepers accommodation and support has proven to be successful and it would be good not to go backwards.

Mr Sutton then responded as follows:

It is appropriate to acknowledge the role of the voluntary sector organisations listed in helping us to accommodate almost all of Chichester's rough sleepers during the lockdown. It is also worth acknowledging that the extent of collaborative working both with and between the organisations mentioned is now stronger than it has been for some time.

All of us share the aspiration to use the opportunity which the present crisis has provided to consolidate the progress which has been made since the end of March. During this period many of those placed in temporary accommodation have used the opportunity to make positive changes which would almost certainly not have been possible if they had remained on the street.

We are working closely with Stonepillow in particular to make sure that this progress can be sustained. We are determined to avoid situations arising where former rough sleepers return to the street. To achieve this we are working with Stonepillow on Personal Housing Plans for all those who are currently accommodated.

Personal Housing Plans involve:

- An individual assessment of a client's housing and support needs*
- An identification of support that may be needed to achieve or sustain accommodation*
- Definition of the most suitable and realistic options which may be appropriate in the short or long term e.g. social housing, private renting, supported housing or reconnection to another area.*

We are making progress with this and already one former rough sleeper has taken up a tenancy with a private landlord as a result of this intervention. Stonepillow have also secured the short term use of some former retail premises which lend themselves to use as "move on" accommodation. We are also looking at ways in which we can use Discretionary Housing Payments to help clients move into vacant accommodation.

Many of those currently placed in hotels are likely to benefit from a longer period of stability and support which the Chichester Hostel can offer. To facilitate this we are taking steps to prioritise move on from the Hostel (for those who are ready to do so) into longer term social housing via the Council's housing register. We will also be working with our partners through the rough sleeper panel to put in place multi-agency support.

The Cabinet thanked staff for all their hard work and gave their support to the proposal and commented on how it would bring in revenue for the council.

The Cabinet then made the following resolution:

RESOLVED

1. That the Council's response to Covid19 (C19) emergency to date be noted.

2. That Cabinet notes that a report on the financial implications of C19 on the Council's finances should be prepared for consideration by Corporate Governance and Audit Committee, Cabinet and Council.
3. That Cabinet notes that a Recovery Framework Document should be developed for consideration by Overview and Scrutiny Committee, Cabinet and Council.

141 Southern Gateway - Communications Plan

Mr Bell introduced the report. Mrs Lintill added that there will be member workshops, all members are also invited to the Community Stakeholder Group and the Overview and Scrutiny Committee will review the project at key milestones.

The Cabinet then made the following resolution:

RESOLVED

That the communication and stakeholder engagement structure and governance arrangements for the Southern Gateway project in appendix one be approved.

142 Late Items

The Cabinet made the following recommendation and resolution:

RECOMMENDATION TO COUNCIL

That Cabinet notes and recommends that Council notes the Urgent Decision Notice. The Cabinet made the following resolution and recommendation:

RESOLVED

That the urgent decision notice be noted.

RECOMMENDATION TO COUNCIL

That Council notes the Urgent Decision Notice.

143 Exclusion of the Press and Public

There were no part II items.

The meeting ended at 11.02 am

CHAIRMAN

Date:

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Chichester District Council

CABINET

2 June 2020

Supporting our Leisure Centres

1. Contacts

Report Author:

Sarah Peyman – Divisional Manager Culture & Sport
Telephone: 01243 534791 E-mail: speyman@chichester.gov.uk

Cabinet Member:

Roy Briscoe - Cabinet Member for Community Services & Culture
Telephone: 07877 070591 E-mail: rbriscoe@chichester.gov.uk

2. Recommendation

2.1 To note the current financial support to Everyone Active under the Urgent Decision Notice procedure reported to Cabinet and Council in May.

2.2 To recommend to Council that any further extension of support during the closure and recovery phase, up to a maximum of the current monthly amount, be delegated to the Director of Growth and Place in consultation with the Leader and Cabinet Member for Community Services and Culture.

3. Background

3.1 The government closed all Leisure Centres from the evening of Friday 20 March. Since then we have been working closely with the leisure contractor Sport and Leisure Management Ltd (trading as Everyone Active) who have furloughed all staff at the three leisure centres with the exception of 3.66 FTE staff. These remaining staff are completing building checks and are opening up the facility at Westgate for the Nursery operator to continue to provide places for key worker childcare provision. They are also carrying out essential maintenance so the three leisure centres are in the best possible position to be able to open once the government allows them to do so.

3.2 Under the urgent decision notice procedure reported to May 2020 Cabinet and Full Council, the Council have agreed to support Everyone Active during this difficult time.

4 Outcomes to be Achieved

4.1 The Leisure contract plays an important role in ensuring the mental and physical wellbeing and social connectedness of our local community. Public Health England reports that regular physical activity can reduce the risk of many chronic conditions,

including coronary heart disease, stroke, type 2 diabetes, cancer, obesity, mental health problems and musculoskeletal conditions. Engagement in leisure activities also contributes strongly to mental wellbeing, by allowing people to be active and to connect with others.

- 4.2 The services provided by the leisure contract will be even more important during the recovery phase, supporting communities to return to fitness, activity and mental wellbeing as well as providing local employment.
- 4.3 If the leisure sector is not sustained through this crisis, the re-mobilisation of the leisure service will be significantly affected, with facilities unable to open and clubs and voluntary organisations unable to re-start activities for communities.

5 Proposal

- 5.1 To support Everyone Active during this difficult time to ensure the continuation of the leisure service provision moving forward over the remaining 6 years of the leisure contract. The contract also has the provision for the option of plus 5 years at the end of the contract.
- 5.2 Continue to review the financial position of the leisure contractor and operate on an open book policy to ensure the transparency in costs for the Chichester District Contract.
- 5.3 To give delegated authority to the Director of Growth and Place to agree future support offered to Everyone Active, up to a maximum of the current monthly amount of approximately £65k, following consultation and agreement with the Leader of the Council and the Cabinet Member for Community and Culture.

6 Alternatives Considered

- 6.1 The other option available is not to offer support to the leisure contractor which may result in the leisure contractor terminating its contract with the council due to the inability to cover on going costs. This would result in significant additional costs to the Council through re-procurement, TUPEing staff, or establishing new delivery mechanisms.

7 Resource and Legal Implications

- 7.1 Under the urgent decision notice the Council have to date agreed to cancel the leisure contract management fee and capital fees from March-June. The capital fees will be repaid to the council over the remaining years of the contract.
- 7.2 The Council have also agreed to cover the costs of 3.66fte staff and building costs from April to June. The building costs have been reduced significantly to cover essential contracts and services only.
- 7.3 The Council normally pays Everyone Active on a monthly basis for car parking refunds given to their customers who pay to park in the Westgate car park whilst using the leisure centre. Due to the centre being closed and car parking currently be free, no refunds are being given which results in a saving to the leisure budget.

7.4 The estimated costs and loss of income for the council for the leisure contract during this period of closure is approximately £65k per month.

8 Consultation

8.1 Ongoing consultation has taken place with the Leader of the Council, The Leader of the opposition Party and Chairman of the Overview and Scrutiny Committee and the Cabinet Member for Community Services and Culture since the initial request from Everyone Active.

8.2 UK Active have produced a framework for the re-opening of gyms, leisure centres and wider fitness industry during social distancing. The framework has been developed in full partnership with the major fitness and leisure operators, and has been reviewed by leading medical experts. It has also been informed by best practice from international markets where governments are at different stages of managing the COVID-19 crisis.

9 Community Impact and Corporate Risks

9.1 If the leisure contractor is unable to continue with the contract there will be significant additional costs to the Council through re-procurement, TUPEing staff, or establishing new delivery mechanisms.

9.2 This would also result in facilities remaining closed for a longer period and will add to the negative impact on the social and health benefits to communities at a time when these will be most needed.

10 Other Implications

	Yes	No
Crime and Disorder	X	
Climate Change and Biodiversity		X
Human Rights and Equality Impact	X	
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing	X	
Other (please specify)		

11 Appendices

11.1 None

12 Background Papers

12.1 Leisure Impact Assessment

12.2 UK Active - Covid-19- A framework for the re-opening of gyms, leisure centres and wider fitness industry during social distancing

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Chichester District Council

The Cabinet

02 June 2020

Parking Incentives

1. Contacts

Report Author:

Tania Murphy – Divisional Manager, Place
Telephone: 01243 534701 Email: tmurphy@chichester.gov.uk

Cabinet Member:

Martyn Bell – Cabinet Member for Growth, Place and Regeneration
Telephone: 01243 539806 E-mail: mbell@chichester.gov.uk

2. Recommendations

- 2.1 Cabinet approve that when the current suspension of the car parking charges ends on the 8 June 2020 that the options for parking incentives, as set out in section 4.1, are implemented from 8 June 2020 and a further report is brought back to Cabinet and Council within six months.**

Due to the financial implications of these decisions, the recommendations at 2.1 would ordinarily be referred to Council. Cabinet therefore note that the urgency provisions from the constitution will be used instead to resolve these before 8 June 2020.

3.0 Background

- 3.1 Parking Charges in all district council-owned car parks were suspended from 24th March 2020 due to Covid – 19 , this decision has been reviewed on a regular basis under the urgency provision and is due to expire on the 8 June 2020.
- 3.2 Parking charges represent a significant proportion of the council's income and assist with the cost of delivery of services to the community. Charges help to ensure there is turnover of vehicle movement which in turn helps to support businesses to provide parking for customers, along with enabling access to off-street parking provision for commuters and residents across the district. Charges are set to reflect the offer within an area and are reviewed regularly through the Chichester District Parking Forum.
- 3.3 The suspension of parking charges has already impacted on CDC's income and this will continue as the lockdown is eased, given a number of other impacts on the city, including the cancellation of key events and activities within the district, the loss of visitors and the potential significant reduction on the use of the coastal car parks.
- 3.4 It is recognised that there needs to be sensitivity to the local communities and businesses as a result of the impact of Covid 19 which has caused a range of issues

for our district. It is unclear as to the level of use of car parks over the coming months as the lockdown eases. Reports from countries across the world where the lockdown has begun to lift have demonstrated a number of different patterns in terms of vehicle movement. These have included changes in modal choices, (i.e. increased use of vehicles by commuters who are either unable or concerned about using public transport); a change to the number of vehicles being used as an increased number of workers continue to work from home; increasing use of bicycles and increasing use of delivery facilities / online shopping being preferred resulting in a decrease in use of car parks.

3.5 Whilst there may be a call for the continuation of free of charge parking across our district, this does not necessarily encourage additional visits to cities and towns, with there being no evidence that this encourages use of high streets. It is worth noting that some of the council's car parks already have a free of charge period of parking in place.

4.0 Proposal

4.1 The current suspension of the car parking charges in Council owned car parks ends on 8 June 2020 at this time it is proposed to start selling season tickets and to start to implement a number of incentives, the impact of the incentives will be reviewed on a regular basis and a further report brought back to cabinet and Council within six months, as follows:

- Free car parking for NHS workers to be in place until April 2021 in Northgate car park.
- Free parking at the Avenue De Chartres car park every Saturday and Sunday for three months. Estimated loss of income based on ADC prices and deflection from other more expensive car parks into ADC is between £90k and £340k. At 50% sensitivity due to the impact of COVID estimate is £45k to £170k.
- Promote MiPermit as a payment option for three months through incentives for using this – it is proposed that customers would receive a free hour of parking when purchasing 2 hours using the MiPermit app. This would assist with social distancing in car parks as customers would not need to use parking machines. The estimated loss of income is around £5,000.

4.2 As social distancing measures will need to be in place for some time each car park will be considered on a case by case basis to determine what measures need to be employed to assist with social distancing. Enhanced cleaning and sanitising of parking equipment will be undertaken and customers will be further encouraged to use the mobile phone/ app parking solution (MiPermit) contactless payment or season tickets to pay for their parking .

4.3 A communication plan including additional signage on site will be developed to inform customers of the reintroduction of parking charges and any social distancing measures required including any one way systems.

5. Resource and Legal Implications

- 5.1 A number of urgent decisions have been made during the current coronavirus pandemic. All urgent decisions have been made in accordance with the Council's Constitution.
- 5.2 The suspension of parking charges has had a significant impact on the council's income, which is currently estimated to have reduced by approximately £1m per month, half of which relating to parking services. The longer any suspension continues the greater impact this will have on the Council's financial position and the use of reserves. As such this is not sustainable indefinitely.
- 5.3 Suspending parking charges has meant that some of the staff who would normally be patrolling in car parks have been able to assist with waste collection, with the remaining staff focussing on on-street restrictions.
- 5.4 The introduction of additional incentives for parking would require signage and some amendment to systems in place, for which there will be a cost. This cost can be covered by existing budget.

6. Consultation

- 6.1 The Leader and the Leader of the Opposition have been consulted on all key decisions relating to parking charges suspensions throughout this emergency.
- 6.2 Regular communication has been in place with other authorities and the British Parking Association to determine what the most appropriate charging process should be at this current time.

7. Community Impact and Corporate Risks

- 7.1 As charges are re-introduced this will need to be carefully communicated and managed. If charges are not introduced the impact on the income budget will continue.

8. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity – Adequate parking charges can assist in reducing congestion within towns and cities.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X

9. Appendices

None.

10. Background Papers

None.

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made. A decision of this nature has been made as set out below:

Decision title	Financial support for the Council's leisure contractor, Sport & Leisure Management Limited
Decision taker	Jane Hotchkiss
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	13 May 2020
Decision details	That in the absence of a Cabinet meeting the following be approved: 1) The leisure contract management fee and capital fees for June be cancelled. The capital fees are to be repaid to the council over the remaining years of the contract. The costs of 3.66fte staff and building costs for June are also covered by the Council. The retained staff are required to complete necessary building checks/maintenance, and provide continued access to Westgate Leisure Centre for keyworker childcare provision. The building costs have been reduced significantly to cover essential contracts and services only. In addition, CDC normally refund Everyone Active on a monthly basis for car parking payments made to their customers who use the parking whilst at the centre. Due to the centre being closed and car parking currently be free, no refunds are being given which results in an approximate saving to the leisure budget of £19.5k during June. The overall impact to the leisure budget for June is a loss of income and costs totaling approximately £67k.
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	Recommendation to be made to the next available Cabinet.

Jane Hotchkiss
Director of Growth and Place
13 May 2020

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Chichester District Council

CABINET

2 June 2020

Vehicle Wash Down Facility at Weshampnett Depot

1. Contacts

Report Author:

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Cabinet Member:

Penny Plant - Cabinet Member for the Environment & Contract Services
Telephone: 01243 575031 E-mail: PPlant@chichester.gov.uk

2. Recommendation

- 2.1 **That Cabinet approve the appointment of Contractor A to supply, erect and commission a new vehicle wash facility at the Westhampnett depot.**

3. Background

- 3.1 At its meeting on 4 June 2019, Cabinet approved an allocation from reserves of £199,400 for a new vehicle wash facility. The preceding item on the agenda at that meeting related to resurfacing the depot yard. Officers were tasked with including environmental enhancements within both project streams so these could be considered by Cabinet prior to award of contracts.
- 3.2 An appraisal of environmental enhancements found that the greatest return on investment would be achieved through the inclusion of vehicle recharging infrastructure and the installation of a storm water harvesting system. This would prepare the council for future vehicle replacement (potentially electric) and a sustainable water source for road sweeping. These enhancements were presented to Cabinet prior to award of the resurfacing contract and have since been installed. Additional enhancements were not sought as part of the vehicle wash down specification due to cost, feasibility and the understanding that such facilities already use sophisticated water capture technology in their processes.

4. Outcomes to be Achieved

- 4.1 Vehicle washing is an essential requirement for the council's fleet management programme. The Project Initiation Document included with the report to Cabinet in June 2019 demonstrated the necessity for a wash down facility and showed payback within four years. It also presented ongoing benefit of approximately £49,000 a year through savings and income generation.
- 4.2 The project specification required that proposals demonstrate the latest environmental benefits in design and operation.

5. Proposal

- 5.1 Following promotion of the opportunity, two submissions were received as part of the tender exercise.
- 5.2 Appraisal of both submissions found the preferred supplier to score highest on both quality and price. Both submissions included information about environmental performance but to different levels. Contractor A is the preferred supplier and further details are included within the Appendix (exempt). The project will be delivered within the agreed budget.
- 5.3 If Cabinet agrees to the appointment of the preferred supplier there is an eight week lead in time followed by a twelve week period on site, which has been factored into the depot refurbishment programme.

6. Alternatives Considered

- 6.1 Failing to install a vehicle wash facility would result in the loss of ongoing cost benefit of £49,000 a year following the payback period (based on savings and income generation).
- 6.2 The proposed wash facility places environmental considerations at the centre of its operation. If the preferred solution is not installed, the opportunity to improve environmental practices at the Council's depot will be missed.

7. Resource and Legal Implications

- 7.1 The design consultant will provide the management of this project. Internal resources will be required for contractual and procurement elements of the project. Contract services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.

8. Consultation

- 8.1 Corporate Health and Safety will be consulted prior and during the works to ensure a safe working environment for the Council's staff and contractors.

9. Community Impact and Corporate Risks

- 9.1 It is anticipated that this project will bring financial and environmental benefit to the council through cost savings, income generation, reduction in carbon emissions and state of the art water capture and recirculation technology.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X

Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other (please specify)		X

11. Appendices

Tender results (exempt)

12. Background Papers

None

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of the Local Government Act 1972.

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