

Public Document Pack

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A meeting of the **Cabinet** will be held in Virtual on **Tuesday 3 November 2020** at **9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair 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 - 6)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 6 October 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 **Allocation of Commuted Sums to Deliver Affordable Housing** (Pages 7 - 9)
The Cabinet is requested to consider the report and make the following recommendations to Council:
 1. The allocation of commuted sums of £100,000 to Stonepillow to enable the acquisition of a property in Chichester to provide move-on accommodation for Rough Sleepers
 2. The allocation of commuted sums of £100,000 to Chichester Greyfriars Housing Association to support the construction of five one bedroom flats at

Royal Close, Chichester.

6 **Determination of the Council Tax Reduction Scheme for 2021-2022** (Pages 11 - 13)

The Cabinet is requested to consider the report and its appendix and make the following recommendation to Council:

That the proposed Council Tax Reduction Scheme for 2021-2022 be approved by Full Council.

7 **Covid Recovery Grants** (Pages 15 - 18)

The Cabinet is requested to consider the report and make the following recommendation to Council:

That the merge of the Community Recovery Grants Fund and Economic Recovery Grants Fund be approved.

8 **Revised Statement of Licensing Policy 2020-2022 - Licensing Act 2003 & Revised Sex Establishment Policy 2020-2025 - Local Government (Miscellaneous Provisions) Act 1982** (Pages 19 - 22)

The Cabinet is requested to consider the report and its appendices and make the following resolution and recommendation to Council:

1. That the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 be approved and referred to Council for consideration on 24 November 2020.
2. That, subject to consideration of any comments referred by Cabinet, the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 is approved for subsequent publication.

OTHER DECISIONS

9 **Covid 19 - Progress Covid 19 Recovery Action Plans** (Pages 23 - 28)

The Cabinet is requested to receive comments from the Overview and Scrutiny Committee and to note and make comments on the progress of the Covid Recovery Plans.

10 **2020-2021 Treasury Management half-yearly update** (Pages 29 - 45)

The Cabinet is requested to consider the treasury activity summarised in this report, taking into account any comments provided by the Corporate Governance and Audit Committee.

11 **CCTV Monitoring Contract** (Pages 47 - 49)

The Cabinet is requested to consider the report and make the following resolution:

That option 2 in Para 6 .2 "To transfer monitoring of the Chichester CCTV service to Sussex Police when the current contract expires 31 March 2021" be approved.

12 **Electric Vehicle Charging Infrastructure** (Pages 51 - 56)

The Cabinet is requested to consider the report and its appendices and make the following resolution:

That having considered the recommendation from the Environment Panel (para 9.2), the Cabinet resolves to not join West Sussex County Council's concession contract for the planning, installation and deployment, service and maintenance of electric vehicle charge points across the county of West Sussex but to monitor usage of the Council's electric vehicle charge points and keep under review whether the Council wishes to join the contract at a future date.

13 **Report of the Pre-application Review** (Pages 57 - 62)

The Cabinet is requested to consider the report and its appendices and make the following resolution:

That the revised Pre Application Advice Charging Scheme with effect from 1 January 2021 be adopted.

14 **Review of Parking Charges** (Pages 63 - 68)

The Cabinet is requested to consider the report and its appendices and make the following resolutions:

1. That the proposal as set out in 5.1 of this report to increase car parking charges, which subject to consultation responses, be implemented from 1 April 2021 for a one year period be approved.
2. That some further minor amendments to the Parking Order to provide further clarification on details relating to the use of the Council's car parks as set out in 3.9 of this report be approved.
3. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2019 and the Road Traffic Act 1984.

15 **Urgent Decision Notice - To approve the Test & Trace Support Payments Discretionary Policy** (Page 69)

The Cabinet is requested to note the Urgent Decision made during the current Pandemic.

16 **Late Items**

- a) Items added to the agenda papers and made available for public inspection.
- b) Items which the Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

17 **Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting.

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.



Minutes of the meeting of the **Cabinet** held Virtually on Tuesday 6 October 2020 at 9.30 am

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

Members Absent

In attendance by invitation

Officers Present Mr S Ballard (Senior Environmental Protection Officer), Mr L Foord (Divisional Manager for Communications, Licensing & Events), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr P Jobson (Taxation Manager), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Mr J Ward (Director of Corporate Services) and Mr T Whitty (Divisional Manager for Development Management)

43 **Chairman's Announcements**

There were no apologies for absence.

44 **Approval of Minutes**

Cllr Plant requested amendment to the end of the first paragraph of minute 9, item 35 to change 'consortium bid for a green homes grant' to 'consortium bid for a Green Homes Grant'.

The amendment was agreed by the Cabinet.

RESOLVED

That the minutes of the meeting held on 8 September 2020 be approved as a correct record subject to the above amendment.

45 **Declarations of Interests**

Cllr Plant raised a prejudicial interest in respect of agenda item 7 as a Chichester District Council appointed reserve to the Chichester Harbour Conservancy. Cllr

Plant withdrew to the virtual waiting room and did not participate in the debate or the vote on this item.

Cllr Moss raised a personal interest in respect of agenda item 7 as a non-Cabinet member but Chichester District Council appointed representative to the Chichester Harbour Conservancy. As Cllr Moss is not a Cabinet member he was invited to provide comment in the capacity to which he declared an interest.

46 **Public Question Time**

There were no public questions.

47 **Public Spaces Protection Order - Dog Control 2020**

Cllr Plant introduced the item.

In response to a request for clarification of exemptions to the Order Mr Ballard explained that some local authorities had included professional dog walkers but that would require an additional evidence base. With regard to the Order and private land Mr Ballard confirmed that the consultation had not covered that scenario.

In a vote the following recommendation was agreed.

RESOLVED

That Cabinet authorises the making of the attached Public Spaces Protection Order - Dog Control 2020 relating to the dog behaviour and geographical areas set out in appendices 1 and 2 to the agenda report.

48 **Council Tax Review of Locally Defined Discounts and Premiums**

Cllr Wilding introduced the item. Mr Jobson added that there are flexible payment options for those who inherit a property whereby the Council Tax Premium can be paid from the proceeds of the sale of the property.

In response to members' questions about the single person discount Mr Jobson explained that the Council Tax base return is required annually, however, reviews of these discounts are conducted on a two year cycle with full analysis in year one and analysis of high risk discounts in year two. He added that there are in the region of 18,000 discounts to review which take a number of months to analyse.

In a vote the following recommendation was agreed.

RESOLVED

That the Council Tax Discounts and Premiums proposed in the appendix to the agenda report be applied for the 2021-2022 financial year.

49 **Chichester Harbour Conservancy (CHC) - Statutory Consultee Status**

As per her declaration of interest Cllr Plant moved to the virtual waiting room for the duration of this item and did not participate in the debate or vote.

Cllr Taylor introduced the item.

Cllr Moss who had made an earlier personal declaration of interest was then invited to make a statement as the Chichester District Council representative on the Chichester Harbour Conservancy. Cllr Moss was in favour of the recommendation.

In a vote the following recommendation was agreed.

RESOLVED

That Cabinet agree that a letter of support be provided to the Chichester Harbour Conservancy in its bid to be awarded Statutory Consultee Status on planning matters.

50 **Events Strategy and Events Policy**

Cllr Briscoe introduced the item and outlined the following amendments:

- On page 1 of the Events Policy move bullet point 'f' to third in the list.
- On page 2 add 'and local residents' to the end of bullet point 'c'.
- On pages 2, 4 and 8 update 'Lifeboat Way' to 'Lifeboat Green'.
- On page 5 replace 'up to four events' with 'up to three events'.
- On page 8 add the following comment at the end of the Site Specifics Section 'Each event will be assessed in line with the Hire of Land Terms and Conditions. For headline and feature events further information regarding travel plans and parking will be considered prior to agreement for hire of land'.
- On page 10 change paragraph 'b' to 'Operating hours for events may be between 9am to 12am (excluding set-up and set-down). Operating hours will be considered on an individual basis depending on type and scale of the event and the location. In exceptional circumstances an extension of these hours may be sought from the licensing authority'.
- On page 11 add the following 'e) The Council will inform local Councillors and resident associations and park user groups of the event programme for each park and will consider their views during the planning stages for each event. Organisers of larger events will be encouraged to liaise directly with these groups to understand any concerns and limit the impact their event might have on local communities'.

Cllr Briscoe then proposed the following amended recommendation which was accepted by the Cabinet:

Cabinet adopts the Events Strategy as set out in appendix one and Events Policy as set out in appendix two incorporating the minor amendments presented today.

Cllr Sutton thanked Cllr Briscoe for his support in the process. He wished to note that the Strategy remains a 'live' document.

Cllr Sutton then outlined his concerns that there is currently a lack of suitable power supply at Priory Park for events. He explained there are two options:

1. A three phased supply which would be sufficient for most events at a cost of £15,000.
2. A larger supply which would need to be brought into the Park via Guildhall Street and would involve the installation of a new sub-station at a cost £120,000.

Cllr Sutton then proposed the following additional recommendation which was accepted by Cabinet:

That Cabinet approves a sum of £15,000 from Capital Reserves to cover the cost of a three phased electricity supply to Priory Park, Chichester.

Cllr Moss explained that Cllr Briscoe had covered the recommendations from Overview & Scrutiny Committee and supported the flexibility and 'live' nature of both documents. Cllr Moss did express his concern as to whether the £15,000 investment from Capital Reserves was sufficient to cover activities such as an ice-rink or would it need more.

Cllr Bell was invited to speak. He explained that he was pleased the procedure was being formalised prior to hire of land being agreed but he raised concerns relating to the site specific table which referred to figures 'up to'. Although he was not expecting the request from Cllr Sutton he supported the proposal and considered it money well spent.

Cllr Oakley was then invited to speak and declared a personal interest as a West Sussex County Council member. He requested clarification on the measurements taken against the level of vehicle movements and provided comment on the following areas:

- Limited parking at the Whyke Oval and Florence Park sites.
- The level of consultation provided to city and town councils.

Cllr Lintill then requested clarification on behalf of another member whether Chichester City Council were included in the consultation.

In response to comments and questions Mrs Peyman explained that the three phased power supply would not be sufficient for an ice rink. With regards to consultation she outlined the process that ward members are informed of proposed events and it is anticipated that they will discuss them with local community groups and parish councils. Mr Foord added that during the Events Strategy consultation period of May 2019 – July 2019 a letter or email was sent to every town and parish council, including Chichester City Council. Mr Foord added that as Chairman of the Safety Advisory Group (SAG) the purpose of the Group is to scrutinise proposed events from a public safety perspective. He explained that membership of the SAG

included a representative of West Sussex County Council Highways who are the recognised lead partner to advise event organisers on traffic management plans and related issues.

In a vote the following recommendations were agreed.

RESOLVED

1. That Cabinet adopts the Events Strategy as set out in appendix one and Events Policy as set out in appendix two incorporating the minor amendments presented today.
2. That Cabinet approves a sum of £15,000 from Capital Reserves to cover the cost of a three phased electricity supply to Priory Park, Chichester.

51 **Late Items**

There were no late items.

52 **Exclusion of the Press and Public**

There was no requirement to exclude the press or public.

The meeting ended at 10.34 am

CHAIRMAN

Date:

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Chichester District Council

THE CABINET

3 November 2020

Allocation of Commuted Sums to Deliver Affordable Housing

1. Contacts

Report Author:

Ivan Western – Housing Delivery Manager
Telephone: 01243521164 E-mail: iwestern@chichester.gov.uk

Cabinet Member:

Alan Sutton - Cabinet Member for Housing and Community Services
Telephone: E-mail: asutton@chichester.gov.uk

2. Cabinet recommendations to Council:

- 2.1. The allocation of commuted sums of £100,000 to Stonepillow to enable the acquisition of a property in Chichester to provide move-on accommodation for Rough Sleepers**
- 2.2. The allocation of commuted sums of £100,000 to Chichester Greyfriars Housing Association to support the construction of five one bedroom flats at Royal Close, Chichester.**

3. Background

- 3.1. The Council's Housing Strategy contains commitments to develop 1,000 new affordable homes for local people by 2025 and to reduce the incidence of rough sleeping. The two schemes put forward here support these objectives.
- 3.2. The proposed grants would come from 'commuted sums' which have been paid by private developers. The Council negotiates the payment of a financial contribution from a developer in lieu of providing affordable housing as part of a new development scheme. This is either in circumstances where the provision of affordable housing on a specific site might be undesirable or impractical or where the calculation of the affordable housing results in a fraction of a unit.
- 3.3. The property StonePillow wish to acquire is currently leased to Stonepillow by a private owner who now wishes to sell the property for family reasons. The house is in generally good order and has been offered to Stonepillow at what is considered to be a fair market price. The property plays a valuable role within Stonepillow's portfolio and provides long term options within Stonepillow's accommodation pathway. It is envisaged that, subject to contract, the purchase of the property could proceed this year.

- 3.4. The Council previously agreed to provide a grant of £160,000 to Chichester Greyfriars at Royal Close in March this year. This is being used to support the provision of 8 flats which are now in construction and should be completed early next year. Under Phase 2 of this scheme the Association is seeking an additional £100,000 to provide 5 additional flats. The total cost of Phase 2 of the scheme is estimated to be £895,000. Greyfriars already have a grant allocation of £350,000 from Homes England and will contribute £445,000 from their own reserves. The additional grant of £100,000 from the Council will help the Association to make the new homes available at social rents which are expected to be around £460 pcm. This will make the new homes far more affordable for residents living on low incomes.

4. Outcomes to be Achieved

- 4.1. Stonepillow's acquisition of the property in Chichester will ensure the long term availability of a three bedroom house capable of providing settled accommodation for three single adults who have experienced homelessness.
- 4.2. Chichester Greyfriars' scheme will provide five new flats for older people at social rents. These flats will be allocated to local people via the Council's Homemove Scheme.

5. Proposals

- 5.1. It is proposed that the Council should provide grants to:
- Stonepillow to acquire a three bedroom home for use as move on accommodation at affordable rents
 - Chichester Greyfriars Housing Association to provide 5 new flats for older people as part of their Royal Close scheme.

6. Alternatives Considered

- 6.1. Stonepillow had applied for government funding for the purchase of the property concerned as part of the *Next Steps* programme earlier this year. Although most elements this bid were successful - notably an allocation of £300,000 towards the development of additional accommodation and services at the Stonepillow Lodge – the grant requested for this purchase was not forthcoming. Hence the recommendation for it to be included within this grant allocation. If Stonepillow is unable to secure the purchase of the house it will be sold with vacant possession with the resultant loss of three bed spaces of move-on accommodation for rough sleepers.
- 6.2. Ideally Chichester Greyfriars would have liked to secure a higher level of grant per unit than the £20,000 being proposed here. Officers nevertheless consider that this level of support is reasonable, given the Association's capacity to draw on its own reserves.

7. Resource and Legal Implications

- 7.1. The funds being recommended have been expressly paid to the Council for the purposes of providing affordable housing and must be spent within specified periods.

7.2. No funding will be provided until schemes have been completed.

8. Consultation

8.1. No consultation has taken place regarding the Stonepillow proposal as this scheme is already in operation.

8.2. The Greyfriars' scheme was the subject of consultation with residents and ward councillors who are supportive of the scheme.

9. Community Impact and Corporate Risks

9.1. Both schemes support the Council's strategy to deliver more affordable housing and eliminate rough sleeping.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder	Yes	
Climate Change and Biodiversity.		No
Human Rights and Equality Impact		No
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing	Yes	
Other (please specify)		

11. Appendices

None

12. Background Papers

None

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Chichester District Council

THE CABINET

3 November 2020

Determination of the Council Tax Reduction Scheme for 2021-2022

1. Contacts

Report Author:

Marlene Rogers, Benefits and Systems Support Manager
Tel: 01243 534644 E-mail: mrogers@chichester.gov.uk

Cabinet Member:

Cllr Peter Wilding, Cabinet Member for Finance, Corporate Services, Revenues, Benefits and Customer Services
Tel: 01428 642464 E-mail: pwilding@chichester.gov.uk

2. Recommendation

2.1. That Cabinet recommend that the proposed Council Tax Reduction Scheme for 2021-2022 be approved by Full Council.

3. Background

- 3.1. The Welfare Reform Act and Local Government Finance Acts of 2012 abolished the national council tax benefit (CTB) scheme and put in place from 1 April 2013 a framework for local authorities to create their own local council tax reduction (CTR) schemes.
- 3.2. The Government has laid down the process by which a local council tax reduction scheme should be put in place and renewed each year. In accordance with that process officers have published a draft scheme. This scheme must be approved by the Council before 11 March 2021 or the previous year's scheme will continue to have effect.
- 3.3. The cost of CTR is by way of deduction from the tax base, which has to be set by the December Cabinet. Although the legislation permits the CTR scheme to be approved by 11 March 2021 it really needs to be considered and agreed before tax base can be set.
- 3.4. The cost of the scheme is shared between all precepting authorities. This Council's share is approximately 9% of the total scheme cost, with the rest being funded by Sussex Police, West Sussex County Council and the Parish Councils.

4. Outcomes Achieved

- 4.1. The delivery of a scheme that is cost effective to administer while supporting those in the community that require financial assistance in the form of a reduction in their council tax.
- 4.2. As in previous years the schemes performance will be monitored in year with a view to informing the succeeding year's scheme.

5. Proposal

- 5.1. The proposed CTR scheme for 2021-2022 is unchanged from last year's scheme with the exception of uprating of standard figures as described below.
 - Any changes that have occurred in Housing Benefit will also be transferred across to the 2021-2022 scheme, including uprated premiums, living allowances and non-dependant deductions (for non-Universal Credit claimants) supplied by the Department for Work and Pensions that will be published later in the financial year.
- 5.2. The bandings for the Universal Credit (UC) banded scheme were increased in response to the changes in UC introduced as a result of the Coronavirus pandemic. For the 2021-22 CTR scheme these have been changed back to their previous level. If the Government decides to extend the changes in UC beyond 1 April 2021 these bandings will need to be changed to reflect this.

6. Alternatives Considered

- 6.1. Officers have considered whether any changes to the scheme are required from an administrative perspective and consulted the Cabinet Member & Director of Housing and Communities to establish whether any changes were required in terms of support levels. All parties agreed that no changes were required.

7. Resource and legal implications

- 7.1. The predicted spend on CTR when tax base was set in December 2019 for 2020-2021 was £7,343,176.87. The 2020-21 cost based on expenditure to date is currently £7,779,158.22 (as at the end of August 2020). This compares with £6,981,741.68 actual CTR expenditure for 2019-20, against a tax base estimate of £7,521,224.02.
- 7.2. CTR expenditure for 2020-21 has increased significantly as a result of the Coronavirus pandemic. The expenditure to date of £7,779,158.22 is £435,981.35 in excess of the tax base estimate. Of this increase Chichester District Council would be responsible for around 12% (9% for our share of the taxbase plus approximately 3% in respect of Parish Councils) or £52,317.76, the rest being borne by the major preceptor authorities (WSCC & Sussex Police).
- 7.3. In April the Council received £699,209 to support working age recipients of CTR impacted by COVID-19. As of the end of August £216,098.34 of this funding had been spent. The total spend against allocation is being regularly monitored to ensure that the full fund has been fully spent by 31 March 2021 to ensure that residents receive all the support they can where due. An alternative considered is whether to use this fund to offset the additional cost to the Council (para 7.2), however, this would reduce the amount available to help financially vulnerable households in the district.
- 7.4. Future CTR expenditure is difficult to predict, however with the economic downturn as a consequence of Coronavirus it is predicted that CTR expenditure will continue to rise and stay at higher levels into 2021 to 2022. The change to the furlough scheme may soften this impact however other factors such as a no deal Brexit could also impact on CTR caseload and expenditure. Assumptions take into account all of the above known factors.

8. Consultation

- 8.1. As no changes to the design of the scheme have been made Officers decided in consultation with Directors of Corporate Services and Housing & Communities that formal consultation was not required. This approach is supported by advice issued by Ministry of Housing Communities and Local Government (MHCLG).

9. Community Impact and Corporate Risks

- 9.1. The corporate risk to the authority is setting a CTR scheme which is unaffordable. This risk is reduced by setting a scheme which is broadly in line with the existing one so expenditure can be predicted. Should there be a sustained downturn in the economy there is a risk that the scheme will cost more than estimated.
- 9.2. The community impact is reduced by keeping the calculation of entitlement as close to the previous CTB scheme as possible.

10. Other Implications

	Yes	No
Crime & Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact		No
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No

11. Appendices

- 11.1 Draft Council Tax Reduction Scheme 2021 - 2022

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Chichester District Council

CABINET

3 November 2020

Covid Recovery Grants

1. Contacts

Report Author:

David Hyland – Community Engagement Manager
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Melanie Burgoyne – Economic Development Manager
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Cabinet Member:

Roy Briscoe - Cabinet Member for Community Services and Culture
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Tony Dignum – Cabinet Member for Growth, Place and Regeneration
Telephone: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Executive Summary

3. Recommendation

- 3.1** That Cabinet recommend that the merging of the Community Recovery Grants Fund and Economic Recovery Grants Fund be approved by Full Council

4. Background

4.1 At the meeting of 21 July 2020, Full Council received the Covid Recovery Report and as one of the outcomes, approved the creation of a Community Recovery Grants Fund of £250,000 and an Economic Recovery Grants Fund of £250,000. Delegated powers were granted to the Director of Housing & Communities and the Director of Growth & Place to approve criteria for the grants.

4.2 Following discussion with the Grants and Concessions Panel, a formal Grants Scheme (Appendix 1) for the two pots was devised and approved by the Directors in consultation with the Cabinet Member for Communities and the Cabinet Member for Growth, Place and Regeneration. The scheme was advertised from Friday 14 August 2020, and was open for online applications from 20 August 2020. For each fund, small and large grants were offered:

- Small grants up to £1000 which could include retrospective costs incurred in keeping people safe during lockdown. To enable quick decision making, approval delegated to officers.

- Large grants up to £5000 for projects being progressed in recovery (maximum award 50% of project costs). Officer recommendations to be made by officers to Chairman of the Grants and Concessions Panel, following email consultation with the Panel members.

4.3 In anticipation that there would be significant demand, the scheme was initially offered for four weeks to 18 September 2020. While there was a high level of interest, the funding has not been exhausted, and at the closing date the total value of bids received was as follows:

4.4

Pot	Allocation	Total applications (number)	Total applications (value)
Small Community Grants	£100,000	32	£25,250*
Small Business Grants	£100,000	57	£43,386.36**
Large Community Grants	£150,000	13	£42,081
Large Business Grants	£150,000	38	£120,591.80

Please note this is the value of applications to 18 Sept 2020 and not the value of approved grants, or monies paid to applicants.

4.5 Updates have been provided to both the Grants and Concessions Panel and the Housing and Community Recovery Group, and on the basis that funds remain available, an extension to 23rd October 2020 was recommended, and subsequently endorsed by the Director of Housing & Communities, and the Director of Growth & Place in consultation with the respective Portfolio Holders.

4.6 At the date of writing, the level of application following the extension has significantly reduced. Up to date information relating to the level of application will be verbally reported to Cabinet at the meeting. The extension coincided with the Government's clarifications about social distancing measures and reduced opening hours for some businesses, and applicants on both sides have needed to reflect on what is appropriate going forward.

5. Outcomes to be Achieved

5.1 The Grants were proposed as one of a series of measures in the Council's Recovery Action Plan, which was to be short term and focussed, with targeted interventions that is agile and helps support communities, businesses and the Council's Services recover from the impact of C19.

5.2 In developing the Covid recovery Grants Scheme (Appendix 1) the scheme outlined key principles which were tested through the application process: Financial probity, Timeliness, Benefit, Value for Money, and Environmental Impact.

6. Proposal

6.1 In anticipation that the funds identified for Community and Economic Recovery remain underspent, Grants and Concessions Panel requested an update report to their meeting of 21 October 2020 and have made the above recommendation. In the interim, aligned changes to the existing scheme will be recommended to the Directors and respective Cabinet Members for immediate implementation.

7. Alternatives Considered

7.1 Following initial conversations with the September meeting of the Grants and Concessions Panel and the subsequent meeting of the Housing and Communities Recovery Group, the Panel are expected to be considering:

- A further extension of time. While they were typically interpreted as further restrictions, the Government guidance of 22 September 2020 sets out the safe parameters in which group organisations and businesses can operate for the next 6 months, and as time passes there may be a growth in confidence to resume activities, but require funding to support.
- Scheme redesign. The initial focus on recovery has been challenged by the announcements above, and it may be appropriate to reconsider the most pressing needs for support to the respective sectors at this time.
- In combination with the above, it may be appropriate to divert monies from one scheme to the other. While neither scheme is overbid at this time, the level of applications from businesses is higher (particularly on the large grants side) and hasn't diminished to the same level experienced on the community side.
- Deferral. As above it may be that unspent funds should be reserved for more focussed recovery activity in 2021, when the regional and national context is better understood.
- Return. The funds have created by reducing the sum allocated for the New Homes Bonus (Parish Allocations) Scheme, and the balance of funds could be returned for its former purpose, or for reallocation to other areas of the Council's Recovery Action Plan.

8. Resource and Legal Implications

8.1 The Covid Recovery Grants have been administered within a previously allocated budget and utilising existing staff time, and all of the above options are anticipated to be achievable with existing resource.

9. Consultation

9.1 While the focus on a high volume of applications hasn't facilitated much discussion with groups or businesses not applying, some feedback has suggested possible reasons for not applying to the fund:

- The perception of complexity/bureaucracy. Recognising the unprecedented circumstances, the Covid Recovery Grants applications have been facilitated on line and the number of questions significantly reduced. Applicants have been complimentary of the processing of small grants particularly, but the very fact that the Council has had to devise a scheme and indicate who is and isn't eligible may be putting people off.
- Time. Businesses and Community Groups alike are often reliant on one person who has the knowledge and decision making to make grant applications, and in current circumstances it may well be prioritising keeping a business or group running over finding the time to make an application.
- In respect of larger grants, the need to find match funding has been a concern.

9.2 The options are to be discussed further by the Grants and Concessions Panel and their recommendations will be reported to the Cabinet meeting.

10. Community Impact and Corporate Risks

10.1 The future remains uncertain and the full impact of C19 on our community, businesses and the Council will not be known for some time. It is hoped that the level of C19 within the District stays low, but social distancing measures are affecting the community and local businesses' productivity, and local or national lockdowns may still be required. Whatever decisions are made, the Council should remain flexible and adaptable to this changing context.

11. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		
Biodiversity and Climate Change Mitigation Positive - Applications are currently required to comment on their environmental impact and it is hoped that this will result in better outcomes, The scheme is particularly encouraging of the local supply chain		
Human Rights and Equality Impact – In focussing on keeping people safe, the scheme aims to have positive impacts.		
Safeguarding and Early Help – where projects relate specifically to young people or adults as defined by the Care Act, funded bodies are required to confirm their safeguarding arrangements.		
General Data Protection Regulations (GDPR) Current application processes have due regard to GDPR in the collection of data, storage, and consent from the applicant.		
Health and Wellbeing – as above, the focus on keeping people safe, the scheme aims to have positive impacts.		
Other (please specify)		

12. Appendices

12.1 Covid -19 Recovery Grant Scheme outline

13. Background Papers

None

Chichester District Council

Cabinet

3rd November 2020

Council

24th November 2020

**Revised Statement of Licensing Policy 2020-2022 – Licensing Act 2003
&
Revised Sex Establishment Policy 2020-2025 – Local Government
(Miscellaneous Provisions) Act 1982**

1. Contacts

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Cabinet Member:

Alan Sutton – Cabinet Member for Housing, Communications, Licensing and Events
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2. Recommendation to Cabinet

- 2.1 That the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 be approved and referred to Council for consideration on 24th November 2020.**

Recommendation to Council

- 2.2 That, subject to consideration of any comments referred by Cabinet, the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 is approved for subsequent publication.**

3. Background

- 3.1** As the local Licensing Authority, Chichester District Council is required under the Licensing Act 2003 (the 'Act') to publish a Statement of Policy with respect to the exercise of its various functions in relation to alcohol and entertainment licensing. The current policy is due to expire on the 6th January 2021. In addition, under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Police and Crime Act 2009, the council has previously adopted a local Sex Establishment

Policy in respect of the licensing of sexual entertainment venues, sex shops and sex cinemas. Again this policy is due to expire on the 16th May 2021.

- 3.2 Nationally there is a great deal of uncertainty surrounding renewing such licensing policies at the current time. The Covid-19 global pandemic has substantially changed everything within the hospitality sector and particularly the late night economy. The future is very uncertain for many licensed businesses and many have had to repeatedly adapt their business models in order to not only make their business commercially viable, but to adhere to the ever changing guidelines/legal requirements so as to minimise the risk of infection.
- 3.3 Ordinarily when undertaking a policy review we undertake a minimum of six week public consultation exercise. This includes consulting with the trade and key partners. Various reports are subsequently presented to the Alcohol and Entertainment Licensing Committee or General Licensing Committee, Cabinet and ultimately Council seeking eventual approval.
- 3.4 However, the Local Government Association (the 'LGA') published a document titled *'Approaches to managing licensing and related issues during the COVID-19 pandemic – Advice for Licensing Authorities'* dated 17th April 2020. Within this publication it states that *'Councils may want to consider with members whether it would be pragmatic to delay their consultations given the current challenges in effectively engaging with the local trade and residents. The LGA has flagged to the Home Office that this should be acceptable, assuming work is progressed once some level of normality has returned.'* Officers are entirely supportive of this approach as they firmly believe that given the unprecedented nature of the current situation, that we should focus our resources on supporting licensees so as to assist them in operating their businesses in a safe and legal way and helping them to make their businesses sustainable for the future.
- 3.5 Since the LGA's publication in April, Westminster City Council and a number of other large Licensing Authorities have written a joint letter to the Home Office and key Government Ministers seeking a further extension for between 18 months to two years before a Licensing Authority has to determine and publish any statutory policies. The outcome of this action is currently undetermined.
- 3.6 Rather than simply readopt our existing policies as currently written, officers have taken the opportunity to review the contents of both our existing Statement of Policy and Sex Establishment Policy. General housekeeping to both documents has been undertaken so as to ensure that there is nothing within either document that is now out of date and therefore incorrect. No substantive changes in terms of policy changes or requirements have been made to either. Both of the revised policies are shown at Appendix A and B.
- 3.7 With regard to the Statement of Policy under the Licensing Act 2003, given that this policy affects and applies to so many current operators, the intention is to approve the revised policy until the end of the 31st January 2022 (this being one year from the expected expiry of our current policy). However, with regard to the Sex Establishment Policy, there are no current premises licensed within the Chichester district nor have any enquiries been received. Therefore it is believed that it is appropriate to approve this policy for a period of 5 years i.e. until the end of the 23rd November 2025. Clearly we would keep both policies under review.

4. Outcomes to be Achieved

- 4.1 We are under a legal duty to have in place a Statement of Licensing Policy under the Licensing Act 2003 and have previously determined to have a local policy in respect of Sex Establishment Policy although this is not legally required. The policies set out very clearly to applicants, licence holders and other interested parties what the legal and Council expectations are in respect of these licensing functions.

5. Proposal

- 5.1 If the revised policies are both approved, they would be immediately published in order to assist in the consideration and determination of applications and associated licensing matters.

6. Alternatives Considered

- 6.1 No alternatives have been considered as the Council is under a statutory obligation to have in place these policies.

7. Resource and Legal Implications

- 7.1 There are no resource or legal implications associated with this report.

8. Consultation

- 8.1 As outlined previously in this report, given the current unique situation there is no intention to consult on the either revised policy on this occasion.

9. Community Impact and Corporate Risks

- 9.1 There are no community impact and/or corporate risks raised by this report.

10. Other Implications

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

11. Appendices

- 11.1 Appendix A - Revised Statement of Licensing Policy 2020-2022.
Appendix B - Revised Sex Establishment Policy 2020-2025.

12. Background Papers

- 12.1 Local Government Association publication titled '*Approaches to managing licensing and related issues during the COVID-19 pandemic – Advice for Licensing Authorities - 17th April 2020.*'

Home Office publication titled '*Revised Guidance issued under section 182 of the Licensing Act 2003 - April 2018.*'

Home Office publication titled '*Sexual Entertainment Venues Home Office Guidance for England and Wales - March 2010.*'

Chichester District Council

Cabinet 3 November 2020

Covid 19 – Progress Covid 19 Recovery Action Plans

1. Contacts

Report Author

Diane Shepherd, Chief Executive email: dshepherd@chichester.gov.uk

Cabinet Member

Eileen Lintill, Leader of the Council, elintill@chichester.gov.uk

2. Executive Summary

This Report provides an update on the latest financial position and sets out progress on the Covid 19 Recovery Action Plans, the Efficiency Review and Service Framework Review.

3. Recommendations

3.1 To receive comments from the Overview and Scrutiny Committee.

3.2 To note and make comments on the progress of the Covid Recovery Plans.

4. Background

4.1 In June 2020 the Overview and Scrutiny Committee recommended to Cabinet that it should support the four thematic recovery plans:

- Community and Housing;
- Economic;
- Planning, Health and Environmental Protection; and
- Organisational.

It also endorsed the Future Services Framework and the governance arrangements, and it requested that progress on these be reported to the Committee every 3 months. Cabinet subsequently approved these plans at its meeting in July 2020.

Financial Update

4.2 In July 2020 Corporate Governance and Audit Committee were advised that the 2020-21 budget was likely to be in deficit by more than £8m, and a residual deficit of £2m per annum was likely by the end of the 5 year financial planning period (2025-26). If not addressed this would have resulted in the use of a total of £24m of reserves over the period 2020-21 to 2025-26.

4.3 Over recent months, and following relaxation of lockdown measures, the Council's income streams had gradually started to improve. In addition, the Government

announced a support package for councils who were suffering significant reductions in their income from sales, fees and charges. The current forecasts, taking into account the new government support package indicates that the current year's deficit is likely to be in the region of £3.2m and a total draw against reserves of £14m if the medium term deficit is not addressed.

- 4.4 Officers have embarked on an efficiency review as agreed by Cabinet. Early indications are promising and it is likely that the majority of the funding gap can be eliminated via this route, with the draw against reserves being reduced to just £6m over the 5 year planning period.

Recovery Groups

- 4.5 As part of the approved Governance arrangements the following four recovery groups have been established to have oversight of the delivery of the recovery action plans:

Housing and Community Recovery Group

- Cabinet Members: Cllrs Roy Briscoe and Alan Sutton
- Supporting Members: Cllrs Tracie Bangert, Kevin Hughes, Henry Potter and Norma Graves
- Lead Director: Mrs Louise Rudziak

Economic Recovery Group

- Cabinet Members: Cllrs Tony Dignum and Alan Sutton
- Supporting Members: Cllrs Heather Barrie, Gordon McAra, Graeme Barrett and Richard Plowman
- Lead Director: Mrs Jane Hotchkiss

Planning, Health and Environmental Protection Recovery Group

- Cabinet Members: Cllrs Susan Taylor and Penny Plant
- Supporting Members: Cllrs Carol Purnell, Simon Oakley, Jonathan Brown and Sarah Sharpe
- Lead Director: Mr Andrew Frost

Organisational Recovery Group

- Cabinet Member: Cllr Peter Wilding
- Supporting Members: Cllrs Timothy Johnson and Chris Page
- Lead Director: Mr John Ward

- 4.6 The Leader, Chief Executive and the Director of Corporate Services provide oversight of the four groups, monitor progress and co-ordinate resources.

Progress to Date

- 4.7 Progress on the action plans is detailed in appendices 1-4. Some milestones have been amended to reflect additional work undertaken. Below is a summary of the key achievements to date, new work that has been added since the plans were approved and any significant changes to key milestones.

Housing and Community (Appendix 1)

Key Achievements:

- £37m in Business Rate grants paid out to support businesses
- £237k paid out in the first 6 months of this financial year through Hardship Fund payments to support individuals with their Council Tax who have been financially affected due to Covid-19
- Successful joint bid with Stone Pillow to the Next Steps fund to support Rough Sleepers both in the short and longer term
- Set up a £250k Community Recovery Grant fund

New Work

- Set up the administration of the new Government Test and Trace support payments system to give financial support to people on low income who are required to self isolate. Set up was completed before the required deadline.
- Local Restriction Grant for businesses in the event of the local lockdown.

Changes to key Milestones

- Amendments to the Homelessness Prevention Fund were intended to go to November 2020 Cabinet but have been delayed until December 2020 Cabinet to ensure the fund criteria dovetails with our Discretionary Housing Fund.

Economic (Appendix 2)

Key Achievements

- The design for the St James Industrial Estate refurbishment and redevelopment has been submitted for planning and the specification for the works has been completed and is out to tender.
- The occupancy levels at the Enterprise Centre are currently the highest they have achieved with 100% of the workshops occupied and 85% of the office space let. The operator is receiving enquiries from a number of London based firms regarding relocation.
- The joint marketing for the Ravenna Point industrial units has now ceased as all of the units are currently under offer.
- The Economic Development team have been successful in securing further pooled business rates funding, £80,000, to support the high street with a new training and support for the independent retailers. The new programme will be launched in February following the procurement of a trainer provider. The current online training will continue to be offered during October and November to assist in making the most of any opportunities in the pre – Christmas period linked to the Christmas campaign to support local, shop local.
- The service level agreement for Visit Chichester has been produced and Visit Chichester is getting ready to launch their new brand in Mid-November, they have delayed the launch of their new website to coordinate with this.

- The museum opened to the public on the 28 July 2020 with a number of Covid –19 safety measures and so far this financial year has secured £40,000 of grants.
- The service has set up a £250k Economic Recovery grant and has started to distribute the funding.

Changes to key Milestones

- Visit Chichester have delayed the launch of their new website to link with the launch of their new brand, The Great Sussex Way, target date was September 2020 now November 2020
- An additional update report and risk register for the Southern Gateway project was presented and discussed at Cabinet 8th September 2020.

Planning, Health and Environmental Protection (Appendix 3)

Key Achievements

- In relation to actions to support development viability and hence support economic recovery, officers have implemented changes to the CIL Regulations and have updated our CIL guidance and processes, including the website, to allow for increased flexibility and phasing for small and medium sized developers to make CIL payments due.
- In relation to making the planning process more responsive and effective; officers have completed the review of our local validation list, which was agreed by the Planning Committee at its September 2020 meeting. Officers have also completed an initial review of the Pre Planning Application Advice scheme which was discussed with the Recovery Group on 12 October 2020. Both the Climate Change Action Plan and Local Cycling and Walking Infrastructure Plans are currently the subject of public consultation following its approval by Cabinet.

Additional Work

- The Health Protection team is heavily involved in Covid activities which have significantly increased workloads.

Changes to key Milestones

- A number of milestones have been added or adjusted mainly to show the scope of individual actions and detailed work undertaken on them.

Organisational (Appendix 4)

Key Achievements

- Efficiency review nearing completion with significant savings being identified, including additional income.
- Priorities for channel shift have been agreed
- On-going ICT support has enabled us to switch back to WFH seamlessly.

Changes to key Milestones

- Milestones for East Pallant House review has been delayed to next year due to current restrictions, and the fact that this particular work stream is not urgent, but will be developed during 2021.
- Consideration of centralisation of administrative functions to be revisited after efficiency review actions completed.

Efficiency Review and Future Services Framework

- 4.8 The efficiency review is underway and the Divisional Managers have put forward a range of efficiency savings, income generation and policy options, which are currently being assessed by SLT. The majority of suggestions will not require Cabinet or Council decisions as these can be made under officer delegations. However, where there is a change to Council policy or the decision does not accord with the Council's Financial Strategy then the proposal will require Cabinet or Council approval. A report setting out the proposed efficiencies will be presented to OSC in November before being considered by Cabinet in December.
- 4.9 Due to the good progress being made it is expected that most if not all of the predicted budget deficit will be covered by these efficiency/income generating ideas meaning that the Council should be able to continue to protect its front line services.
- 4.10 The final stage of the post recovery process is the Future Service Framework which is intended to be a mechanism for prioritising the Council's non-statutory services. Work on this framework is in the early stages as officers are occupied on concluding the efficiency review and further updates will be provided in the next quarterly report to OSC and Cabinet.

5. Outcomes to be Achieved

- 5.1 A short term focussed recovery action plan, with targeted interventions, that is agile and helps supports communities, businesses and the Council's services recover from the impact of C19.
- 5.2 A new Future Service Framework template to establish priority services to be delivered in the future, and return the Council's finances to having a balanced budget over the medium term.

6. Proposal

- 6.1 That the Committee discuss the progress to date on the recovery plans, as set out in appendices 1-4, and make any comments on progress to Cabinet.

7. Alternatives Considered

- 7.1 This is a progress report so not relevant for this report.

8. Resource and Legal Implications

- 8.1 An update on the latest financial position is set out in section 4.

9. Consultation

9.1 Recovery Groups, Overview and Scrutiny Committee and Cabinet.

10. Community Impact and Corporate Risks

10.1 The future remains very uncertain and this uncertainty has increased in recent weeks as Covid 19 cases continue to increase. The Council recently has acquired a number of new responsibilities where officers have had to react quickly to ensure that they are in place by the required timescales. It is important that the Council continues to remain flexible to adapt to these very challenging time. The Chief Executive leads an Emergency Management Team, which continues to plan for Covid, Brexit and other winter pressures to ensure resources are reallocated as and when required so that key services are delivered to the community.

11. Other Implications

There is likely to be a number of implications arising from the proposed actions in the Recovery Plan. Each action will be assessed individually and where necessary mitigations will be put in place.

12. Appendices

Appendix 1 Housing and Communities Recovery Action Plan

Appendix 2 Economic Recovery Action Plan

Appendix 3 Planning, Health and Environmental Protection Action Recovery Plan

Appendix 4 Organisational Recovery Action Plan

13. Background Papers

None

Chichester District Council

The Cabinet

3 November 2020

2020-2021 Treasury Management half-yearly update

1. Contacts

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Cabinet Member:

Peter Wilding - Cabinet Member for Finance, Corporate Services and Revenues and Benefits
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2. Recommendation

2.1 The Cabinet is requested to consider the treasury activity summarised in this report, taking into account any comments provided by the Corporate Governance and Audit Committee.

3. Overall position

3.1 The Authority’s treasury management strategy for 2020/21 was approved by Council on 3 March 2020. The Authority continues to invest substantial sums of money in line with this policy and to aid the ongoing monitoring and control of risk this report summarises this activity for the 6 months to 30 September 2020.

3.2 The position at the end of the reporting period is shown in Tables 1 and 2, below.

Table 1: Treasury Management Summary

Investments £000	Balance 31/03/2020	Movement	Balance w/e 25/9/2020
Short term Investments	35,000	(6,000)	29,000
Money Market Funds	6,050	10,550	16,600
Total liquid investments	41,050	4,550	45,600
Long term Investments	-		
Pooled Funds – External	24,000	-	24,000
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
Total investments	75,050	4,550	79,600

Note: the figures in the table above exclude any movements in Fair value.

Table 2: Gains and losses from external pooled funds (£000) – 30 September 2020

Fund	Type of fund	Invested £000	Capital gain (loss)	6.10.20 Market Value	Income 20-21 £k (cash)	Return (annual eq %)
Local Authority Property Fund	Property	10,000	(880)	9,120	227.0	4.54
Ninety-One Diversified Income Fund	Multi Asset	5,000	(246)	4,754	99.1	3.96
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650	31	2,681	46.5	3.27
Aegon Diversified Income (previously Kames)	Multi Asset	5,000	(576)	4,424	108.1	5.18
M&G Strategic Corporate Bond fund	Bonds	4,000	(34)	3,966	64.9	3.24
Schroder Income Maximiser	Equity	5,000	(1,565)	3,435	153.4	6.13
Columbia Threadneedle – short dated bond fund	Bonds	2,350	5	2,355	19.1	1.95
Totals		34,000	(3,265)	30,735	718.10	

4. Economic headlines

- 4.1 The council's external pooled fund investments continue to be subject to significant carried losses, almost entirely due to the global market reaction to the COVID-19 pandemic. With the continuation of the pandemic, the FTSE 100 index was making a tentative recovery between late March 2020 and early June 2020. Since then the FSTE 100 index had plateaued towards the end of July, before once again making a tentative downward trend towards the end of September.
- 4.2 There continues to remain much uncertainty around the extent of the losses banks and building societies will suffer due to the impact from the coronavirus pandemic and for the UK institutions on the council's approved lending list there is the added complication of the end of the Brexit transition period on 31st December and what a trade deal may or may not look like. The institutions on Arlingclose's counterparty list and recommended duration remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.
- 4.3 Continued downward pressure on short-dated cash rate brought net returns on sterling low volatility net asset value money market funds (LVNAV MMFs) close to zero even after some managers have temporarily lowered their fees. At this stage net negative returns are not the central case of most MMF managers over the short-term, and fee waivers should maintain positive net yields, but the possibility cannot be ruled out.
- 4.4 Taking these factors together, the Council's Treasury activity has focussed on lending to Local Authorities for fixed terms ranging from three to six months and on maintaining adequate liquidity via Money Market deposits.

5. Other Non-Treasury Holdings and Activity

- 5.1 Although not classed as treasury management activity, the 2017 CIPFA Code now requires the Authority to report on investments held for policy reasons outside of normal treasury management.
- 5.2 The Authority continues to hold approximately £13.6m of investments in directly owned property, unchanged from the value established at 31 March 2020
- 5.3 Further information on the performance of the Council's non-treasury investments is contained in appendix D.

6. Compliance Report

- 6.1 How Treasury activities complied with the council's main 2020-21 Treasury limits is disclosed at appendix C. There are no exceptions for the reporting period.

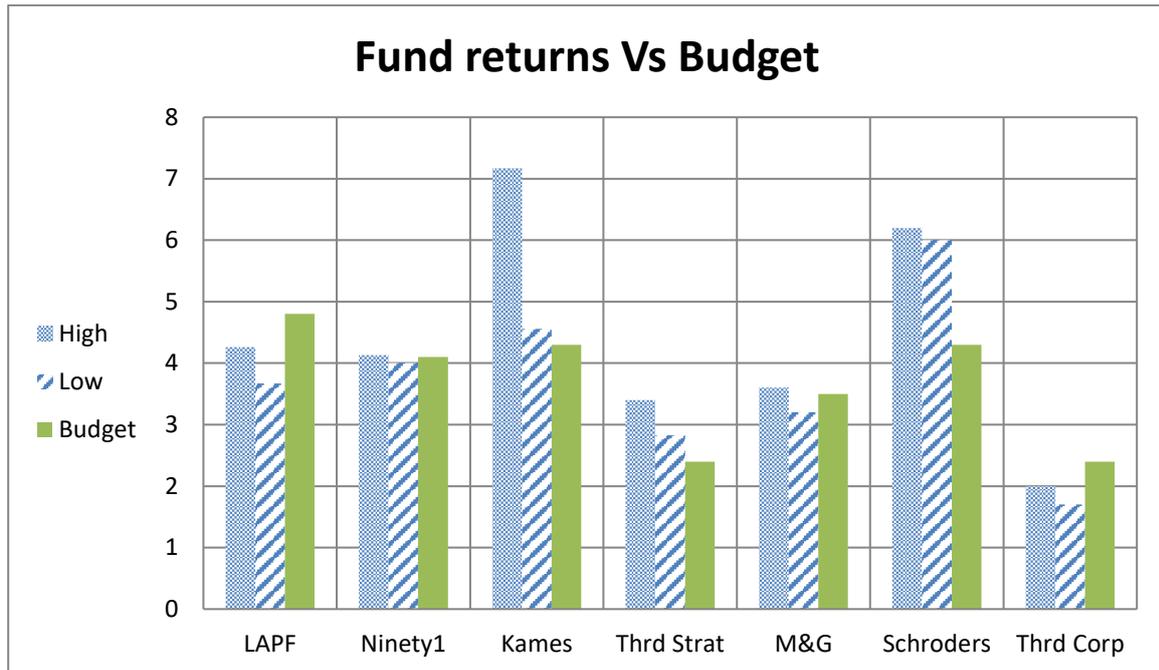
7. Other Developments

- 7.1 This section updates the Cabinet on relevant developments since the last report in earlier this year.

Estimates for income 2020/21

- 7.2 The corporate world is still adjusting to the economic shock of COVID-19, with probably more to come, and it is still too early to tell which companies will withstand the economic damage in the short- to medium-term or which will choose to conserve cash in very difficult economic conditions simply to survive.
- 7.3 Investment income in the Authority's 2020/21 budget was set against a very different economic backdrop. Bank Rate, which was 0.75% in January/February 2020, now stands at 0.1%. Interest earned from short-dated money market investments will be significantly lower.
- 7.4 In relation to income from the Authority's externally managed strategic funds, dividends and income distributions will ultimately depend on many factors including but not limited to the duration of COVID-19 and the extent of its economic impact, the fund's sectoral asset allocation, securities held/bought/sold and, in the case of equities, the enforced or voluntary dividend cuts or deferral.
- 7.5 As reported to Cabinet in September this may reduce our forecast income from external investments in 2020-21. At present income remains relatively healthy, as shown below, however this could be due to timing lag between the announcement and payment of dividends by both companies and then the external funds themselves. We could see a more pronounced impact on returns from quarter 3 onwards

Chart 1: High/Low dividend payments by fund received in 2020-21.



Negative Interest rates

- 7.6 Expectations for negative rates received a boost following the publication of the minutes of the September monetary policy committee meeting. While Arlingclose's central case for Bank Rate is no change from the current level of 0.1%, further cuts to Bank Rate to zero or even into negative territory cannot be completely ruled out.
- 7.7 The possibility of negative interest rates is explicitly addressed in the council's 2020-21 treasury strategy. If the Bank of England sets its Bank Rate at or below zero, this is likely to feed through to negative interest rates on all low risk, short-term investment options. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

8. Alternatives Considered

- 8.1 None

9. Resource and Legal Implications

- 9.1 The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

10. Consultation

- 10.1 The key messages in this report were considered by the Council's Corporate Governance and Audit Committee on 19 October 2020 and a verbal update will be provided at Cabinet.

11. Community impact and corporate risks

11.1 Addressed in section 9.

12. 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		X

13. Appendices

- A - Movements in Fund fair values and income – Pooled Funds
- B - Benchmarking indicators
- C - Compliance report
- D - Non Treasury investments
- E – Outlook for the remainder of 2020-21

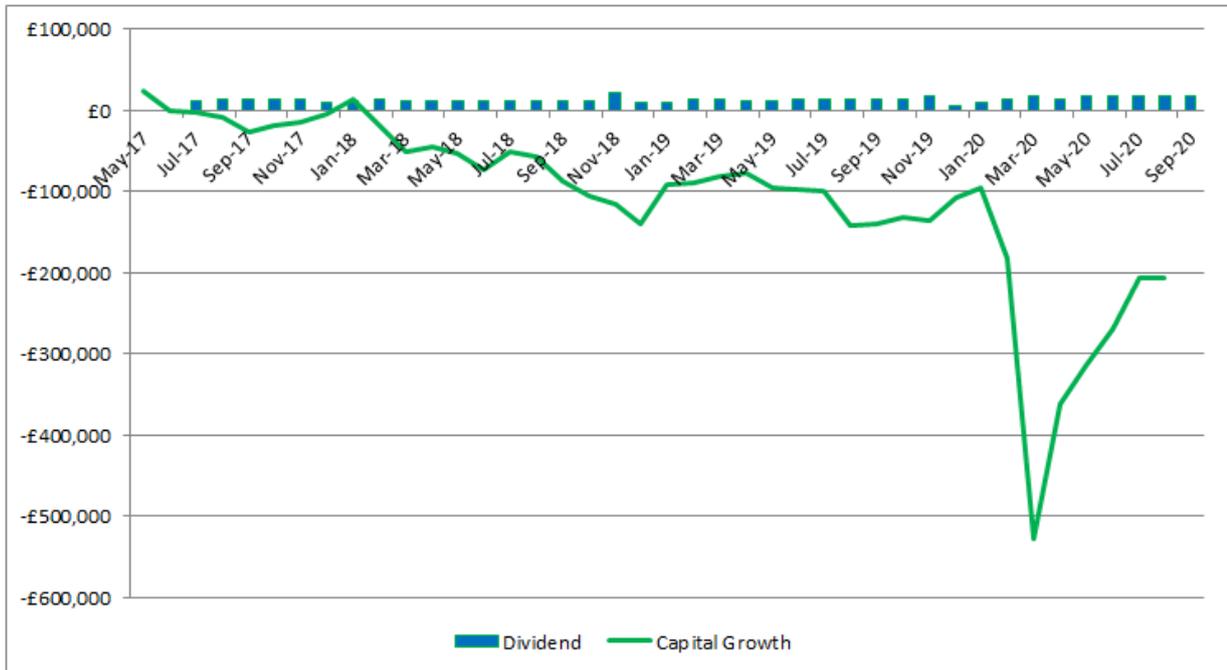
14. Background Papers

14.1 None.

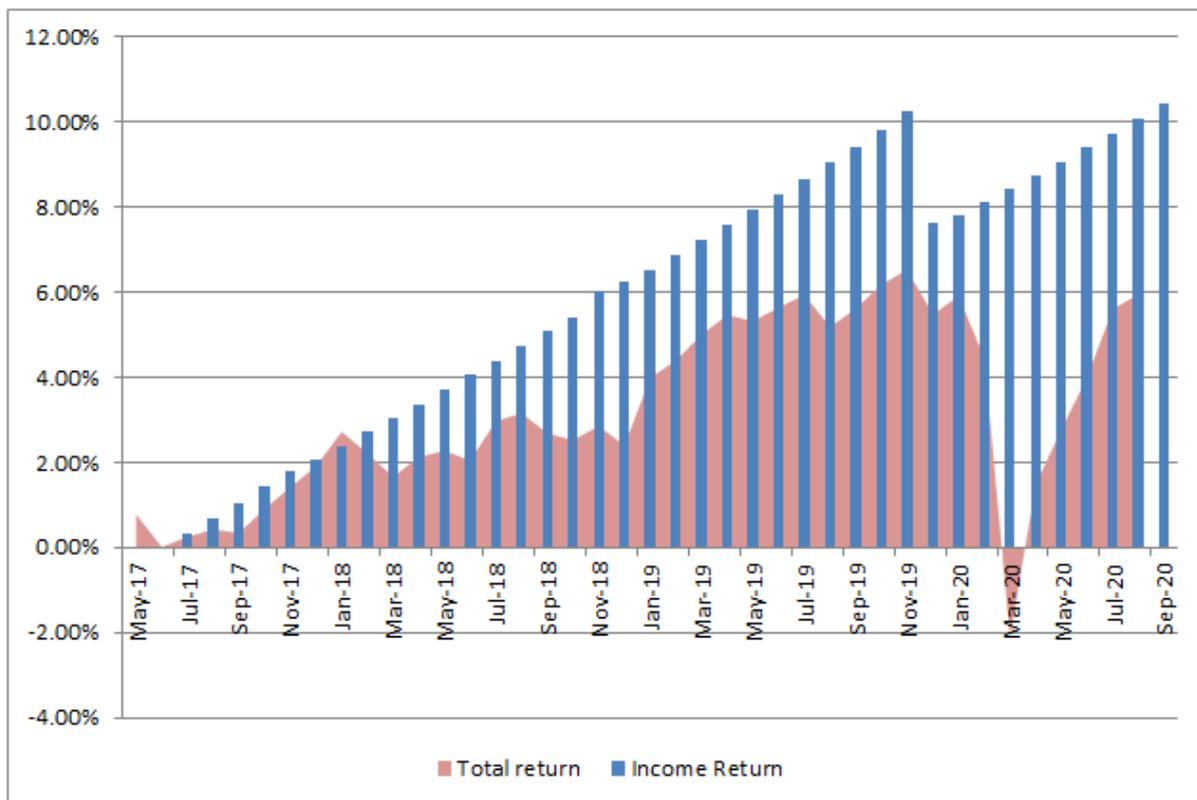
Appendix A: Movements in Fund fair values and income – Pooled Funds

Ninety One (Investec)

Month By Month

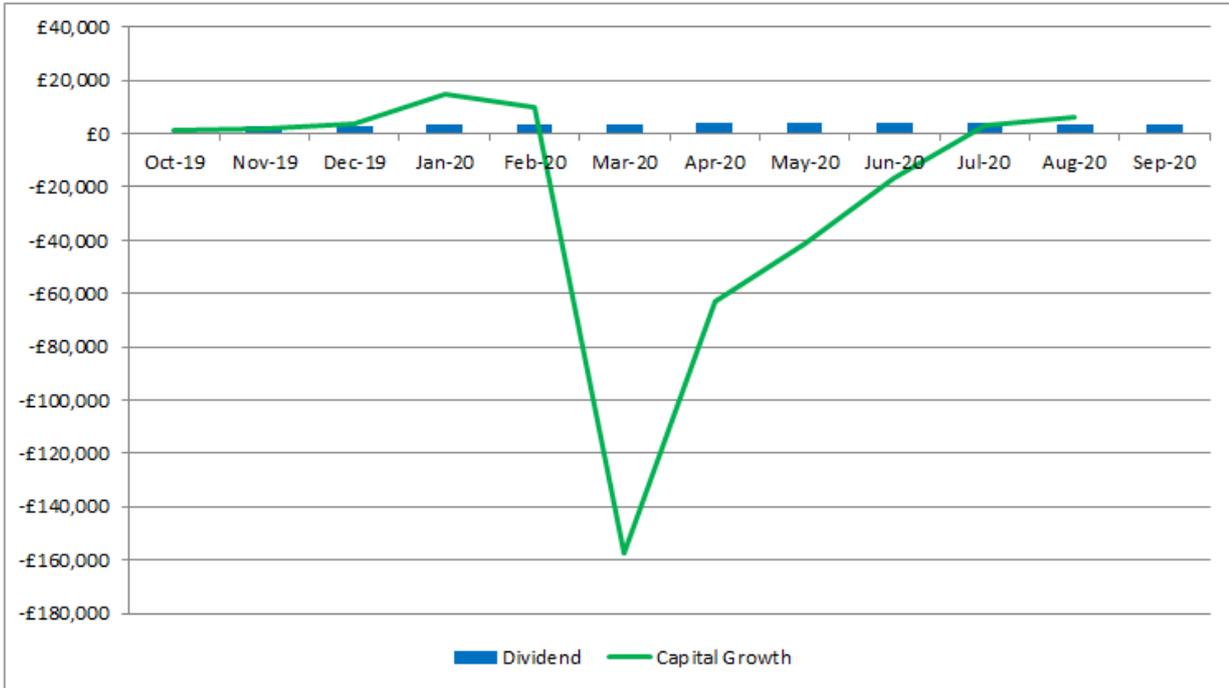


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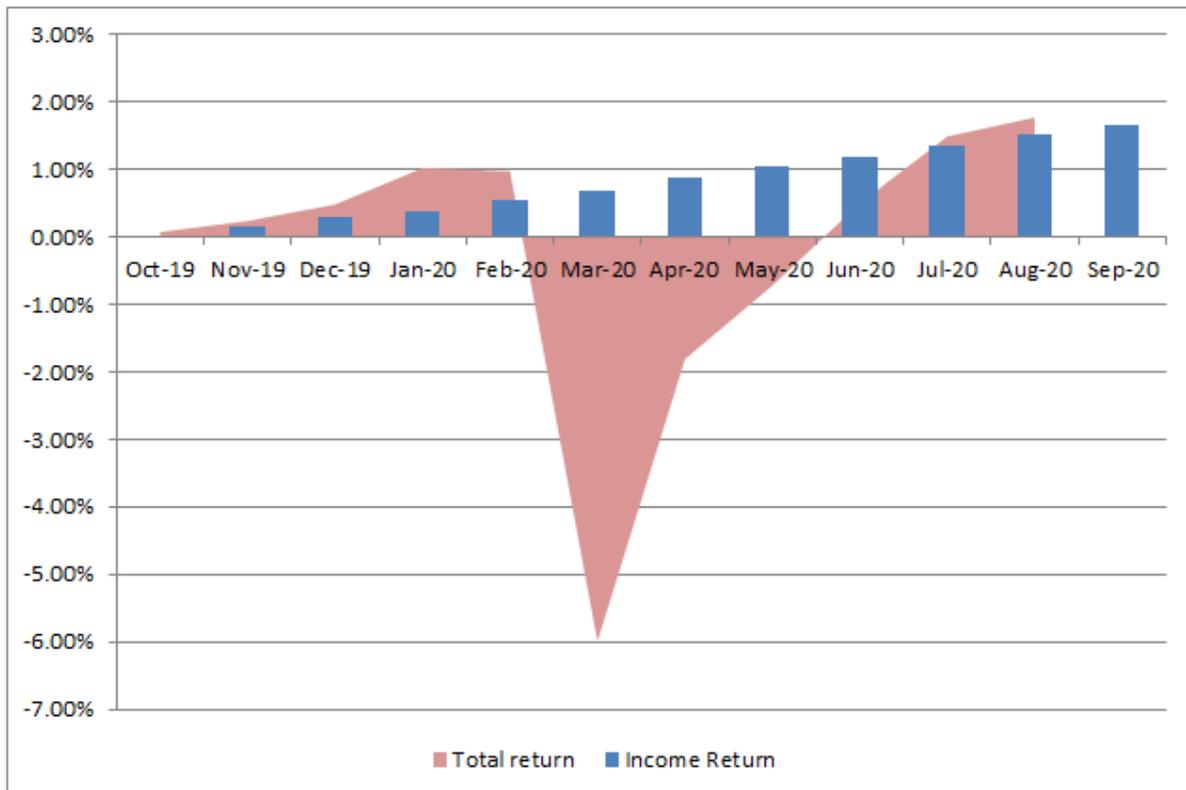


Columbia Threadneedle Short Dated Corporate Bond Fund

Month By Month

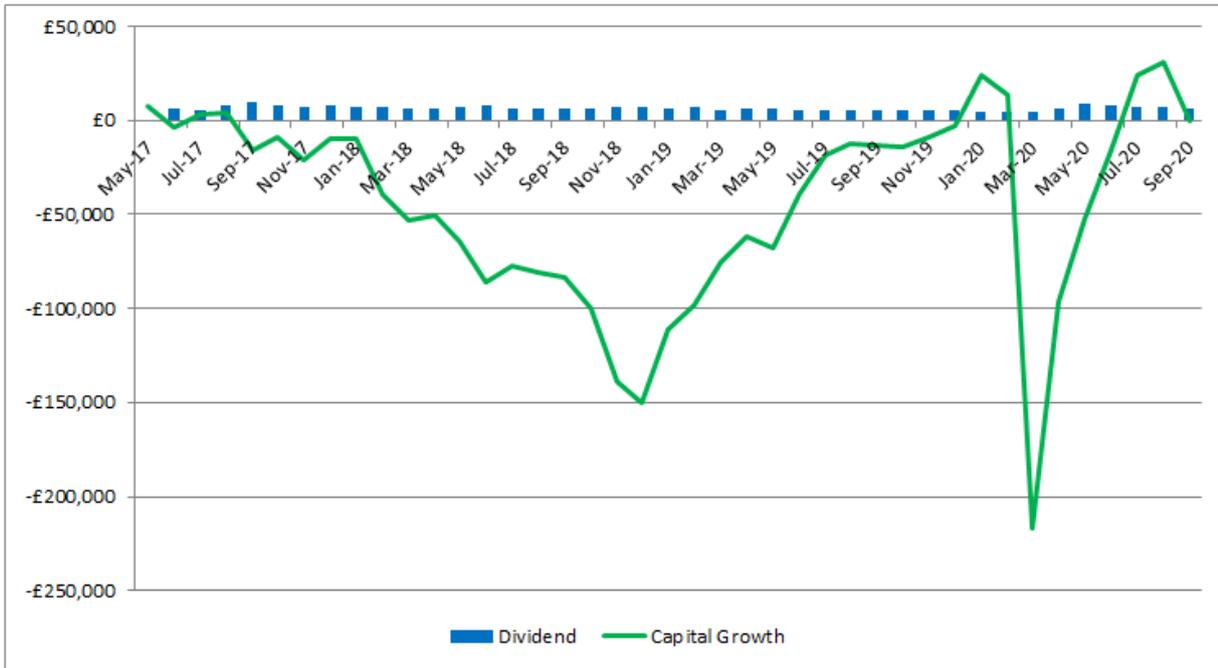


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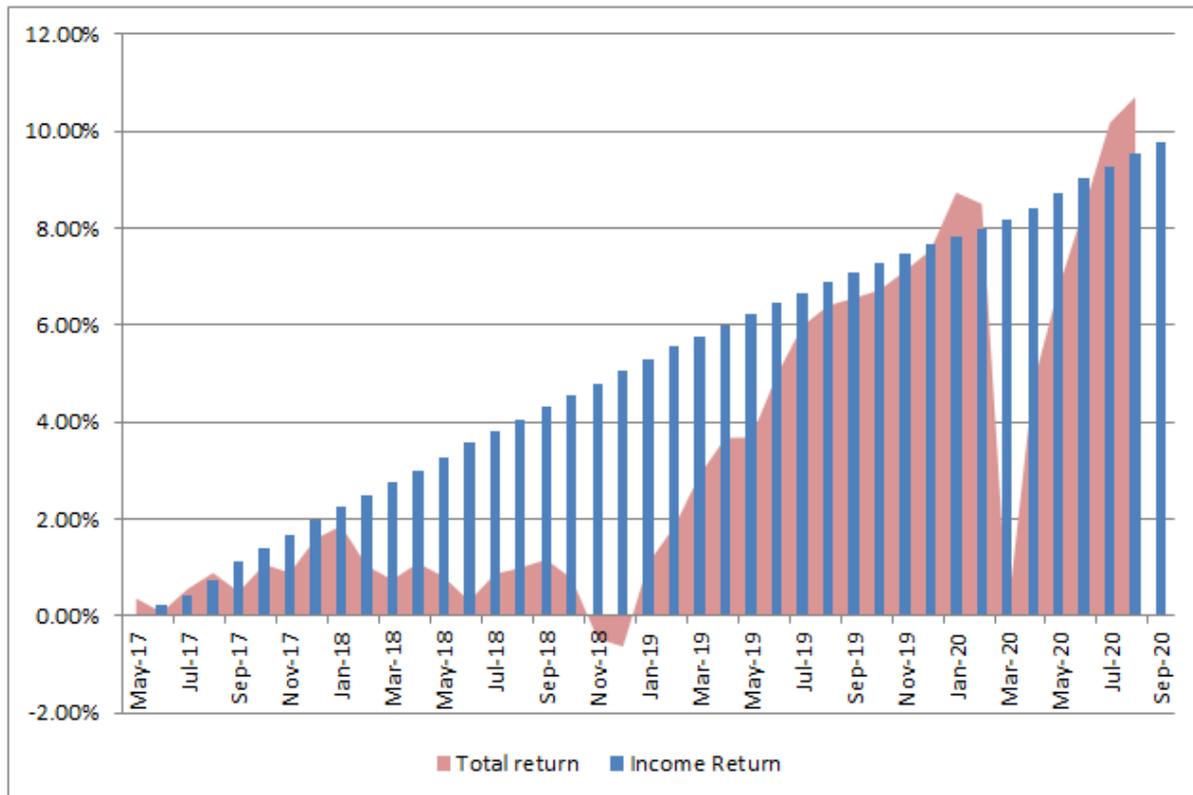


Columbia Threadneedle Strategic Bond Fund

Month By Month

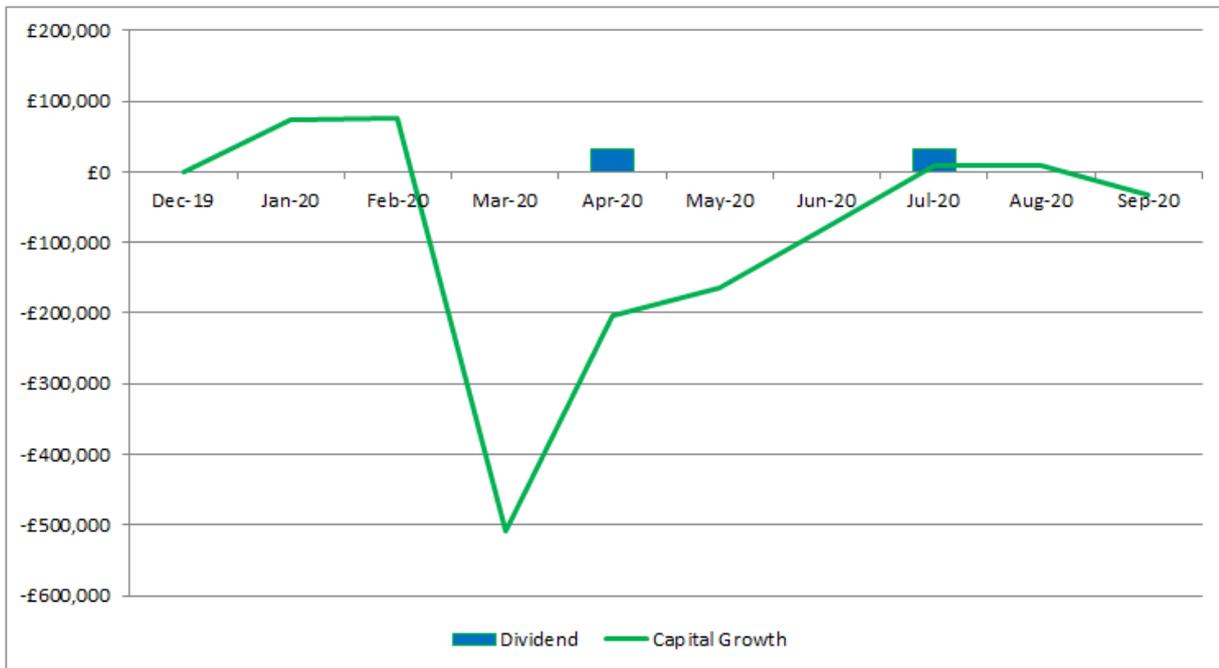


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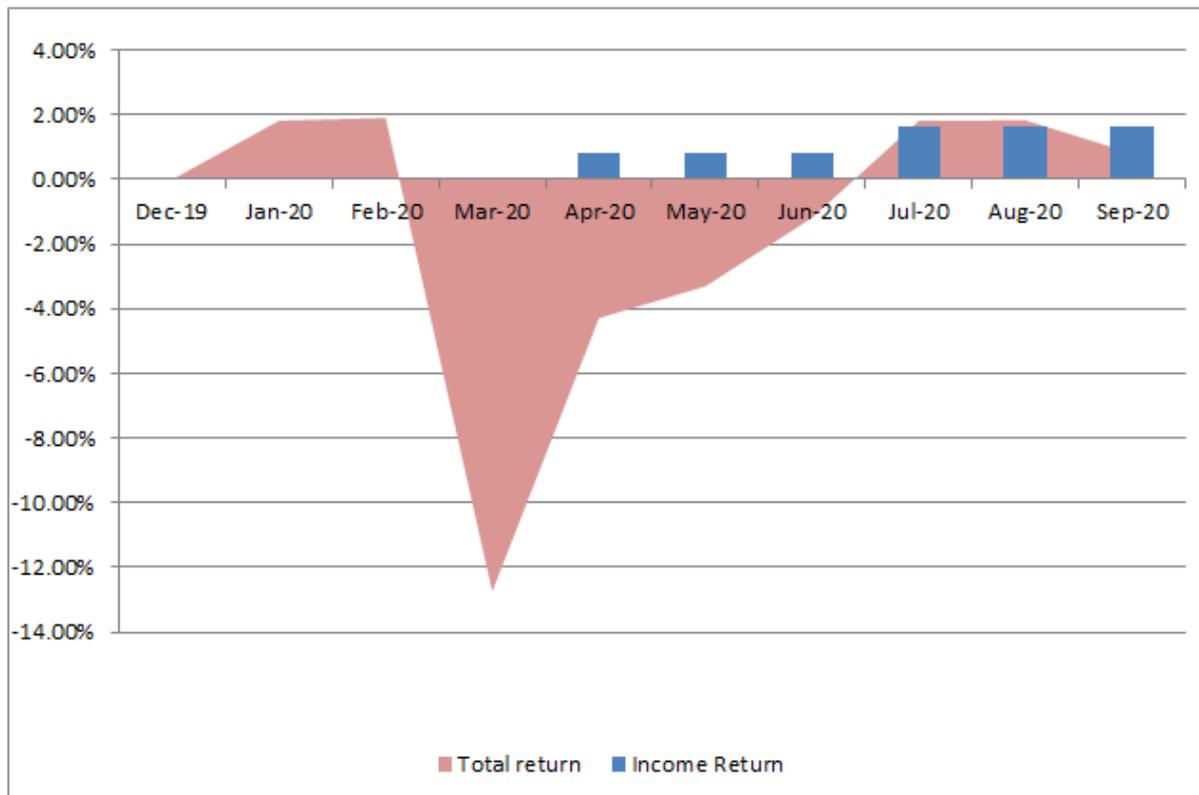


M&G Strategic Corporate Bond Fund

Month By Month

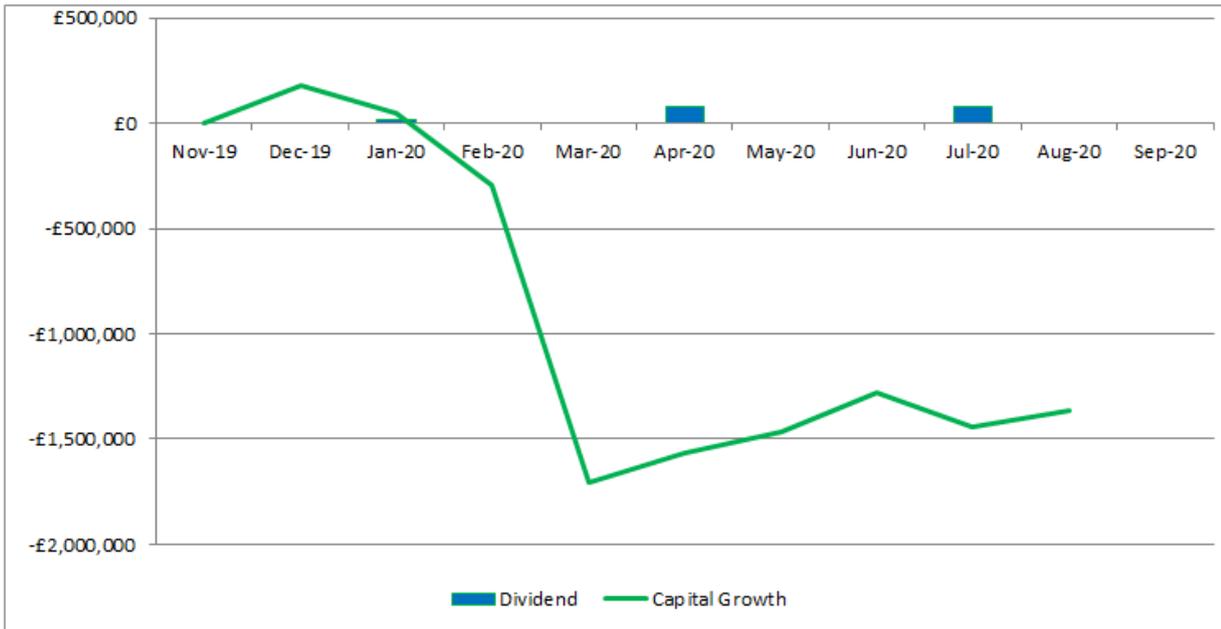


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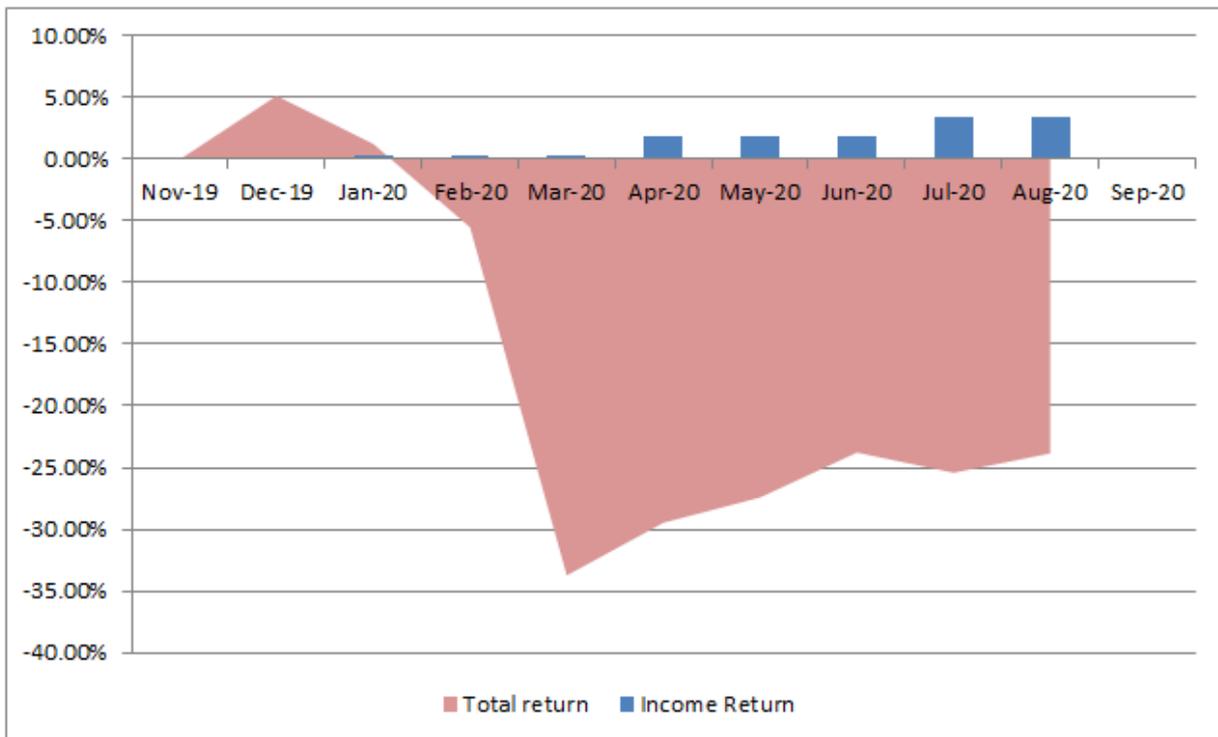


Schroder Income maximiser

Month By Month

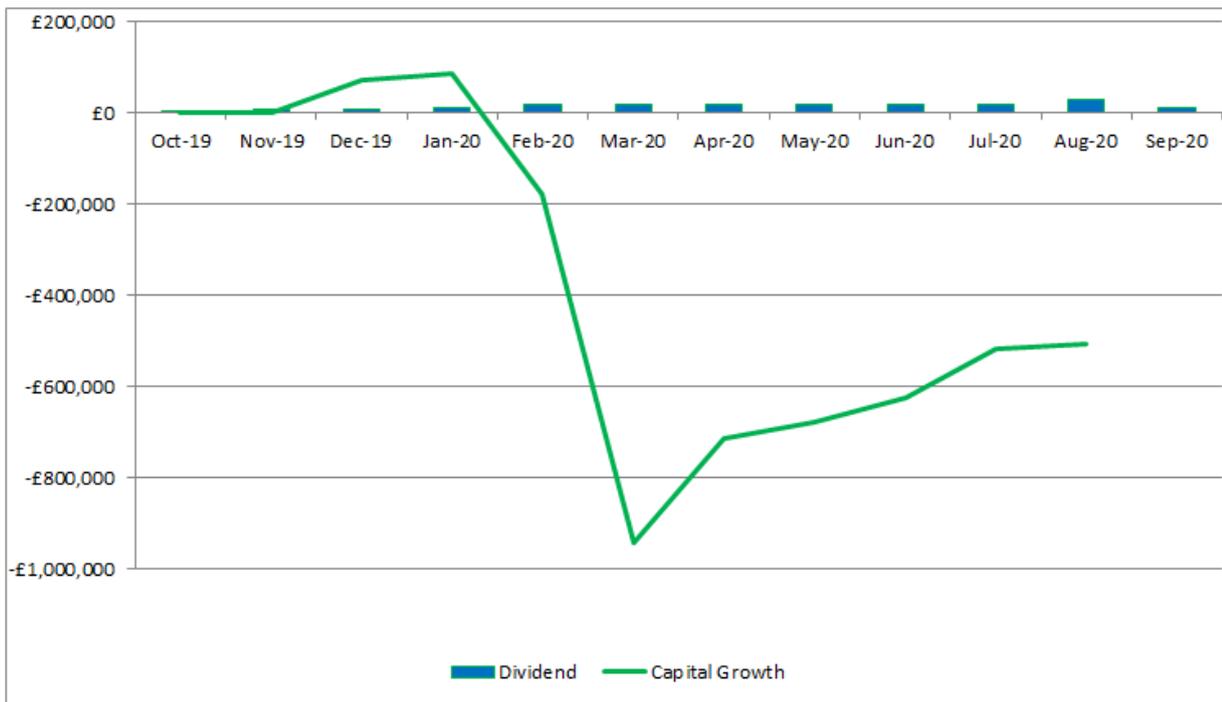


Cumulative

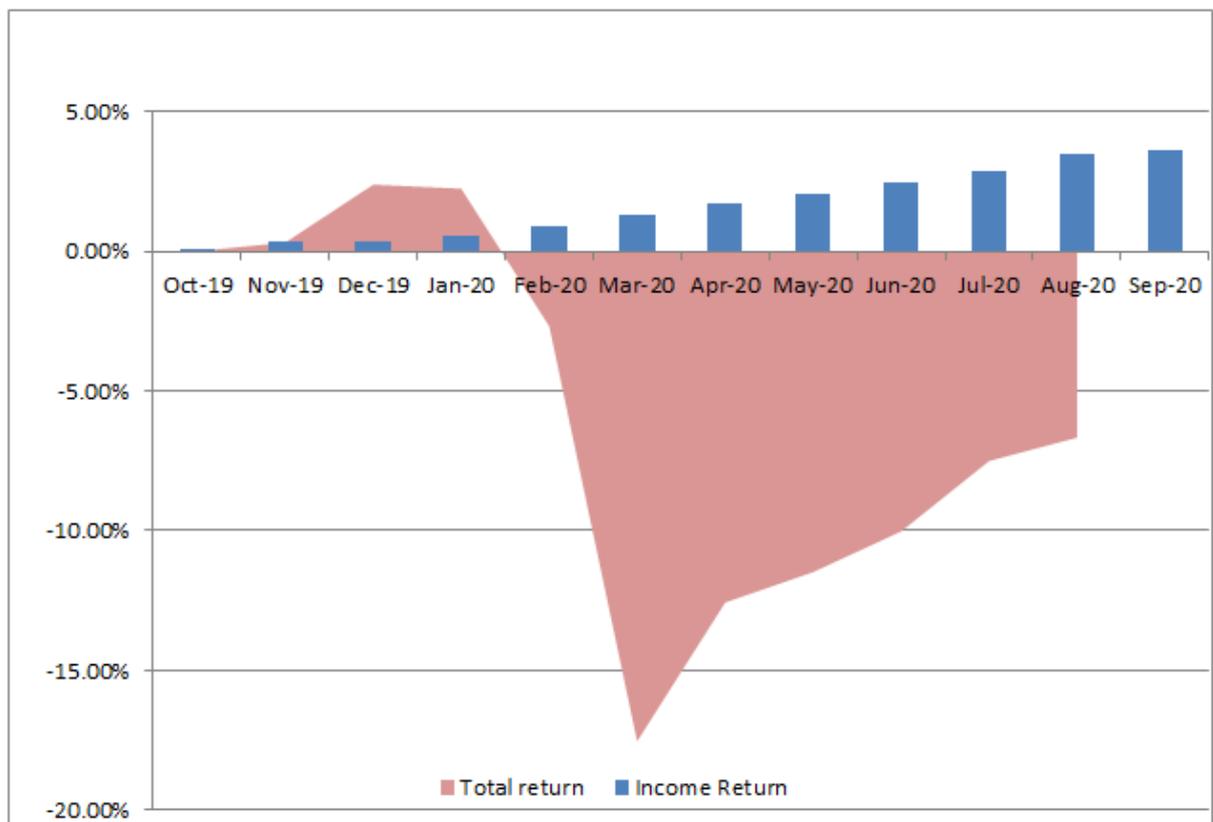


Kames Diversified Income Monthly Fund

Month By Month

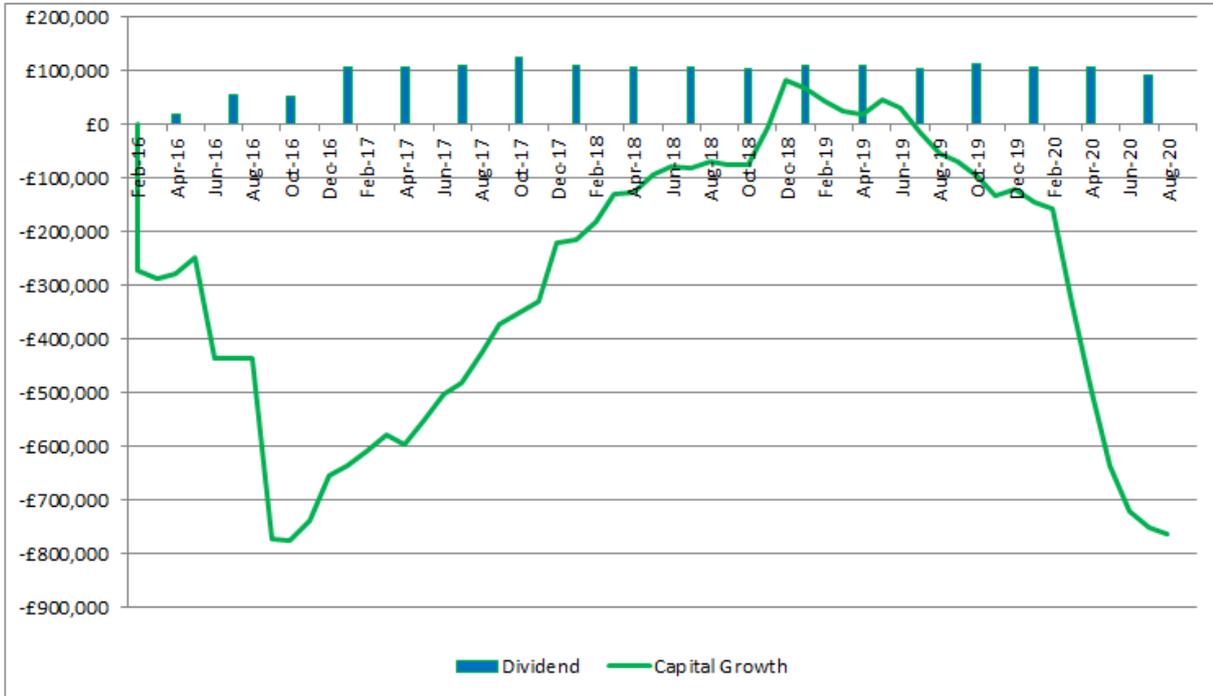


Cumulative

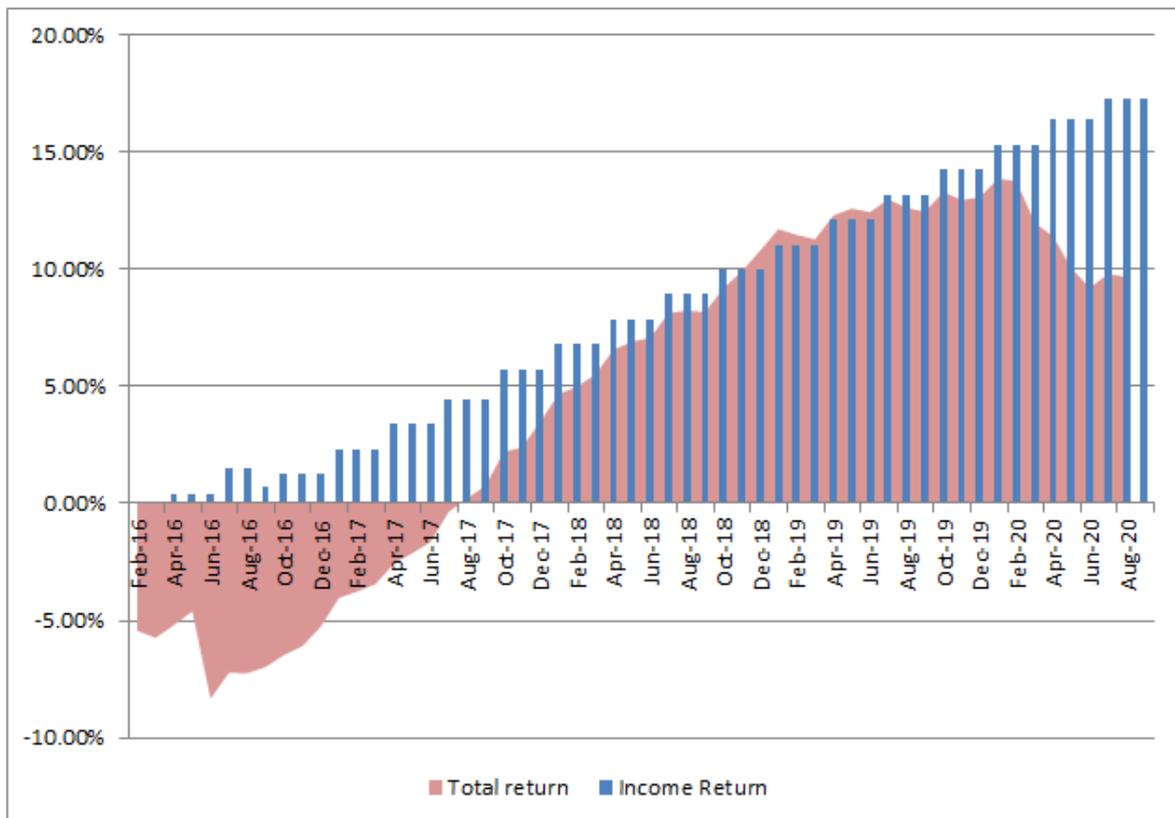


Local Authority Property Fund: Total Investment £10,000,000

Month by Month



Cumulative



Appendix B: Treasury Management – Benchmarking indicators

Return

Measure	Qtr 3 19-20	Qtr. 4 19-20	Qtr 1 20-21	Qtr. 2 20-21	Non-met districts Q4 average	Rating
Internal investment return %	0.86	0.81	0.47	0.12	0.30	AMBER
External funds – income return %	3.92	3.97	3.97	3.90	3.52	AMBER
External funds – capital gains/losses %	0.48	-7.87	-8.09	-8.17	-6.56	AMBER
Total treasury Investments – income return %	1.96	2.14	1.89	1.64	1.31	AMBER

The amber rating reflects the outlook for returns reported at paragraph 7.2 of the main report. The effect of Local Authority deposits made before base rate was cut in March by appears to be the most likely reason for the variation in internal investment returns between CDC and other local authorities.

Security

	Average Credit Score Time weighted (lower = better)	Average Credit Rating Time weighted	Bail-in exposure (lower = better)	
31 March 2020	3.85	AA-	29%	
30 September 2020	3.88	AA-	39%	GREEN
Similar Local Authorities	4.20	AA-	65%	

Benchmarks remain relatively stable and the average credit score remains below the average value of other similar authorities.

Liquidity

	7 day liquidity	100 day liquidity	Average maturity	
31 March 2020	13%	43%	52 days	
30 September 2020	19%	39%	83 days	GREEN
Similar Local Authorities	41%	59%	51 days	

The increase in average maturity follows recent six to nine month investments taken out in the last quarter as part of our response to the risk of negative interest rates. As this is a managed change, the RAG rating remains green.

Appendix C – Compliance report

Compliance with investment limits

	2020/21 Limit	Complied/ Exception Ref
Banks unsecured, total	£30m	Complied
Corporates, total	£10m	Complied
Local Authority property fund, total	£10m	Complied
Other pooled investment funds, total	£30m	Complied
Council's own bank, total max 7 days	£2.5m	Complied
Money market Funds, total	£24m	Complied
Counterparty ratings	various	Complied

Interest rate exposure

This indicator is set to control the Authority's exposure to interest rate risk.

To measure this, the council calculates the effect of a 1% change in interest rates and has set a reportable exception level where the impact of this exceeds 50% of the council's individual counterparty limit (£3m).

	25/9/20 Actual	2020/21 Limit	
Upper limit on one-year revenue impact of a 1% change in interest rates	£0.26m	£3m	Complied

The risk of interest rate exposure faced by the council is relatively low as the council's investments are still primarily short duration fixed interest or overnight money market deposits.

Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The long-term principal sums invested to final maturities beyond the period end were:

	2020/21 September	2021/22	2022/23
Actual principal invested beyond year end	£34.0m	£34.0m	£34.0m
Limit on principal invested beyond year end	£50m	£50m	£50m
	Complied	Complied	Complied

Appendix D: Non-Treasury investment indicators

The Council has set the following indicators to measure its exposure to risk associated with non-treasury investments.

Measure	Description	30 September 2020
Commercial income to net service expenditure	This indicator measures the Council's dependence on income from its commercial property investments as a proportion of the net cost of services	This indicator is only calculated and reported as at 31 March each year.
Net operating surplus	This indicator measures the contribution received from the investment portfolio at a net level (income less costs) over time.	This indicator is only calculated and reported as at 31 March each year For the first half year, rent received totalled £469k (19-20 full year £963k net of direct costs not deducted from the above figure.)
Vacancy levels and tenant exposure	Monitoring vacancy levels to ensure the property portfolio is being managed productively.	Voids at 30th September: <ul style="list-style-type: none"> • Industrial 3/15 • Retail 2/26 • Offices 2/8 Total 7/49 = 14.3% (19/20 14%)
Exposure to credit default events for loans made	This will measure the Council's exposure to loss through default for non-treasury loans made to third parties	None
Market value of commercial properties	This indicator will track the Council's ability to recover its investment in any commercial investment should the need arise.	Commercial investment valuations were prepared as at 31st March 2020 and the Council's statement of accounts discloses a value of £13.6m for the Council's investment properties on that date. This value remains the latest valuation It is generally accepted that it remains too early to know the full impact of Covid -19 on the commercial property market, or how long for. It is almost impossible to predict the full impact on our investment properties with any certainty and with limited to zero tangible evidence to support it. What is consistent within the profession is the expectation that investment properties, particularly retail, will have suffered significantly and will continue to do so as a consequence to government restrictions in place as a result of Covid-19. In addition to anticipated downward pressure on rents and increasing risk of tenant default, investment yields will need to reflect the added risk to future income streams and will ultimately result in lower capital values. These values may well fall below the original purchase price of the investment properties, although we should not lose sight of the income received since the acquisition when

		comparing to the original purchase price.
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Appendix E

Arlingclose's Outlook for the remainder of 2020/21

	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23
Official Bank Rate													
Upside risk	0.00	0.00	0.00	0.15	0.15	0.15	0.15	0.30	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Downside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

The medium-term global economic outlook is weak. While the strict initial lockdown restrictions have eased, coronavirus has not been suppressed and second waves have prompted more restrictive measures on a regional and national basis. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed.

The global central bank and government responses have been significant and are in many cases on-going, maintaining more stable financial, economic and social conditions than otherwise. This has supported a sizeable economic recovery in Q3.

However, the scale of the economic shock to demand, on-going social distancing measures, regional lock downs and reduced fiscal support will mean that the subsequent pace of recovery is limited. Early signs of this are already evident in UK monthly GDP and PMI data, even before the latest restrictions.

This situation will result in central banks maintaining low interest rates for the medium term. In the UK, Brexit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time, with a distinct possibility of being cut to zero. Money markets have priced in a chance of negative Bank Rate.

Longer-term yields will also remain depressed, anchored by low central bank policy rates, expectations for potentially even lower rates and insipid inflation expectations. There is a chance yields may follow a slightly different path in the medium term, depending on investor perceptions of growth and inflation, or if the UK leaves the EU without a deal.

Arlingclose expects Bank Rate to remain at the current 0.10% level and additional monetary loosening in the future most likely through further financial asset purchases (QE). While Arlingclose's central case for Bank Rate is no change from the current level of 0.1%, further cuts to Bank Rate to zero or even into negative territory cannot be completely ruled out.

Gilt yields are expected to remain very low in the medium term. Shorter-term gilt yields are currently negative and will remain around zero or below until either the Bank of England expressly rules out negative Bank Rate or growth/inflation prospects improve.

Downside risks remain in the near term, as the government dials down its fiscal support measures, reacts to the risk of a further escalation in infection rates and the Brexit transition period comes to an end.

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Chichester District Council

CABINET

3 November 2020

CCTV Monitoring Contract

1. Contacts

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Cabinet Member:

Roy Briscoe - Cabinet Member for Community Services and Culture
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2. Recommendation

- 2.1 That Cabinet approve option 2 in Para 6 .2 “To transfer monitoring of the Chichester CCTV service to Sussex Police when the current contract expires 31 March 2021”**

3. Background

- 3.1 Chichester District Council’s (CDC) CCTV service comprises of 63 cameras, 25 on-street and 38 in CDC owned car parks. There has been a monitoring centre in Chichester since the implementation of the CCTV service in 1996. Chichester is the only area in Sussex to still have its own monitoring centre except for Brighton and Hove who use theirs only for traffic management purposes.
- 3.2 In April 2018 Cabinet approved the contract for provision of staff to monitor the CCTV in Chichester District. This contract is due to expire on 31 March 2021. There is a provision in the contract to extend for another 2 years.
- 3.3 As part of a service review in 2019 the CCTV monitoring contract was identified as a potential saving. In addition it was proposed to look at reducing the maintenance and transmission costs by exploring a reduction in the number of cameras in the district. The CCTV transmission and maintenance contract is held by Sussex Police and is not due to be renewed until April 2022. Any early termination would incur costs which would far outweigh any potential savings therefore the reduction of cameras does not form part of this report and should be considered in the future.
- 3.4 During 2019 and 2020 Sussex Police upgraded their monitoring system for CCTV across Sussex and they now have the capability to monitor all cameras in the district including those in CDC car parks. Unlike the current hours of operation Sussex Police have the ability to monitor CCTV across Sussex 24 hours 7 days a week.

4. Outcomes to be Achieved

- 4.1 The current monitoring contract and associated costs for running the centre are in the region of £50,000 per annum and this would be a saving to the Council should the contract not be renewed.
- 4.2 Should the site become vacant the Council could consider other income generating routes for the site.

5. Proposal

- 5.1 It is proposed that the CCTV monitoring contract is not renewed when it expires on 31 March 2021 and that Sussex Police take over the monitoring of CCTV cameras.

6. Alternatives Considered

- 6.1 **Option 1** – Extend the monitoring contract by 2 years as per the option in the terms of the contract. This will not result in any savings to the Council.
- 6.2 **Option 2**- Transfer the monitoring of the Chichester CCTV service to Sussex Police when the current contract expires on 31 March 2021. This will result in savings in the region of £50,000 to the Council and the CCTV across Chichester would be monitored by Sussex Police as it is in all other areas of Sussex.
- 6.3 **Option 3**- Seek to fund the monitoring system through partner contributions. This has been considered. Sussex Police were approached and were not willing to contribute due to their ability to monitor the cameras from their control centre in Lewes. Parishes supported by CCTV have historically contributed to the costs of the CCTV service in general not including the monitoring contract but the majority have ceased their contributions in recent years due to financial constraints and would not be in a position to fund again.

7. Resource and Legal Implications

- 7.1 Following withdrawal from this contract consideration will need to be given to the future use of the control centre site and possible removal and re-location of equipment from the current site which may incur one-off costs. These implications are currently being explored and options identified.
- 7.2 There will be no charge from Sussex Police to monitor the cameras.

8. Consultation

- 8.1 Formal consultation is not required but a number of key stakeholders have been contacted for their views on the potential withdrawal of CCTV monitoring from a local monitoring centre. A number of concerns were raised by chiBAC the Chichester Business crime reduction Partnership (BCRP). The main area of concern was the potential time lapse in dealing with incidents in the city centre. Currently the CCTV operators are members of chiBAC and have radio links with stores in the City signed up to the scheme which allows for timely intervention. Sussex Police have reported to us they have well established links with BCRPs in other areas and would be happy to extend this to ChiBAC.

8.2 Additional concerns were raised that rates of shoplifting would increase, however crime data from the last 3 years shows that having a local CCTV monitoring centre has little impact on the levels of shoplifting.

8.3 The loss of local knowledge that the operators have accumulated over a number of years was also a concern. CCTV operators at Lewes HQ come from a variety of locations across Sussex and some have a good working knowledge of Chichester and in particular the City.

9. Community Impact and Corporate Risks

9.1 The CCTV service has a primary function around the improved safety and security within the district and it supports public perception that Chichester is a safe place. Shifting the monitoring of the service from a local centre to Sussex Police HQ should not have a significant impact on this.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder There may be a small increase in low level crime in the City centre. However similar areas to Chichester that do not have a local CCTV monitoring centre do not report higher levels of crime in their areas as a result.	x	
Climate Change and Biodiversity		x
Human Rights and Equality Impact		x
Safeguarding and Early Help? Currently we use the monitoring centre to look for missing people in real time. Sussex Police have assured us they will be able to offer the same level of service in relation to vulnerable and missing people.		
General Data Protection Regulations (GDPR)		x
Health and Wellbeing		x
Other (please specify)		

11. Appendices

None

12. Background Papers

None

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Chichester District Council

CABINET

3 November 2020

Electric Vehicle Charging Infrastructure

1.0 Contacts

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Cabinet Member:

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2.0 Executive Summary

The Council currently has eighteen electric vehicle charge points (EVCPs) in eight of its car parks which is greater provision than any other West Sussex district or borough council has currently. WSCC are in the process of forming a contract with a provider for a network of EVCPs across West Sussex. The emphasis is on EVCP provision for households with no access to off-street parking so to enable them to run an electric vehicle. The contract is a seven to ten year concession one where authorities offer up land for inclusion in the contract. The contract can be joined at any time. The contract will be managed by a strategic board and an operational board although the full detail of the contract is not yet available. This includes the revenue sharing model and lease terms, such that the implications of joining the contract cannot currently be fully understood.

The majority of the Council's existing EVCPs were placed close to properties without access to off-street parking as a condition of related grant monies. At present, usage of the EVCPs is low and there is no significant demand expressed to the Council by the community for additional EVCPs. Whether the Council joins the contract or not, WSCC intends installing EVCPs on its own land, including highway land, in Chichester District. Similarly WSCC will promote the contract to village halls, community centres and not-for-profit organisations in Chichester District. The contract seeks to avoid duplication and so the Council's eight car parks where EVCPs are installed already would not be eligible for the contract. Officers conclude that there is not at this time a convincing case for joining WSCC's contract and the current usage metrics of the Council's EVCPs does not suggest urgency.

3.0 Recommendation

3.1 Having considered the recommendation from the Environment Panel (para 9.2), Cabinet is recommended to not join West Sussex County Council's

concession contract for the planning, installation and deployment, service and maintenance of electric vehicle charge points across the county of West Sussex but to monitor usage of the Council's electric vehicle charge points and keep under review whether the Council wishes to join the contract at a future date.

4.0 Background

- 4.1 Under the auspices of the Air Quality Action Plan the Council installed eighteen electric vehicle charge points (EVCPs) in car parks ('destination charging') across the district in 2019. This followed a funded Cabinet resolution in December 2015 and utilised £62K of Office for Low Emission Vehicles grant. The total project spend was ~£110K and the Council wholly own the EVCPs, maintains control of its land and receives all of the revenue from provision of the service (and takes all of the risk). This model of provision was determined to be the most appropriate for the Council to adopt following consideration of all the available options at the time.
- 4.2 The service is designed to break-even and electricity is sold at parity with the cost to the Council to buy it. Following implementation of this scheme, the Council's current approach is to monitor demand for the service before investing in further infrastructure. Demand is 'measured' through monthly reports from the service provider and public demand (by email etc) for further investment.
- 4.3 Work commissioned by WSCC suggests that the county will require up to 3,169 fast electric vehicle charge points (EVCPs) by 2025 and 7,027 fast EVCPs by 2030. Industry anticipates that 80% of charging will be done at home and at work. Publically accessible charging networks will be either for 'destination charging', such as in car-parks or 'rapid' EVCPs, typically adjacent the strategic highway network, which are more akin to the electric equivalent to a petrol station and which facilitate 'journey chaining'. Further infrastructure will be delivered through WSCC's guidance on parking at new developments which stipulate EVCP provision in new build properties.
- 4.4 WSCC published an Electric Vehicle Strategy in December 2019 which sets out a strategy for electric vehicle (EV) uptake including a publically accessible EVCP network across the county. The strategy requires that any solution is at zero cost to WSCC and as such WSCC's chosen delivery model utilises a concession contract, i.e. it requires participating land-owners to lease the land which the EVCP is situated on to the provider for the seven to ten year duration of the contract. This was previously a delivery model that the Council did not prefer from those available. At the end of the contract period the land-owner will have the right to buy the EVCP.
- 4.5 WSCC has tested the market and intends, by the end of January 2021, forming a contractual relationship with a provider who will joint-plan, sole fund, install, market and operate a publically accessible EVCP network across West Sussex. The emphasis will be on providing EVCPs in locations where there is no access to off-street parking which is the same criteria that the Council used to win Office for Low Emission Vehicle grant monies and install its pan-district 18 EVCP network. The contract will be based on a portfolio approach where, once the provider has made a return on their investment, revenue will be shared across the whole of the county network of EVCPs and will run for seven years with an option to extend for up to a further three years.

- 4.6 In order to make the opportunity as attractive as possible to the provider, WSCC has made the contract open to all West Sussex district and borough councils, parish councils, parish halls and community centres etc. It is understood that the Council and other not-for-profit organisations will be able to access the contract at any time and free of charge. When an organisation enters the contract it must stipulate which land holdings it is offering for the installation of EVCPs. The provider will then install EVCPs in locations which it assesses as making up a commercially viable network.
- 4.7 There are two levels at which the WSCC contract can be joined. The first is as a Key Delivery Authority (KDA). KDA's will have representatives on the two boards that will design and manage the contract from inception to termination. The second is as a Collaborating Organisation which confers all of the same contractual benefits as a KDA but does not allow participation in the management boards. To join as a KDA it is likely that the Council would need to formally ask WSCC very soon and even then the decision will be at WSCC's discretion. In any case, officers are not of the view that the benefits of being a KDA outweigh the disbenefits (as described in this paper) of joining the contract at this time. The Council can join as a Collaborating Organisation at any time.
- 4.8 To date the Council has not indicated to WSCC that it will join the concession contract. This was because the Council previously did not favour concession contracts, had made provision of its own and wanted to wholly own EVCP assets and the revenue arising from them and preferred the flexibility relating to the use of land in its own car parks. At present the Council is the only district or borough council in West Sussex that has not signed up to the contract but the other district and boroughs' current provision of EVCPs is markedly smaller than the Council's provision.
- 4.9 Even without the Council's participation in the WSCC contract, WSCC still intends that the concession contract will deliver EVCPs in Chichester District on WSCC's land, including its highway land. WSCC also indicates that it will invite Chichester District parish councils, community centres and not for profit organisations to enter into the contract regardless of the Council's participation. WSCC's concession contract intends no duplication of EVCP installation and so the eight Council car parks that host EVCPs would not be available for inclusion in the contract. Therefore the proposition here relates solely to the addition of other Chichester District Council owned land.
- 4.10 Currently there are no plans by the Parking Services Team to introduce additional EVCP's across the district. This position is informed by the current low demand for the Council's existing EVCPs and the low number of persons approaching the Council to ask that further EVCPs are installed. The review of the Council's Parking Strategy will include consideration of the likely demand for EV charging facilities and it should be noted that the Parking Service team monitors monthly EVCP usage reports and feedback from customers. This information will form part of the basis of a decision to add any additional EVCPs in the Council car parks.
- 4.11 WSCC has provided the Council with a copy of the draft concession contract which has been considered by Legal Services. Currently the contract lacks significant detail and contains mainly broad terms. The contract schedules are largely to be populated as WSCC forms its relationship with a provider. For instance, the lease terms and revenue sharing model is not yet available to be seen by the Council. As such, the

implications of joining the contract at this time cannot be fully evaluated and understood or compared to other options.

5.0 Outcomes to be Achieved

- 5.1 The key outcome is the provision of a public network of EVCPs to encourage the uptake of Electric Vehicles (EV's) and to support the existing and future drivers of EV's.
- 5.2 This work supports the Corporate Plan priority that CDC will 'manage our built and natural environments to promote and maintain a positive sense of place' and the priorities and actions in the Council's Air Quality Action Plan and draft Climate Emergency Detailed Action Plan.

6.0 Proposal

- 6.1 The proposal is that the Council does not enter the WSCC contract at this time. Instead, it is considered that the Council should assess the implications once the contract detail is available and compare them to those of extending the Council's own arrangements whilst continuing to monitor demand for the Council's existing EVCP provision before making a decision about how to proceed in the Council's and community's best interests.

7.0 Alternatives Considered

- 7.1 An alternative would be for the Council to decide to join the WSCC contract now. This might confer the advantage of participation as a KDA but disadvantages whereby the contracts' revenue sharing model and lease terms do not yet exist and so would be entered into blind. The Council's Estates team would need to displace other pieces of work to determine which of the Council's land holdings would be included in the contract (Estates indicate this is a significant piece of work).
- 7.2 Another alternative is that the Council decide in principle to join the contract but delays adoption of the contract until the full details are available. This is such that the implications can be understood and considered against other options. WSCC indicate that the Council can join the contract at any time in the future.
- 7.3 The final alternative considered is that the Council expands its own offering of EVCPs. The low usage rates from the existing EVCPs and small number of communications from the community asking for additional EVCPs does not currently support this approach. In any case, it is intended to compare all possible delivery models against the WSCC concession contract approach once the full contract detail is available.
- 7.4 Some positive and negative aspects of adopting WSCC's concession contract are at Appendix 1.

8.0 Resource and Legal Implications

- 8.1 The legal implications of leasing land to WSCC's provider (in the event that the Council resolved to indicate to WSCC that it wishes to join the concession contract) would require further consideration and the Council's Estates team would need to

assess which land holdings the Council wishes to offer for inclusion in the contract. This is a significant piece of work for both Estates and Legal Services. Involvement in the contract as a KDA will require officers to attend quarterly meetings of the strategic board and monthly meetings of the operational board throughout the contract term.

- 8.2 Were CDC to decide to invite tenders for the procurement of additional EVCPs then this is a significant medium-term work item that would absorb significant resource to research, invite tenders, appoint a contractor and oversee the installs.
- 8.3 The concession contract implies exclusivity and so the Council would not be able to install further EVCPs once it had entered, and for the seven to ten year period of, the WSCC contract.

9.0 Consultation

- 9.1 WSCC consulted all district and borough authorities in the process of shaping this work stream.
- 9.2 Adoption of the WSCC concession contract was considered by Environment Panel at its meeting on 18 September 2020. The Panel resolved that:
1. The Environment Panel has considered and noted West Sussex County Council's intended concession based contract for an electric vehicle charging network.
 2. That the Environment Panel recommends to Cabinet that the Council urgently request to join the other Districts and Boroughs as a full and equal partner in the delivery plan for WSCC's Electric Vehicle Strategy 2019 – 2030.

10.0 Community Impact and Corporate Risks

- 10.1 The community impact from not providing adequate publically available EVCPs is not known in detail as the market for EV's and supporting infrastructure is evolving quickly and so difficult to predict. Nevertheless it is likely that this would dampen demand and growth for EVs in the district and beyond. There is potential for reputational damage for the Council if a significant wider EVCP network across West Sussex does not include Chichester District. However WSCC indicate that they will promote the concession contract on their own land holdings and on highways land in Chichester district and to village halls and community centres within Chichester District whether the Council joins the contract or not (at any time). The Council already has a total of 18 EVCPs in eight of its car parks
- 10.2 It is also relevant to consider the impact of adding further EVCPs which are part of a separate network and run by a different provider across the Council's land assets, including car parks which could be confusing for customers as different tariffs and terms and conditions are likely to apply.
- 10.3 Including selected Council car parks and land assets means that there could be less flexibility as regards the use of the council's car parks and land assets going forward.

11.0 Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity Fostering and encouraging EVs is helpful in tackling climate change and air quality.	✓	
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing EVs have zero tail-pipe emissions and so assist in improvements to air quality with commensurate health benefits.	✓	
Other		✓

12.0 Appendices

12.1 Appendix 1 - Pros and cons of CDC CDC's contractual involvement in the WSCC concession contract for the installation of Electric Vehicle Charge Points.

12.2 Appendix 2 - Summary of WSCC EVCP Concession Contract.

Chichester District Council

THE CABINET

Date 3 November 2020

Report of the Pre-application Review

1. Contacts

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2. Executive Summary

Officers have reviewed the current pre-application advice services provided by the Council. Officers recommend revisions to the pre-application advice charging scheme, incorporating a number of new services and a review of fees across all application types, to be implemented on 1 January 2021.

3. Recommendation

3.1 That Cabinet agrees to adopt the revised Pre Application Advice Charging Scheme with effect from 1 January 2021.

4. Background

4.1. The current pre-application advice charging scheme has been operational since February 2017 and a review of the scheme has been undertaken.

5. Outcomes to be Achieved

5.1. To review the existing Pre Application Advice Charging Scheme in order to;

- Introduce additional services to formalise advice given on enquiries which do not fall within the current scheme;
- Optimise the options for customers regarding the level of advice they seek
- Take advantage of opportunities for greater cost recovery;
- Increase attractiveness and accessibility of the service to applicants and agents by rebalancing fees and automating processes;
- Ensure that the speed of the current service is maintained and enhanced where possible
- Ensure opportunities to improve design and development quality are realised

6. Proposals

Pre Application Advice Charging Scheme

6.1. Officers have considered the options for revising the Pre Application Advice Service and recommend the revised Pre Application Advice Charging Scheme (Appendix 1), the key changes to which are detailed in this report. The proposals include the introduction of new services, enhancement of existing services and amendments to fees to better reflect the amount of work undertaken by officers to provide the service to ensure appropriate cost recovery. A table is also included as Appendix 2 which provides a quick reference guide to the proposed changes. The key changes are:

i. Introduction of permitted development enquiries for commercial proposals, residential proposals, advertisements, and works to listed buildings

6.2 The introduction of the Council's Do I Need Planning Permission (DINPP) service in 2017 has been popular, with approximately 80 submissions per year. The DINPP was introduced to deal with Householder enquiries for extensions and outbuildings, however a demand for advice for non-householder permitted development enquiries has arisen. Such enquiries often relate to business premises and listed buildings, and they are often time consuming due to their complexity. Given the changes to the permitted development rules that allow for dwellings to be built, it is likely that enquiries will also now be received about new residential properties. It is considered that additional services are required to formalise advice given on enquiries which do not fall within the current scheme and increased opportunity for cost recovery.

6.3 The revised Charging Scheme maintains the existing DINPP fee for Householder enquires and introduces additional categories to cover commercial/residential proposals, advertisement proposals and proposals that may require listed building consent.

ii. Enhancements to the existing Planning Surgery service

6.4 Planning Surgeries, introduced when the pre-application charging scheme was last reviewed in 2017, have proven to be popular. The feedback received from users of the service and attendees of the Planning Agents Forum indicates the value of the service is primarily through the opportunity for dialogue as well as the shorter timescale compared to a written pre-application enquiry. The Planning Surgery service was introduced with a flat fee of £150 with no limit on the scale of the proposal to be discussed. The service is be aimed at those prospective applicants who have not developed advanced proposals but want to discuss the general issues and opportunities around developing a site.

6.5 Since it was introduced the service has been used by customers to discuss proposals ranging from householder extensions to residential developments. Between February 2018 and February 2019 the type of Surgery enquiries were split approximately 50/50 between 'Householder' and 'Minor' (up to 9 units or commercial development under 1000m²) developments, and

between February 2019 and February 2020 Householder Surgery enquiries made up 38%, with 62% being 'Minor'.

- 6.6 The revised scheme proposes the introduction of three different tiers of Planning Surgeries: 'Household', 'Minor' and 'Major'. The fee difference between them would be reflective of the work associated with the Planning Surgery and provide the opportunity for cost recovery and fee generation which the current flat-rate surgery service does not. Between February 2019 and February 2020 there was a fee income of £12,900 from Planning Surgeries. By splitting the Planning Surgeries into tiers based on the scale of development the fee for the same proposals based on the revised charging scheme would be £18,200. Given the Planning Surgery fee is below that of the Written Pre-Application submission and the anecdotal evidence of the benefits of having the discussion, officers consider it unlikely that the fee increase would discourage uptake of the service.
- 6.8 Since the introduction of the Planning Surgery service it has become apparent that it is commonly used by applicants following refusal of an application, where no pre-application advice had been previously sought. Unfortunately, this results in advice being provided by a different officer, which results in a less consistent service. As an alternative way of meeting this demand, it is proposed to introduce an additional service to provide meetings to discuss a recent refusal / withdrawn application. This would be arranged with the relevant case officer who dealt with the application to ensure that the customer benefits from the consistency and familiarity that comes with knowledge of the case.
- 6.9 The current Planning Surgery service is for the most part provided by Senior Planning Officers, and it is considered that the use of Planning Officers for the householder planning surgery and where a planning officer has already dealt with a previous planning application would reduce costs whilst providing an appropriate level of service to customers.

iii. Enhancements to the written pre-application advice services available including specialist tree advice

- 6.10 At present the pre-application advice charging scheme does not provide for any fees to be paid for specialist tree advice. The Council's Tree Officer receives a significant number of enquiries about the potential for works to trees, and in order to cover the cost of this work the revised pre-application advice charging scheme would include the provision of Specialist Tree Advice as a new service.
- 6.11 In addition, following a review of the charges for pre-application advice it is clear that some of the categories for development and their associated charges are not appropriate for the scale of development proposed. For example, during the Covid-19 pandemic enquiries have been received about the operation of businesses from residential properties; this is more complex and time consuming than a householder enquiry about an extension, but the charge for a solely commercial enquiry would be prohibitive to individuals setting up a business at home. Therefore additional written pre-application advice services proposed include specific written pre-application categories for alterations to shop fronts and for businesses at residential properties

where a change of use or operational development is required with an appropriate fee to cover the cost of these enquiries.

iv. Introduce service to provide advice on validation requirements

6.12 Guidance on validation requirements is currently provided as part of a written pre-application enquiry. However, it is common that guidance is sought outside of the pre-application advice service so it is proposed to offer this information as a stand-alone part of the service.

v. Amendments to the fees

6.13 During the course of the review it has become clear that some of the fees charged are no longer appropriate as a result of changes to the planning application fees, or because there is a large difference between a residential scheme for 9 units compared to a residential scheme for 10 units. For example, under the current scheme, pre-application advice has been sought for nine units which underutilises the space of the site, and officers consider that it is likely that this is due to the difference in fee between a nine-unit scheme of a 'Large Scale Minor' at £550 and a ten-unit scheme of a 'Small Major' at £2,000. The jump in the fee at this level appears to discourage customers from accessing the pre-application service at an appropriate level.

6.14 The revised charging scheme would introduce a new scale of fees for residential developments including a 'Major' pre-application enquiry for large scale developments to enable smaller major residential schemes to have a lower fee, thereby reducing the gap to the minor pre-application enquiries. The scale of fees has been adjusted such that it would enable the largest schemes to balance any reduction in fee income from the smaller schemes.

6.15 Based on the fee income from February 2018 - February 2019 the current thresholds would have generated a fee income of £40,000, under the proposed revisions this would have been £53,750. For February 2019 – February 2020 the current scheme would have generated £37,500 and the proposed scheme £42,250. It is therefore considered that the amendments to the fees would better reflect the costs involved with dealing with the enquiries and would encourage developers to access the level of service required.

vi. Increase attractiveness and accessibility of the service

6.16 Due to changing working practices due to COVID-19 officers have undertaken meetings with applicants virtually and applicants and agents have also engaged with virtual Planning Committees. It is therefore proposed to maintain this flexibility moving forward, with the ability for Planning Surgeries and other meetings to be undertaken by video call where necessary. This can also be retained as an option available to the customer once regular working arrangements have returned, allowing greater flexibility and accessibility.

6.17 Officers have also considered automating the booking process of the Planning Surgeries, which currently involves a telephone call to customer services to take payment and to book a slot. Automating the process to allow the customer to choose the appropriate slot and pay online would make

accessing the service quicker, and also ensure that the appropriate information is submitted for the case officer by having the automated system direct customers to the appropriate service through asking the relevant questions.

- 6.18 When the current pre-application advice charging scheme was adopted in 2017 there was a reduction in the response time to pre-application advice from 25 working days to 20 working days in most cases. In addition, the timescale for 'Do I need planning permission' enquiries is 15 working days. Performance in meeting these targets had been good, and it is considered that the additional services can be delivered whilst maintaining performance and customer expectations, particularly where they are formalising existing informal enquiries.
- 6.19 The wording within the Pre Application Advice Scheme has been adjusted to clarify the advantages and limitations of each service, as well as to direct customers to the appropriate service. In addition officers propose that an advice note is included as part of any application form in relation to the Pre Application Advice Service similarly setting out not only the benefits of each type of pre-app advice, but also the limitations.

7. Alternatives Considered

- 7.1. Officers considered alternative options which included retaining current working practices. Various options have been set out in the paragraphs above. Officers did consider whether to remove the Duty Planning Officer service, however there were concerns that this would leave no 'free' routes with which the public could engage with the Planning Service to obtain guidance on the appropriate route. The Duty Planning Officer offers a signposting service which is valuable to the public in steering them through what can be a complex process. Officers therefore concluded that the Duty Planning Officer should remain free of charge.

8. Resource and Legal Implications

- 8.1. The proposals have no significant financial or staffing impacts and accord with legal requirements.
- 8.2. The current pre-application advice scheme generated income of £100,741 in 2018/19 and £92,843 in 2019/20. If the proposed revised charging scheme were applied to the same number and type of submitted pre-applications in those two years, it would represent an income of £126,731 (a difference of £25,990) and £109,148 (a difference of £16,305), respectively. These figures do not include newly added services that were not previously offered, and for which any additional income would be in excess of the figures above. If the revised pre-application advice scheme is implemented, an increase in estimated income will be reflected in the budget for 2021-22. Given the tangible other benefits to the scheme (other than financial) it is proposed to implement from 1 January 2021, rather than waiting until the start of the new financial year.

9. Consultation

- 9.1 The majority of proposals have been formed as a result of a review of the current service by officers, feedback from customers and also following discussions with planning agents who attend the Agents Forum.
- 9.2 The outcome of the pre-application advice scheme review was presented to the Planning, Environment & Health Protection Recovery group on 12 October 2020 and various suggested amendments of the group have been incorporated in the scheme now presented to Cabinet.

10. Community Impact and Corporate Risks

- 10.1. Officers believe the proposals maintain and enhance the existing opportunities for community participation in the work of the Planning Service and, therefore, should have a positive impact on people and places.

11. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity Early influence on planning proposals is likely to increase chances of securing improvements to schemes that will benefit biodiversity and contribute to climate change reduction targets.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing Early influence on planning proposals is likely to increase chances of securing public realm enhancements within planning proposals, which will contribute to health and wellbeing of communities.	X	

12. Appendices

Appendix 1: Revised Pre Application Advice Charging Scheme December 2020

Appendix 2: Comparison of services offered and fees charged in existing and proposed schemes

13. Background Papers

None

Chichester District Council

THE CABINET

3 November 2020

Review of Parking Charges

1. Contacts

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2. Recommendations

- 2.1. Cabinet approves the proposal as set out in 5.1 of this report to increase car parking charges, which subject to consultation responses, be implemented from 1 April 2021 for a one year period.**
- 2.2. Cabinet approves some further minor amendments to the Parking Order to provide further clarification on details relating to the use of the Council's car parks as set out in 3.9 of this report.**
- 2.3. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2019 and the Road Traffic Act 1984.**

3. Background

- 3.1. In accordance with the Review of Fees and Charges Policy, Cabinet will recall that parking charges were increased from 1 April 2020 in line with inflation at the time and to introduce some flat rate fees into two of the city centre car parks to assist with turnover of vehicles and to reduce congestion.
- 3.2. Car park users expect charges to be reasonable and proportionate. The Council generates income from car parking to cover its costs and to allow for future investment. Car parks occupy valuable sites and charges need to reflect this. If they are not serving their purpose effectively, or their usage could be consolidated, there may be another economically beneficial use to which a site could be put.
- 3.3. West Sussex County Council set the charges for on-street parking. Any amendments to off-street charges would be closely monitored for deflection onto the highway.

3.4 There are a number of points to be borne in mind when considering parking charges:

- Parking charges provide essential income to support other key services provided by the Council.
- Users should cover the cost of parking provision – i.e. each car park should be able to cover its own costs. There are a number of car parks at present which are not covering their own costs and therefore are being subsidised by income from other car parks in the district.
- Parking charges assist with reducing congestion and on-street parking, encouraging alternative forms of travel and to enable adequate turnover of spaces. The Council's policy is to increase fees and charges in line with inflation, or to reflect local circumstances where appropriate.
- National evidence suggests it is an area's broader retail, commercial, leisure and / or tourism offer that is the primary factor affecting its vibrancy, rather than solely parking charges.
- Blue Badge holders are able to currently park within CDC car parks free of charge.
- Spaces are not turning over adequately in the currently free of charge car parks and there is evidence of long-term parking with action being taken against owners of abandoned vehicles where possible.
- Anecdotal evidence suggests that a 'free of charge' period of parking can encourage customers to rush back to their vehicle before the end of the free period of parking has finished rather than encouraging visitors to stay for longer.

3.5 In response to the Covid 19 pandemic and to support essential workers at the time, the council made the decision to suspend all parking charges at the start of lockdown (23rd March) across all council-owned car parks. Charges were subsequently resumed on 8th June, following a decision at Cabinet. Cabinet agreed that a number of incentives should be introduced at that time:

- Free parking on Saturdays and Sundays at the Avenue de Chartres car park for three months;
- One hour free parking when selecting two hours when using the MiPermit app for three months
- Free parking for NHS / social health care staff at Northgate car park until April 2021.

It is worth noting that a number of the district's car parks already had in place a free of charge parking period.

3.6 The incentives were closely monitored and were well used. Over 8,000 customers benefitted from the free parking at weekends at the Avenue de Chartres, with a resultant cost estimated to be £17,000. The actual cost of having provided this scheme is likely to be higher given that a number of

customers will have opted to use the Avenue de Chartres car park on the weekends rather than other more expensive car parks in the city. In addition to this over 15,000 customers benefitted from the provision of one hour of free parking when selecting two using MiPermit to pay, with a resultant estimated cost to the authority of £15,000. This initiative was considered to assist with social distancing and also to encourage customers to sign up to the MiPermit app - an increase in the proportion of customers using the MiPermit app has been seen – from a transaction proportion of 6% in February 2020 to a proportion of just under 10% at the end of August. The MiPermit app enables customers to top up their stay remotely which can encourage visitors to stay longer, ultimately benefitting businesses. The Council also decided to provide free parking for NHS / social care staff at Northgate car park until 31st March 2021. Just over 600 season tickets have been issued, however, the number of vehicles using the car park with one of the season tickets averages around 37 per day which equates to an estimated cost to the authority by November in the region of £9,000.

- 3.7 Covid 19 has impacted significantly on CDC's parking income and it is expected that this will continue throughout the year as a result of the cancellation of key events and activities within the district; the reduction in visitors; the increase in the number of workers who continue to work from home along with residents who are choosing to shop online instead of using the city and towns.
- 3.8 The authority has, for a number of years, provide a free of charge Christmas Park and Ride facility each year in the run up to Christmas. There is a cost to the provision of the service along with the loss of income as a result. This year , due to Covid – 19 it is not felt appropriate to provide a Park and Ride service as this does not assist with enabling social distancing and the car parks are considered to be able to accommodate the level of parking which is anticipated this year prior to Christmas. Instead, the authority will this year be providing free parking in the Avenue de Chartres car park each weekend throughout December, alongside an incentive when using the MiPermit app during December of receiving a free hour of parking when choosing two hours within any car park in the district (with the exception of Westgate and Avenue de Chartres). These incentives will be closely monitored and the costs of these are estimated to be covered by the normal costs for providing the annual Christmas Park and ride.
- 3.9 CDC's Off-Street Parking Order is the legal basis for Off-Street parking provision, spaces, charges, enforcement etc. Whilst there has been an agreed Parking Order in place for some time, it is important that it is reviewed to ensure that it is consistent with the proposed use of the car parks and reflects all specific requirements relating to the car parks. The Parking Order is referred to when Penalty Charge Notices (PCN's) are issued and is considered as part of the review of any appeals of PCN's by the independent Traffic Penalty Tribunal. Potential amendments to the Parking Order are considered throughout the year to ensure that clarity is provided and that the authority is able to enforce appropriately. Amendments under consideration for the revised Parking Order are to clarify the position relating to refunded parking charges; to reflect amendments concerning payment methods accepted in car parks and to clarify designation of the type and nature of car parks.

4. Outcomes to be Achieved

- 4.1. To ensure Chichester District parking charges remain competitive with neighbouring centres leaving our business centres in a strong position and do not cause unacceptable parking deflection into residential areas.
- 4.2. The proposed charges assist with delivering the objectives of both assisting with capacity issues in the higher demand car parks and helping to cover administration and maintenance costs of each car park.
- 4.3. To increase income in line with the Council's financial strategy.

5. Proposal

- 5.1. It is proposed that the following amendments to parking charges are undertaken from 1st April 2021 for one year – with further details outlined in Appendix 1:
 - Increase existing Pay and Display tariffs by the current Bank of England target rate of inflation in the council's five year financial model for 2021/2022 (2%) with some variations due to roundings and demand.
 - Increase season tickets as per Appendix 1 and introduce part-time season tickets on a trial basis for X roving customers.
- 5.2. The charges proposed are considered modest and competitive when compared with other neighbouring authorities. Details of charges in other similar centres are included in Appendix 2 and 3.

6. Alternatives Considered

- 6.1. A series of options were considered by the Chichester District Parking Forum and further consideration of appropriate options has been given since this time. These include third party and officer recommendations which are based on parking policy and monitoring the use of the car parks. Alternatives include the following:
 - Remove the free of charge parking period in all rural car parks
 - Introduce a maximum stay and a flat rate of parking charges into the currently free of charge Sylvia Beaufoy car park in Petworth
 - The expansion of Evening Charges
 - Remove the existing flat rate tariff for Sundays in Long Stay car parks in the city and replace with the Monday to Saturday long stay tariffs.

These alternatives may have an increased impact on the high street, leisure and hospitality sector at this current time with the businesses being affected by the

current pandemic. The authority is also able to achieve compliance with the fees and charges policy through the increase in line with inflation this year.

6.2 Do nothing –this would not assist with covering the costs of the provision of the car parks service, or assist with car park usage or turnover.

7. Resource and Legal Implications

7.1. To implement changes to charges and car parks there will be minor costs associated with the provision of new signs and necessary adjustments to the machine tariffs as well as changes to back office software; these costs are contained within the service’s revenue budget.

7.2. The Parking Order will require amendment once the charges and amendments are agreed and will be advertised for consultation.

7.3. The estimated income levels anticipated through the proposed increases is shown in Appendix 1.

8. Consultation

8.1. The proposed changes to parking charges were discussed by the Parking Forum meeting of 3 September 2020 and their feedback is included in Appendix 1. The forums have assisted with the formulation of the final proposals in this report.

8.2. Amendment to the Parking Order will include a further period of public consultation.

9. Community Impact and Corporate Risks

9.1. Any increase in charges could cause people to park within neighbouring residential areas and reduce the economic effectiveness of the localities they serve. The modest nature of the increases and other mitigation proposed is designed to minimise this risk.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity Congestion due to drivers queuing to locate a parking space can have an impact on air quality. When parking charges are set at the correct level this can assist with encouraging alternative forms of transport or parking is less congested areas.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X

General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other		

11. Appendices

11.1 Proposed Chichester District Parking Charges 2021

11.2 Winchester parking charges - city

11.3 Winchester parking charges - rural

12. Background Papers

None

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	To approve the Test & Trace Support Payments Discretionary Policy
Decision taker	Kerry Standing
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues, Benefits and Customer Services
Decision date	7 October 2020
Decision details	In the absence of a Cabinet meeting officers be authorised to proceed with administering the Test & Trace Support Payments Discretionary Scheme from 12 October 2020. This is paid to eligible individuals on low incomes who have been advised to self-isolate by the NHS Test & Trace Service due to testing positive for Coronavirus.
Reason for urgency	Coronavirus pandemic
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet.

Louise Rudziak
Director of Housing and Communities

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