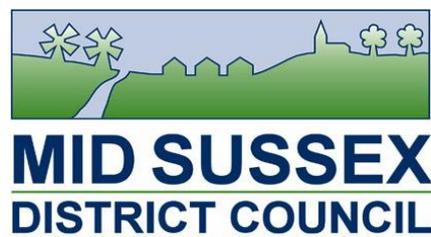




COUNCIL

9 DECEMBER 2020



1 December 2020

Unless a majority of the Council resolve to extend the meeting before 9.00 pm it will automatically end at 9.00 pm in accordance with Council Procedure Rule 17.2.

New regulations came into effect on 4 April 2020 to allow Councils to hold meetings remotely via electronic means. As such, Council and Committee meetings will occur with appropriate Councillors participating via a remote video link, and public access via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 9TH DECEMBER, 2020 at 6.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL
Chief Executive

Pages

1. Roll Call and Virtual Meeting Explanation.
2. Opening Prayer.
3. To receive questions from members of the public pursuant to Council Procedure Rule 9.
4. To confirm Minutes of the meeting of Council held on 4 November 2020. **7 - 16**
5. To receive declarations of Interest from Members in respect of any matter on the Agenda.
6. To consider any items that the Chairman of the Council agrees to take as urgent business.
7. Chairman's Announcements.

Working together for a better Mid Sussex



- | | | |
|-----|--|----------------|
| 8. | Review of Members Allowances - 2021-22. | 17 - 32 |
| 9. | Councillor Absence Due To Ill Health. | 33 - 34 |
| 10. | Parking Strategy and Action Plan 2020-2030. | 35 - 74 |
| 11. | Council Taxbase 2021/22. | 75 - 80 |
| 12. | Recommendations from Cabinet held on 23 November 2020. | 81 - 82 |
| 13. | To consider whether to exclude the Press and Public from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act. | |
| 14. | Exempt Report - Transfer of Land at Haywards Heath.

Report to follow – on 4 th December 2020. | |
| 15. | To receive the Leader's Report | |
| 16. | Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1 | |
| 17. | Motions on Notice. | |

MOTION A: NEIGHBOURHOOD PLANS

Proposed by: Cllr Ian Gibson
 Seconded by: Cllr Chris Phillips

Mid Sussex District Council notes that:

- The District has almost complete geographical coverage of made Neighbourhood Plans with a further 2 in preparation.
- Neighbourhood Plans make a significant contribution to the provision of new housing through the sites agreed by local communities.
- There is no requirement to review or update a Neighbourhood Plan. However, their policies may become out of date if, for example, they conflict with policies in a Local Plan that is adopted after the Neighbourhood Plan has been made.
- 16 neighbourhood plans covering Towns and Parishes in the District were made before the adoption of the District Plan in March 2018.

This Council agrees that:

- The District is fortunate to have many Councillors and

residents who have devoted their time, unpaid, to the preparation of Neighbourhood Plans for their Towns and Parishes.

This Council believes that:

- There is a need for clarity in the status of the policies of the District's Neighbourhood Plans.

This Council resolves to:

- Prepare, maintain and publish a record of the policies of each made Neighbourhood Plan which are assessed to be out of date due to conflict with policies in the District Plan, Supplementary Planning Documents and revisions to the NPPF.
- Ensure that development proposals are determined in accordance with the development plan (which includes made Neighbourhood Plans) when read as a whole, unless material indications indicate otherwise.

Supporting Information:

1. Timeline for the approval of Mid Sussex Neighbourhood Plans and the District Plan:
 1. The Cuckfield Neighbourhood Plan was made on 1 October 2014
 2. The Hurstpierpoint and Sayers Common Neighbourhood Plan was made on 19 March 2015
 3. The West Hoathly Neighbourhood Plan was made on 16 April 2015
 4. The Ardingly Neighbourhood Plan was made on 19 March 2015
 5. The Burgess Hill Neighbourhood Plan was made on 28 January 2016
 6. The Crawley Down Neighbourhood Plan was made on 28 January 2016
 7. The Lindfield and Lindfield Rural Neighbourhood Plan made adopted on 23 March 2016
 8. The Turners Hill Neighbourhood Plan was made on 24 March 2016.
 9. The Twineham Neighbourhood Plan was made on 24 March 2016
 10. The Ashurst Wood Neighbourhood Plan was made on 30 June 2016.
 11. The Bolney Neighbourhood Plan was made on 21 September 2016
 12. The Albourne Neighbourhood Plan was made on 22 September 2016
 13. The Balcombe Neighbourhood Plan was made on 22 September 2016
 14. The East Grinstead Neighbourhood Plan was made on 2 November 2016
 15. The Haywards Heath Neighbourhood Plan was made on 15 December 2016
 16. The Ansty and Staplefield Neighbourhood Plan was made on 2 February 2017

- The Mid Sussex District Plan 2014 – 2031 was made on March 2018
17. The Slaugham Neighbourhood Plan was made on 25th September 2019
 18. The Hassocks Neighbourhood Plan was made on 24 June 2020
 19. The draft Horsted Keynes Neighbourhood Plan is currently being examined
 20. The draft Copthorne Neighbourhood Plan has recently completed Regulation 14 Consultation
2. Guidance on the revision of Neighbourhood Plans from the NPPG

When will it be necessary to review and update a neighbourhood plan?

A neighbourhood plan must set out the period for which it is to have effect ([section 38B\(1\)\(a\) of the Planning and Compulsory Purchase Act 2004](#)). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a local plan covering the neighbourhood area that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new local plan (or spatial development strategy) is adopted, communities preparing a neighbourhood plan should take account of latest and up-to-date evidence of housing need, as set out in [guidance](#).

Communities in areas where policies in a neighbourhood plan that is in force have become out of date may decide to update their plan, or part of it. The neighbourhood area will already be designated, but the community may wish to consider whether the designated area is still the most suitable area to plan for.

18. Questions from Members pursuant to Council Procedure Rule 10.2

To: **Members of Council:** Councillors C Trumble (Chairman), M Belsey (Vice-Chair), G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunson, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, P Coote, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, S Ellis, R Eggleston, A Eves, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, A MacNaughton, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, R Salisbury, S Smith, A Sparasci, L Stockwell, D Sweatman, R Webb, N Webster and R Whittaker

**Minutes of a meeting of Council
held on Wednesday, 4th November, 2020
from 6.00 pm - 8.25 pm**

Present: C Trumble (Chairman)
M Belsey (Vice-Chair)

G Allen	R Cromie	J Knight
J Ash-Edwards	J Dabell	C Laband
R Bates	R de Mierre	J Llewellyn-Burke
J Belsey	B Dempsey	A MacNaughton
A Bennett	S Ellis	A Peacock
L Bennett	R Eggleston	C Phillips
A Boutrup	A Eves	M Pulfer
P Bradbury	L Gibbs	R Salisbury
P Brown	I Gibson	S Smith
R Cartwright	S Hatton	A Sparasci
P Chapman	J Henwood	L Stockwell
R Clarke	S Hicks	D Sweatman
E Coe-	S Hillier	N Webster
Gunnell White	T Hussain	R Whittaker
P Coote	R Jackson	
M Cornish		

Absent: Councillors H Brunsdon, Andrew Lea, Anthea Lea, G Marsh,
J Mockford, N Walker and R Webb

1. ROLL CALL AND VIRTUAL MEETING EXPLANATION.

The Chairman welcomed everyone to the meeting. A roll call of Members present was taken. The Head of Regulatory Services provided a virtual meeting explanation.

2. OPENING PRAYER

The opening prayer was read by the Vice-Chairman.

3. TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.

The Chairman set out the order and explained procedure for this item.

1) Question from Ms. Inglesfield:

Issue: Closure of Clair Hall

MSDC decided to close CH on the basis that “there are many other suitable venues in the close proximity”. The Event and Community Officer of HHTC reported during last week’s E&GP committee meeting that, after communicating with the NHS Blood Donation service and obtaining from them their venue specifications, she was unable

to locate a suitable venue in HH. For my next blood donation, I will travel all the way to Brighton. The complication, time and money involved are prohibitive for numerous HH donors. HH, 35000 inhabitants, unable to host blood donations. What detailed, costed solution do you offer?

Response from Cabinet Member for Environment and Service Delivery – Cllr John Belsey

Thank you for your question.

Officers are working closely with NHS Blood and Transplant (NHSBT) to help that organisation identify alternative local venues for the blood donation service in Haywards Heath. NHSBT has very stringent requirements for venues but I can confirm MSDC has offered our own site at Oaklands. NHSBT are also looking at other venues in the town including certain local schools and the St Francis site and personally I hope they can come to a decision soon as to where they propose to carry out further blood donor sessions in Haywards Heath. To be clear the decision as to venue will be for NHSBT to determine, not any of our local Councils, although we are providing as much assistance as we can in order to aid their decision-making process.

Until a new venue for blood donations in Haywards Heath is available, although you may choose to travel to Brighton, I can confirm to other residents that it is not necessary for anyone to have to travel to Brighton to donate blood. There are regular sessions in Burgess Hill, Hassocks, East Grinstead and Crawley Down, as well as in Crawley and Uckfield, all of which are of course nearer to Haywards Heath than Brighton.

Ms Inglesfield posed a supplementary question. She noted that the Council committed itself to advise Clair Hall users like the blood donation service to help them find a suitable alternative venue in close proximity and asked what is the Council's advice to the other users? The Cabinet Member agreed to provide a written response.

2) Question from Mr Kenward:

Issue: Closure of Clair Hall

With many theatres and multi-use venues taking advantage of grants from the Culture Recovery Fund made available from the Arts Council did Mid Sussex District Council apply for, or consider applying for a grant in respect of Clair Hall? and if not, why not?

Response from Cabinet Member for Environment and Service Delivery – Cllr John Belsey

Thank you for your question.

This fund was administered by the Arts Council, specifically targeted at supporting music, theatre, dance, combined arts, visual arts, museums or literature. Since 75% of the activity at Clair Hall over recent years has not been of this nature, Mid Sussex District Council decided not to make an application to the Cultural Recovery Fund on the grounds that it was considered extremely unlikely such an application would have been successful and that officer time would be spent more productively on the many other activities and demands placed upon the Council during this pandemic. Given that Chequer Mead Theatre in East Grinstead which does provide a year-round theatre venue made an application which was sadly unsuccessful we remain firmly of

the view that the Council would not have received any funding through such an application for Clair Hall.

However, I am pleased to note that four performing arts companies/organisations registered in Mid Sussex received grants from the Fund totalling over £260k.

Mr Kenward posed a supplementary question regarding revenue. He asked that if Clair Hall was allowed to reopen (managed by whoever), and should the Council also proceed with a plan to open a pay-and-display car park on the site, could the revenue from the car park be invested back into the hall to alleviate the financial burden from the Council that has possibly helped lead to its demise. The Cabinet Member agreed to provide a written response.

3) Question from Mr Shelley:

Issue: Playing Pitch Strategy

Good evening Councillors, I'm Bob Shelley and I Chair East Grinstead Sports Council. We have, with our sports clubs, participated in, and followed with close interest, the development of the Council's Playing Pitches Study. When will the Study and its Implementation Plan be presented to full Council for adoption, as was recommended in the Scrutiny Committee for Community & Service Delivery report - Agenda item 7 - on 8 July 2020?

Response from Cabinet Member for Community – Cllr Norman Webster

Thank you for your question Mr Shelley. May I start by thanking you and the East Grinstead Sports Council for your involvement and interest in sport and the very real benefits it provides. I believe government recognised these benefits in the early days of Covid lockdown, hence their generous financial support to local sports bodies.

In terms of your question the Council remains committed to investing in local playing pitch provision, not least because of the positive impacts it has on the health and wellbeing of our communities. This is now of course more important than ever.

The Playing Pitch Study is an important evidence base, and I stress evidence base, which supports the Council's direction of travel. It is part of the background work requested by the District Plan examiner, so does not need to be formally adopted by Council.

In fact, the Council is already implementing the objectives and actions in the Study. Some recent examples of which are the introduction of the Club Spark booking system for tennis, the commissioning of pitch drainage surveys, which I know to be a concern in East Grinstead and early preparatory work for the implementation of the Centre for Outdoor Sports in Burgess Hill.

For the benefit of people who might be viewing this meeting, Objective 5 is to create a delivery framework for people and organisations to work together to share skills, expertise, resources and facilities in implementing the Study.

It is planned for the Steering Group to be reconvened in the New Year – unfortunately, this has been delayed as a result of the pandemic. Representation will include: Mid Sussex District Council's Community Services, Commercial Services & Contracts and Planning and a number of national and regional bodies.

Mr Shelley posed a supplementary question asking if the sports community of East Grinstead and wider district can count on the 5 objectives in the implementation plan (which are the 5 things summarised as the way forward) being met and in what sort of timescale? The Cabinet Member agreed to provide a written response.

4. TO RECEIVE A PETITION PRESENTED BY IT'S MAGIC EVENTS, HAYWARDS HEATH COMMUNITY CIC AND USER GROUP CLAIR HALL ON BEHALF OF THE COMMUNITY OF MID SUSSEX WHICH ASKS:

Ms Wilcox presented the petition as the nominated spokesperson for Tim French MBE who organised the petition. She noted the petition has over 4000 signatures which as a gauge of the level of public concern represents 65% of the ballot papers issued in the 2019 district council election. She welcomed the opportunity for the Council to consider the strength of feeling of residents and urged the Council to review the decision made and alternative options available.

Ms Wilcox challenged the Council's assessment of the state of repair of Clair Hall, and the number and location of alternative venues offered to user groups. She referenced other venues in the District such as Chequer Mead, which have reopened, and queried why it wasn't considered to open Clair Hall in a similar way. Information on S106 funds was provided with a query on why this money had not been used for Clair Hall repair. She concluded that the Council has an opportunity to listen to residents and open active dialogue for a Meanwhile Lease on Clair Hall, registering it as a community asset and keeping it open pending new facilities.

The Cabinet Member for Environment and Service delivery acknowledged the petition and thanked all residents who signed it. He reiterated the process that had led to the decision to close the Hall, following the removal of it from the Places Leisure Contract agreed by full Council in August, the Cabinet decision voting for a business case on the regeneration of the site and a new venue and subsequent consideration by the Scrutiny Committee.

Discussion was held on the need to prioritise expenditure to assist residents during the pandemic. Against this backdrop, Members considered the cost of repair and maintenance verses limited usage of the Hall both in the current lockdown and prior to its closure in March 2020 noting that to reopen was not an effective use of resources. Comparison was made with other sites that had reopened, not able to generate significant income due to current restrictions on attending. A number of Members urged the petitioners to respond to the public consultation so that work could focus on an exciting new venue that meets the needs of all users.

Councillor Knight proposed a motion that the Council acknowledges the petition but believes that it is not feasible for Clair Hall to reopen. The Council supports the decision to undertake public engagement and consultation to inform the development of a business case for the provision of a modern community facility as part of the regeneration of the site. This was seconded by Councillor Pulfer.

Councillor Eggleston proposed an amendment to the motion that the Council in addition agrees to hold a public meeting regarding the future of Clair Hall as part of the consultation process and that Officers enter into dialogue about the hall's continued use in the meantime, until a new facility is open. This was seconded by Councillor Bates.

Members discussed the motion and amendment. Clarity was sought on what form the consultation would take, and what funds are currently available to be spent on Clair Hall maintenance. Several Members requested that alternative methods are sought to keep the Hall running as there is currently no timescale for when a new facility may be available. It was however noted that no one had approached the Council with a viable proposal for reopening the Hall on a managed basis, and that Council resources would be better spent focusing on the future, by engaging with the community to design a new facility that is fit for purpose.

A recorded vote on the amendment was taken.

16 Members were in favour of the amended motion and 27 Members were against and 1 abstained, so the amendment was lost.

	For	Against	Abstain		For	Against	Abstain
Allen, G.			✓	Gibbs, L.	✓		
Ash-Edwards, J.		✓		Gibson, I.	✓		
Bates, R.	✓			Hatton, S.	✓		
Belsey, J.		✓		Henwood, J.	✓		
Belsey, M.		✓		Hicks, S.	✓		
Bennett, A.	✓			Hillier, S.		✓	
Bennett, L.		✓		Jackson, R.	✓		
Boutrup, A		✓		Knight, J.		✓	
Bradbury, P		✓		Laband, C.		✓	
Brown, P.	✓			Llewellyn-Burke, J.		✓	
Cartwright, R.	✓			MacNaughton, A.		✓	
Chapman, P.	✓			Peacock, A		✓	
Clarke, R.		✓		Phillips, C.	✓		
Coe-Gunnell White, E.		✓		Pulfer, M.		✓	
Coote, P.		✓		Salisbury, R		✓	
Cornish, M.	✓			Smith, S.		✓	
Cromie, R		✓		Sparasci, A.	✓		
Dabell, J.		✓		Stockwell, L		✓	
de Mierre, R.		✓		Sweatman, D.		✓	
Eggleston, R.	✓			Trumble, C.		✓	
Ellis, S.		✓		Webster, N.		✓	
Eves, A	✓			Whittaker, R.		✓	

A recorded vote was taken on the original motion which was carried with 27 Members in favour, 11 against and 6 Members abstaining.

	For	Against	Abstain		For	Against	Abstain
Allen, G.		✓		Gibbs, L.		✓	
Ash-Edwards, J.	✓			Gibson, I.		✓	
Bates, R.			✓	Hatton, S.		✓	
Belsey, J.	✓			Henwood, J.			✓

Belsey, M.	✓			Hicks, S.		✓	
Bennett, A.		✓		Hillier, S.	✓		
Bennett, L.	✓			Jackson, R.			✓
Boutrup, A	✓			Knight, J.	✓		
Bradbury, P	✓			Laband, C.	✓		
Brown, P.			✓	Llewellyn-Burke, J.	✓		
Cartwright, R.		✓		MacNaughton, A.	✓		
Chapman, P.			✓	Peacock, A	✓		
Clarke, R.	✓			Phillips, C.		✓	
Coe-Gunnell White, E.	✓			Pulfer, M.	✓		
Coote, P.	✓			Salisbury, R	✓		
Cornish, M.		✓		Smith, S.	✓		
Cromie, R	✓			Sparasci, A.		✓	
Dabell, J.	✓			Stockwell, L	✓		
de Mierre, R.	✓			Sweatman, D.	✓		
Eggleston, R.			✓	Trumble, C.	✓		
Ellis, S.	✓			Webster, N.	✓		
Eves, A		✓		Whittaker, R.	✓		

RESOLVED

The Council acknowledges the petition but believes that it is not feasible for Clair Hall to reopen. The Council supports the decision to undertake public engagement and consultation to inform the development of a business case for the provision of a modern community facility as part of the regeneration of the site.

5. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 30 SEPTEMBER 2020.

The minutes of the meeting of Council held on 30 September were agreed as a correct record of the meeting.

6. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA

With regards to any potential discussion on leisure centres, Councillor Bates declared a personal interest as he is a leisure centre member.

7. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN OF THE COUNCIL AGREES TO TAKE AS URGENT BUSINESS.

None.

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman acknowledged that a significant number of nominations had been received for the Mid Sussex Applauds Awards and that the way to acknowledge the winners is being reconsidered in light of lockdown restrictions.

He welcomed back Councillor Coote who had recently been unwell and sent regards to Councillor Walker who is recovering from illness.

9. IMPLEMENTATION OF PUBLIC SPACES PROTECTION ORDERS FOR DOG CONTROL.

Councillor Boutrup moved the item noting it was the three-year renewal of the original Public Space Protection Orders (PSPO) agreed in 2017. The item was seconded by Councillor Webster who, in response to questions raised by Members, confirmed that no fines had currently been issued, and no authorities granted to Parish Councils as no Parishes had made a request. He noted that the Rangers focus their work on maintenance of the countryside estate working with volunteers and contractors to raise education on the subject. Targeted enforcements can be made if Rangers receive reliable specific information on sites.

Discussion was held on the areas that the PSPO's covered and it was confirmed that the dog fouling PSPO covers the whole District whilst the other PSPO's cover Mid Sussex District Council assets only.

The Chairman took Members to a vote on the recommendations which were agreed.

RESOLVED

Council noted the contents of the report and agreed to the adoption of the Public Spaces Protection Orders as set out in Appendix 1.

10. MID SUSSEX DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT.

Councillor Laband moved the item noting that the document provided an example of best practice and had been reviewed by the Scrutiny Committee for Housing, Planning and Economic Growth. Councillor MacNaughton seconded the item noting that it was important to set a standard for Developers to see the design expectations required in Mid Sussex.

Discussion was held on comments made during the Scrutiny stage which do not appear to have been included in the final version, such as cycle parking at employment sites, biomass energy source and the types of trees suitable for planting. It was confirmed that information on cycle parking was taken into consideration by Officers and deemed not necessary to include, as detailed in paragraph 14 of the report. The table on p.10 however has been amended to show the applicable requirements for all new buildings. The Cabinet Member for Housing noted that Officers responded during the Scrutiny Committee with reasons why proposals may not feature in the final draft. He agreed to provide a written response to Councillor Henwood's queries, particularly relating to suitable trees. He also noted that the document is a supplementary document that cannot rule on every subject however it does not preclude separate promotion of other positive design aspects such as biomass energy sources.

The Chairman took Members to a vote on the recommendation which was agreed.

RESOLVED

That Council:

Adopts the Mid Sussex Design Guide as a Supplementary Planning Document (SPD) for use in the consideration and determination of planning applications.

11. TO RECEIVE THE LEADER'S REPORT

The Leader acknowledged that the Country was entering a second lockdown from midnight 4 November 2020 and thanked residents for their efforts in keeping Mid Sussex in Tier 1. He noted that the lockdown will have a significant impact on residents, Council services and finances, reiterating that people should stay at home, gatherings should not occur, and most businesses may need to close. He confirmed that leisure centres must close at the Government's request but that playgrounds can remain open and will be cleaned weekly.

The Leader confirmed that the WSCC Community Hub will remain open 7 days a week and the Government will provide financial support, with the Council due to receive discretionary funding in excess of £2m to support businesses.

With regards to rough sleepers, the Leader confirmed that the Council is awaiting Government guidance and will respond when it is finalised. Work will continue to support the homeless to source emergency accommodation. The Council has also recently been successful in a bid for Government funding for additional long term affordable accommodation for homeless people.

In response to a Member's concern around possible home firework displays, the demand on emergency services and harm to animals, the Leader said he would look at suitable communications to remind residents to be careful and considerate relating to fireworks and bonfires.

12. REPORT OF CABINET MEMBERS, INCLUDING QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1

Deputy Leader

The Deputy Leader highlighted the recent agreement by the Council to accept a bid for land at Bolnore Road for the purpose of building residential properties. This will generate a £1.25m capital receipt with 50% affordable houses on site. She declined to comment on the result of a planning permission decision raised by a Member in relation to a site on Paddockhall Road.

Cabinet Member for Economic Growth

The Cabinet Member confirmed that work was being continued to draft an Economic Covid19 Recovery Plan. He noted that several grants are currently available including Micro Business Grants with an incentive for apprenticeship, alongside a £300k Covid19 Recovery grant to help businesses facing additional costs as a result of the pandemic.

The Cabinet Member drew Member's attention to a new campaign to 'Bring Christmas Home' launched by the Council inviting all businesses to register on a directory to promote local shopping over the Christmas period. He also noted that Covid19 safety measures in local highstreets had been reassessed in October and deemed suitable to remain in place.

Cabinet Member for Customer Services

The Cabinet Member encouraged Members to help share the message that the Revenues and Benefits Team and the Housing Needs Team are available to assist if people are struggling to pay bills or facing other financial hardship. Free independent debt advice is also available.

She provided an update on the Council's Full Fibre Gigabit Project which is progressing well with 8km laid so far and due to be completed in Spring 2021.

Cabinet Member for Environment and Service Delivery

The Cabinet Member has circulated information to Members on the September statistics for Leisure Centres and will provide the October results in due course. He noted that garden waste collection services are projected to continue through the current lockdown period and recycling centres run by West Sussex County Council (WSSC) will also remain open. He acknowledged that a pilot of food waste recycling has paused but that work is continuing with Serco and WSSC with a service waste redesign proposal due in the new year which may include food waste. He announced that Mid Sussex District Council will be launching a small waste and electronic equipment (WEE) recycling project over the coming weeks with information provided to Members and residents.

Cabinet Member for Community

The Cabinet Member reiterated that Covid19 recovery grants are available for the local community, and the Council has been able to add to the generous amount pledged by the Government.

He thanked residents for following Government guidance to stay safe during the pandemic. During the second lockdown, WSSC will lead on support for the clinically extremely vulnerable and will operate the Community Hub. The Wellbeing Team will provide localised support. The Hub is anticipated to pro-actively contact over 4000 residents that have previously sought help. Environmental Health Officers are working with the Director of Public Health at WSSC to use track-and-trace information to contain and control local outbreaks.

Council run health courses such as weight management and smoking cessation continue, and Sport England has funded 50 spaces on a 12-week exercise programme. Officers are also working to ensure that Armistice and Remembrance Day can be acknowledged in line with current Government guidelines.

Cabinet Member for Housing

The Cabinet Member confirmed that at the end of October, 126 units of affordable housing were delivered across the District, with 91 for rent and 35 for shared ownership.

Regarding rough sleepers, he reiterated that Council is awaiting Government guidance on requirements to bring them in during the second lockdown. If not required by Government, the Council is considering the capability to still bring them in and an expected grant for winter funding to bring them in may be enable the Council to facilitate this.

A Member highlighted the Cabinet Member's response to the Governments Planning White Paper and hoped the response could be more widely publicised.

**13. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE
10.2**

None.

The meeting finished at 8.25 pm

Chairman

REVIEW OF MEMBERS' ALLOWANCES FOR 2021/2022

REPORT OF: Head of Regulatory Services, Solicitor to the Council and Monitoring Officer
 Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
 Email: lucinda.joyce@midsussex.gov.uk Tel: 01444 477225
 Wards Affected: All
 Key Decision N/A
 Report to: Council - 9 December 2020

Purpose of Report

- To present the attached report of the Independent Remuneration Panel on the review of Members' Allowances to be paid to Members of Mid Sussex District Council in 2021/22.

Recommendations

- Council is recommended to:**
 - thank the Panel for their work;
 - consider the recommendations of the Panel, summarised below, and
 - agree a scheme of allowances for the financial year 2021/22.

Summary of Recommendations

- The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below.

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	5,100	No change
Leader's Allowance	20,596	No change
Deputy Leader's Allowance	11,000	No change
Cabinet Member	8,500	No change
Chairman of the Council	6,750	No change
Vice-Chairman of Council	2,250	No change
2x Planning Committee Chairman	12,750 (6,375 x 2)	No change
2x Planning Committee Vice-Chairman	3,188 (1,594 x 2) 25% of Planning Chairman's allowance	No change
Licensing Committee Chairman	1,020	No change
Standards Committee Chairman	1,020	No change
Group Leader	250 per group member	No change
3x Scrutiny Committee Chairman	12,240 (4,080 x 3)	No change

3x Scrutiny Committee Vice - Chairman	3,060 (1,020 x 3) 25% of Scrutiny Chairman's allowance	No change
Audit Committee Chairman	3,060	No change
3x Independent Persons for Standards Matters	1,500 (750 x 2)	2,250 (750 x 3)

The Panel recommends that Members should only be entitled to claim one Special Responsibility Allowance, with the exception of allowances paid to Group Leaders.

4. **Basic and Special Responsibility Allowances**

In light of the current and projected economic conditions and the views expressed by Councillors, the Panel recommends no change to the Basic Allowance which should remain at £5,100. Similarly, the Panel makes no recommendations for any changes to Special Responsibility Allowances.

5. **Leader and Cabinet Member's Allowance**

The Panel considered the allowance paid to the Leader, in comparison with the average paid within Mid Sussex and acknowledged that the allowance in Mid Sussex was significantly higher. Therefore they felt no justification in recommending a further increase at this time. Cabinet Member Allowances are also recommended to remain the same.

6. **Independent Person for Standards Committee**

The Panel noted that three Independent Members for Standards were appointed in 2020 for a four-year term. This is an increase of one person on previous years and therefore results in an increase of £750 per year in that area.

7. **Travelling and Subsistence Allowance**

The Panel recommends no change for the mileage allowances as these are in line with HMRC.

Detail	Recommended Rate
Vehicles	
Car Mileage	45p per mile
Car Passenger Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers
Cycling Allowance	20p per mile
Subsistence	
Breakfast	£7.00
Lunch	£10.00
Tea	£4.00
Evening Meal	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

8. **Childcare and Dependent Carer's Allowances**

8.1 **Childcare Allowance**

The Panel recommend that this allowance should remain linked to the real living wage rate, which has recently increased. Payment will be on receipt-based actual costs up to a maximum rate of £9.50 per hour for one child, or a maximum of £19 per hour for two or more children.

8.2 **Dependent Carer's Allowance**

In line with the Childcare Allowance increase, the Panel agreed that payment of receipt-based actual costs, up to a maximum rate of £19 per hour is appropriate.

9. **Background**

The Local Government Act 2000 requires local authorities to set their schemes of allowance on an annual basis after taking into account the recommendations of an independent panel.

The Mid Sussex Independent Remuneration Panel undertook its review of Members' allowances between September and November 2020 and its report is appended below.

Members are not obliged to take the allowance.

10. **Financial Implications**

The net cost of the proposed allowances is £750 which relates to the recruitment of the additional Independent Member for Standards.

11. **Appendices**

- Report of the Independent Remuneration Panel on Members' Allowances for 2021/22.

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Mid Sussex Report of the Independent Remuneration Panel on the review of Members' Allowances 2021 / 2022

Mr Neil Gershon (Chair)
Ms Jane Henry
Ms Jane Rothwell



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CHAIRMAN'S FOREWORD

I am pleased to present the report and recommendations of the Independent Remuneration Panel for Mid Sussex District Council, relating to the financial year 2021/22.

There were no resignations from or appointments to the Panel.

The Panel's discussions were held against the background of the extraordinary circumstances arising from the impact of the COVID 19 pandemic. In particular the Panel took note of the Council's projected financial position resulting primarily from the extensive changes to its income streams. In addition the Panel noted that inflation as measured by the Consumer Prices Index was extremely low (0.5%). The Panel was advised that there had been no material changes in workloads that might have affected the allowances paid to those in receipt of Special Responsibility Allowances.

The Panel wrote to all Councillors suggesting that in the current circumstances it was minded to recommend that there should be no changes to the current rates at which allowances were paid and invited comments on this suggestion. We received responses from the Conservative Group and from three individual Councillors all agreeing to the Panel's proposal for no increases in the allowance rates. There was one suggestion concerning the Leader's allowance and we deal with this in the body of the report.

Accordingly, the Panel concluded that there should be no change to any of the allowances currently paid to Councillors nor to any of the previously approved linkages that affect the payment of many Special Responsibility Allowances.

The Panel recommends one caveat to its blanket approach in respect of the rate for childcare and dependents allowances as this rate has been expressly linked to the National Living Wage. The Panel recommends that the rate paid remain so linked and it would therefore rise from £9.00 to £9.50 an hour.

The Panel also notes that a recruitment process took place during 2020 for the Independent Members for the Standards Committee, due to the conclusion of the terms of office. Based on advice of the Committee on Standards in Public Life, three Independent Members for Standards were appointed (as opposed to two) for a four year term. This results in an increase of £750 per year in that area.

The Panel notes that the Allowances for the Leader, Deputy Leader, Cabinet Members and the Chair of Council have yet to be linked to the Base Allowance. It hopes that sufficient information will become available for next year's review to allow further recommendations on linkages to be made.

There is no net cost arising from the panel's recommendations other than any that might arise from claims for childcare and dependent allowances which by definition cannot be quantified at this stage, and the additional recruitment relating to the Independent Members for Standards.

Neil Gershon
December
2020

INTRODUCTION

This Independent Remuneration Panel has been appointed by Mid Sussex District Council to consider and make recommendations for the 2021/22 financial year. The Panel comprises Neil Gershon (this year's Chair), Jane Henry and Jane Rothwell. Their terms of appointment and a short biography are set out at Appendix A.

TERMS OF REFERENCE

The Panel is required to make recommendations to Mid Sussex District Council on their schemes of allowances. The terms of reference, in so far as they relate to Mid Sussex District Council, are to make their recommendations:

- a) On the amount of Basic Allowance which should be payable to its Elected Members;
- b) About the roles and responsibilities for which a Special Responsibility Allowance should be paid and the amounts thereof;
- c) About the duties for which travelling and subsistence allowances should be paid and the amounts thereof;
- d) As to whether co-optees to committees should receive allowances and the amounts thereof;
- e) As to whether the Council's scheme should include an allowance in respect of arranging for the care of children and dependents and if so, the amount thereof.

WORK OF THE PANEL

The Panel wrote to all Members of the District Council seeking views relating to allowances and expenses and received replies from the Conservative Group and from three individual Councillors. The Panel had discussions with officers but in the unusual circumstances did not meet with any members nor were there any requests from members to meet the Panel.

The written and oral evidence received by the Panel indicated that the level of the Base Allowance was considered reasonable.

The Panel met twice between September and November 2019, and also communicated over this period by email. These meetings planned the review, evaluated the evidence received and debated its findings, before formulating both draft and final reports containing its recommendations.

The Panel laid great weight on affordability in the current economic climate and had the benefit of forecasts from officers of the Council's projected financial position.

We therefore make our recommendations accordingly.

Consideration and Recommendations

1. Basic Allowance

The Panel once again examined the record of Basic Allowance rates since the system was introduced in July 2001. Allowances paid since 2010 are detailed below:

Year	Recommended Rate	Adopted Rate (£):	Percentage increase on previous year	Percentage rate of inflation in same year
2010/11	4738	4738	0	4.48
2011/12	4501	4501	-5.0	2.83
2012/13	4501 plus increase in line with Local Government Pay Settlement for 2012/13	4501	0	2.56
2013/14	4501	4501	0	1.69
2014/15	4501 plus increase in line with Local Government Pay Settlement for 2014/15	4501	0	Source: inflation.eu Historic average inflation rate based upon Consumer Price Index (CPI).
2015/16	4501	4501	0	0
2016/17	4620	4620	2.5	1.0
2017/18	4736	4736	2.5	3.0
2018/19	4878	4878	3	3.0
2019/20	5000	5000	2.5	2.2
2020/21	5100	5100	2	1.7

In light of the current and projected economic conditions and the views expressed by Councillors the Panel recommends **no change to the Basic Allowance which should remain at £5,100.**

2. Special Responsibility Allowances

2.1. Leader, Deputy Leader and Cabinet Members

The Panel would have wished to begin the process of linking these allowances to a multiple of the Basic Allowance. However, circumstances were not conducive to this work being undertaken and the Panel hopes to return to the issue next year.

One response to the panel's invitation to Councillors to comment suggested that an increase to the Leader's Allowance should be considered. The Panel was aware that the allowance paid to the Leader of MSDC was significantly higher than the average paid within West Sussex Districts (by 33%) and felt that there was no justification to support increasing that differential.

There was no evidence to suggest justification for changes to the allowances paid to the Deputy Leader or Cabinet Members.

Accordingly the Panel recommends no change to these Allowances.

2.2. All Other Special responsibility Allowances

The Panel learned that there had been no material changes to the workloads for which Special Responsibility Allowances were paid and makes **no recommendations for any changes in these allowances.**

2.3 Future Work

The Panel hopes to be able to conduct a more substantial review for 2022/2023 and also hopes to undertake work towards establishing the correct multiples for allowances paid to Cabinet Members including the Leader and Deputy Leader.

2.4 Conclusions

In the light of the evidence presented to the Panel and the representations received the Panel recommends the following:

That there should be no changes to any allowances in 2021/2022

3. Travelling and Subsistence Allowance

No representations were received on the current levels of Travel and Subsistence allowances. We recommend that these allowances continue to be linked to those deemed acceptable by HMRC and note that HMRC increased the recommended rate for subsistence in July 2017.

Detail	Recommended Rate
Vehicles	
Car Mileage	45p per mile
Car Passenger Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers
Cycling Allowance	20p per mile
Subsistence	
Breakfast	£7.00
Lunch	£10.00
Tea	£4.00
Evening Meal	£13.00
Overnight Out of Pocket Expenses Per night	£6.00
Overnight Out of Pocket Expenses Per week	£24.00

4. Childcare and Dependent Carer's Allowances

4.1. Childcare Allowance

The Panel agreed that this allowance should remain linked to the national living wage rate¹. Payment will be on receipt-based actual costs up to a maximum rate of £9.50 per hour for one child, or a maximum of £19 per hour for two or more children.

4.2. Dependent Carer's Allowance

The Panel agreed that the existing payment of receipt-based actual costs, up to a maximum rate of £19 per hour was appropriate.

4.3. Cycling Allowance

The Panel makes no recommendation for change.

5. Frequency of Panel Review

This review has been undertaken in extraordinary circumstances. The Panel expects to be able to conduct a more conventional review next year and specifically to focus on completing its work in linking Special Responsibility Allowances to the Basic Allowance.

¹ www.livingwage.org.uk

6. Summary of Recommendations

The Panel's recommendations for Basic and Special Responsibility Allowances are summarised in the table below (rounded to the nearest whole pound).

Role	Current Allowance (£):	Recommended Allowance (£):
Basic Allowance	5,100	No change
Leader's Allowance	20,596	No change
Deputy Leader's Allowance	11,000	No change
Cabinet Member	8,500	No change
Chairman of the Council	6,750	No change
Vice-Chairman of Council	2,250	No change
2 x Planning Committee Chairman	12,750 (6,375 x 2)	No change
2 x Planning Vice-Chairman	3,188 (1,594 x 2) 25% of Planning Chairman's allowance	No change
Licensing Committee Chairman	1,020	No change
Standards Committee Chairman	1,020	No change
Group Leader	250 per group member	No change
3 x Scrutiny Committee Chairman	12,240 (4,080 x 3)	No change
3 x Scrutiny Vice-Chairman	3,060 (1,020 x 3) 25% of Scrutiny Chairman's allowance	No change
Audit Committee Chairman	3,060	No change
3 x Independent Persons for Standard Matters	1,500 (2 x 750)	2,250 (3 x 750)

The net cost of the changes proposed in the report is £750 relating to the additional recruitment of the Independent Members for Standards.

The Panel recommends that Members should continue to only be entitled to claim one Special Responsibility Allowance, with the exception of allowance paid to the Group Leaders.

ACKNOWLEDGEMENTS

The Panel would like to extend its thanks to those who took the time to reply to our request for comments. We would also like to offer our collective thanks to the Member Services Team, for their research and administrative support of our work this year.

Neil Gershon
Jane Henry
Jane Rothwell

Members of the Independent Panel for the Review of Members' Allowances are appointed for a four-year term:

Name	Term ends
Neil Gershon	31 July 2023
Jane Henry	31 July 2023
Jane Rothwell	31 July 2023

BIOGRAPHICAL INFORMATION

Neil Gershon

Neil Gershon spent his working life in the University sector during which time he was responsible amongst many other matters for HR and was involved in remuneration committees for non- academic staff. He retired from the post of Registrar at the University of Sussex in 2004. He is currently the Chairman of Furnihelp Mid Sussex, a local furniture recycling charity. He lives in Haywards Heath.

Jane Henry

Jane qualified in both Law and Social Work before working as a social worker in West London. Jane has lived the majority of her life in Sussex and is now taking a break from paid employment to raise 3 young children. She is Vice-Chair of the BSUH Maternity Voices Partnership.

Jane Rothwell

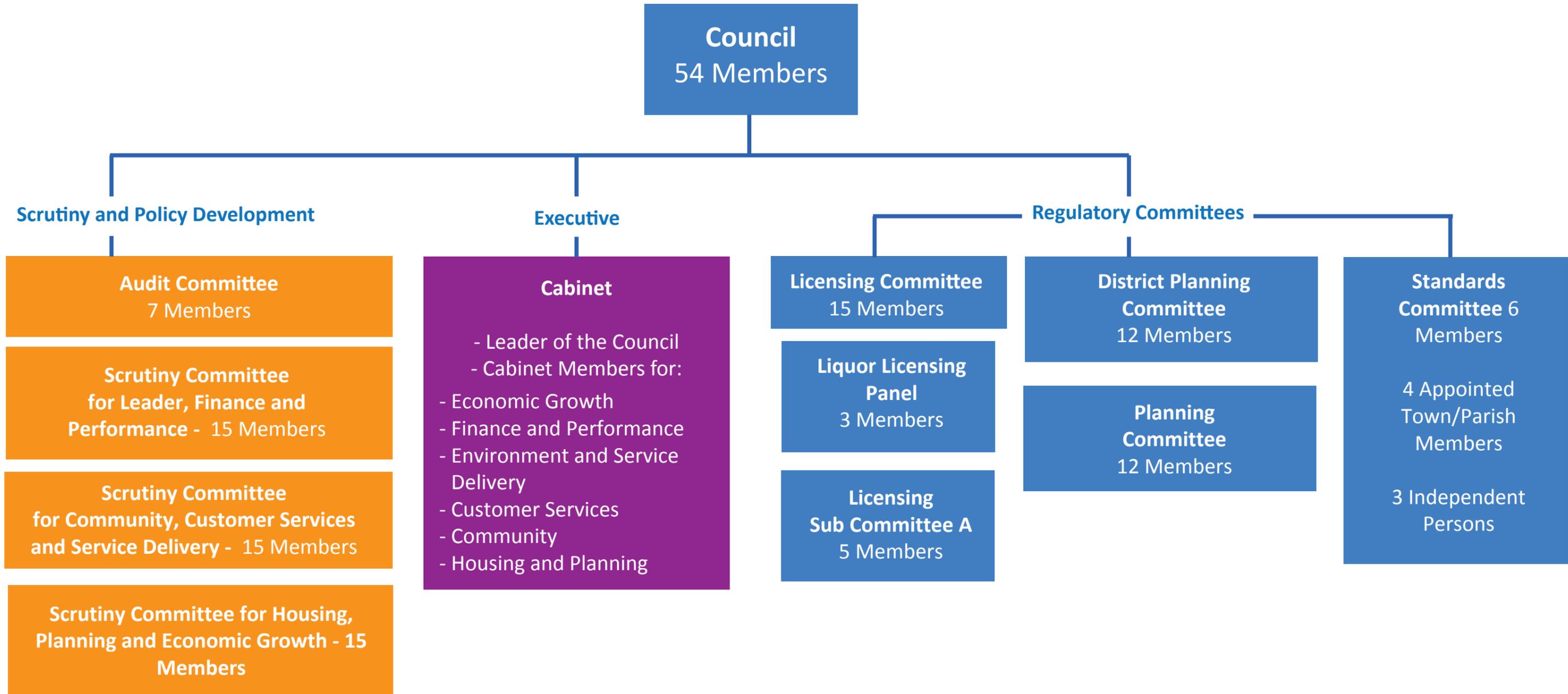
Jane had a career in HR working in the Financial Services Sector initially working for NatWest Bank before moving to a HR Consultancy company based in the City, specialising in Recruitment, Training & Development & Outplacement. She managed teams of 80 plus people, most were self- employed consultants, and was involved in all operational matters including annual pay reviews for her team. She happily took early retirement in 2015 and has since retrained to become a Magistrate working in West Sussex courts. Jane has been living in West Hoathly since 2015.

APPENDIX B
Members and Officers Interviewed

The Panel wishes to acknowledge and thank those who were able to spare the time to attend face-to-face discussions:

Solicitor to the Council

MSDC Committee Structure



COUNCILLOR NEVILLE WALKER – ABSENCE DUE TO ILL HEALTH

REPORT OF: Head of Regulatory Services, Solicitor to the Council and
Monitoring Officer
Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
Email: lucinda.joyce@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision N/A
Report to: Council - 9 December 2020

Purpose of Report

1. Councillor Neville Walker has been unable to attend meetings of the Council since 16 July 2020 when he attended a District Planning Committee. Council is requested to consider whether his absence from meetings of the Authority during a period of six months from 16 July 2020 should be approved on the grounds of ill health.

Recommendation

2. **That the absence from meetings of the Authority of Councillor Neville Walker for a period of six months from 16 July 2020 be approved due to a period of continuous ill health.**
-

Background

3. Section 75 of the Local Government Act 1972 states: "...if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meetings of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority".
4. Members will be aware that Councillor Walker has been unable to attend meetings of the Authority since July 2020 due to continuing health problems.
5. Councillor Walker will have been absent from meetings of the Authority for a continuous period of six months unless he attends a meeting by 16 January 2021. It is not anticipated that he will be able to attend any meetings by this date. Unless the Council approves his absence for the period of six months up to 16 January 2021, he will cease to be a Member of the Authority from that date. Council is therefore asked to consider approving the absence of Councillor Walker for the six-month period from 16 July 2020, on the grounds of a continuous period of ill health.

Financial Implications

6. This report does not contain any direct financial or other effects at this stage. If the recommendation is not approved a by election will need to be held and

the cost of this would be in the region of £3,000 which would need to be met from electoral services budgets.

Other Material Implications

7. No other material implications have been identified as arising from this report.

Background Papers

8. None.

PARKING STRATEGY AND ACTION PLAN 2020 - 2030

REPORT OF: Assistant Chief Executive
Contact Officer: Claire Onslow – Business Unit Leader Parking Services
Wards Affected All
Key Decision: Yes
Report to: Council
Date of meeting: 9 December 2020

Purpose of the Report

1. To seek Council approval of the Mid Sussex District Council Parking Strategy and Action Plan 2020 – 2030.

Summary

2. The Parking Strategy & Action Plan 2020 – 2030 was considered at the meeting of the Scrutiny Committee for Housing, Planning & Economic Growth on 22 October 2020.

Recommendations

3. **That Council approves the Parking Strategy and Action Plan 2020 – 2030.**

Background

4. The current MSDC Parking Strategy expired in 2020. A key priority in the 2019/ 2020 Corporate Plan was to refresh the strategy.
5. The Parking Strategy 2020 – 2030 provides a high-level strategic direction for the management of the Council's car parks to support future sustainable and economic growth across Mid Sussex.
6. The MSDC Parking Strategy focuses on how the Council will manage Council owned car parks for the next 10 years. The strategy will take account of West Sussex County Council's approach to on street parking provision.

Development of the Strategy

7. The development of the Parking Strategy was led by consultants Parking Matters Ltd, bringing industry expertise, best practice and benchmarking principles to the project.
8. A Member Working Group was set up with geographical and political balance from members of the Scrutiny Committee for Housing, Planning and Economic Growth, with the Portfolio Holder for Economic Growth attending as an observer. A total of six Working Group meetings were held to advise on and guide the development of the Strategy and Action Plan.

9. Their work was supported by an Officer Working Group consisting of representatives from across the Council including Planning, Economic Development, Estates and Parking.
10. The initial development of the Parking Strategy was carried out over a six-month period in three phases:
 - a. **Discovery:** Reviewing current policies, the existing service and benchmarking with other services
 - b. **Challenge:** Challenge policies and operations to establish future service delivery and customer needs supported by policy and delivering value for money.
 - c. **Design:** Develop a strategy and action plan to guide strategic development of the service and future delivery.
11. Throughout the 'Discovery' and 'Challenge' phases the Consultants took account of previously commissioned work for each of the three town centres, carried out an extensive review of the current Council parking operation and compared their findings with neighbouring and similar Councils. Additional evidence was also commissioned on car park occupancy in both the towns and the rural car parks.
12. This evidence was used by the Working Groups to inform the development of a draft Parking Strategy and Action Plan, meeting the overall aim of supporting economic growth within the District.

Parking Strategy & Action Plan 2020 – 2030

13. The Parking Strategy presented, appended to this report, is the outcome of this work. It provides a high level ten-year strategic framework for the management of the Council's car parks from 2020 – 2030. This timeline is aligned with the District Plan and the Economic Development Strategy.
14. The delivery of the Parking Strategy is supported by a five-year rolling Action Plan, providing an agile approach to respond to changes in the economic landscape.
15. The overarching vision for the Parking Strategy and Action Plan is to ensure:

The Council's car parks will support sustainable growth and provide a positive parking experience.

16. The vision will be achieved in the first five years through an Action Plan as follows:
 - a. **Investment in car parks** - An Investment Plan will be developed to set a medium-term strategic direction for managing car parks including retention, disposal, expansion and repurposing of sites.
 - b. **Sustainable Growth** – We will work with WSCC to reduce congestion and improve air quality and townscapes by ensuring car parks are working alongside sustainable transport objectives.
 - c. **Supporting Vitality** – We will explore differential tariff and management regimes to influence customer behaviour and provide financial support for investment and improvement.

- d. **Customer Experience** – We will utilise technological innovation to improve and inform the customer experience and how the Council manages and enforces its car parks.

17. The strategy will deliver the following benefits:

- a. A planned investment strategy to improve and modernise the car park estate
- b. Use of new technologies to modernise and improve the customer experience
- c. Differential tariffs and management regimes that are based on local vitality and economic growth, which will in turn fund the investment into the estate modernisation.

18. An annual review of the Parking Strategy and Action Plan will be presented to the Scrutiny Committee for Housing, Planning & Economic Growth.

Covid 19 Review

19. The draft Parking Strategy and Action Plan was due to be presented to Council in early summer 2020.

20. However, the Covid-19 pandemic has significantly changed the short, medium- and long-term economic outlook at both a national and local level. As a result, to the Council commissioned further work to ensure that the Parking Strategy and Action Plan was appropriate and relevant in a post Covid world.

21. The outcome of this work is the appended Covid Addendum report. This report considered the economic, societal and practical variables that are likely to be affected by the pandemic and how they might impact the delivery of the Parking Strategy. The work applied learning from consumer behaviour in previous recessions and built on early emerging worldwide trends in response to the pandemic to enable early assumptions to be made; however, the exact long-term impacts of the pandemic are still very uncertain. The Addendum will be appended to the Parking Strategy and Action Plan.

22. The key findings of the Covid review have been assessed against the themes of the draft Parking Strategy and Action Plan. The consultants concluded that the original document remains sound and will continue to provide an appropriate and robust high level, flexible framework and direction of travel for the Council. An analysis of impact across the four original themes suggests that the key actions in the proposed Action Plan remain appropriate and relevant.

23. The Covid Addendum concludes that despite the inevitable short-term income impacts, the Council's car parks will be in a strong position to recover to the 'new normal' in the medium to long term and will support economic recovery as highlighted in the revised Corporate Plan. The Parking Strategy and Action Plan and its overarching aims of consolidating and modernising the car park estate and ensuring that tariffs continue to support economic vitality is considered robust in a post Covid environment.

24. The Parking Strategy and Action Plan have been amended to reflect the impacts of Covid-19, and to provide agility to the implementation of the Parking Strategy, responding to a changing landscape within our communities as a result of post covid-19 recovery.

Initiating the Parking Strategy Action Plan in 2020/21

25. As mentioned above, the long-term impacts of the pandemic on economic recovery and how they impact on parking demand are unclear, and it will be some months before the Council is able to make any informed decisions backed by evidence.
26. The four actions highlighted in the Action Plan for 2020/ 21 are highlighted below, along with recommendations for taking the work forward. Undertaking this work as planned will prepare the Council to make well informed strategic decisions about the parking estate, to support the future economic vitality of the towns and larger villages in the District.

2020 - 2021 Actions (Year One)	Recommended Delivery
Commission an Investment Strategy setting out medium term strategic objectives for each of the Council's car parks in terms of retention, disposal, expansion development / re-purposing to meet the economic needs of each settlement.	Commission the Investment Strategy as planned to provide a baseline to inform future strategic options for the car park estate to support economic growth and recovery plans.
Undertake annual tariff review	Complete annual tariff review to set baseline principles for future annual review of tariffs.
Commission feasibility work to explore opportunities for differential tariff regimes in town centres to support local vitality	Commission initial feasibility work based on high level principles whilst responding to Covid recovery.
Commission feasibility work to explore opportunities for alternative management regimes in the larger village car parks.	Commission initial feasibility work based on high level principles whilst responding to Covid recovery.
Continue to develop digital platforms to provide more convenient self-service systems e.g. virtual season tickets	Complete the migration of season tickets to a virtual platform in year, which will provide opportunities to change the season ticket approach.

Consideration by the Scrutiny Committee for Housing, Planning and Economic Growth at its meeting on 22 October 2020.

27. The Parking Strategy was considered by the Scrutiny Committee for Housing, Planning and Economic Growth on 22 October 2020.
28. The Committee supported the Parking Strategy and Action Plan, with Members welcoming the strategic approach and emphasised the need to embrace digital technology to improve customer service.

Financial Implications

29. There is a budget of £60,000 to fund delivery of the Action Plan's year one objectives.
30. There will be further calls on reserves to deliver future actions which may come forward as part on the annual review and service planning process.

31. There may also be future bids to capital budgets for investment into the estate.

Risk Management

32. It is important that the Council considers all opportunities to support sustainable economic growth. An Equality Impact Assessment will be prepared as the Action Plan is delivered to ensure opportunities to promote equality and / or barriers to service are considered and addressed.

Other Material Implications

33. There are no other material implications.

Appendices

34. Parking Strategy & Action Plan

35. Covid Addendum

Background Papers

36. The supporting evidence pack can be found at :

<https://www.midsussex.gov.uk/parking-travel/parking-strategy/>

37. The minutes of the Scrutiny Committee for Housing, Planning & Economic Growth held on 22 October 2020 can be found at:

<http://midsussex.moderngov.co.uk/documents/g2510/Printed%20minutes%2022nd-Oct-2020%2017.00%20Scrutiny%20Committee%20for%20Housing%20Planning%20and%20Economic%20Growth.pdf?T=1>

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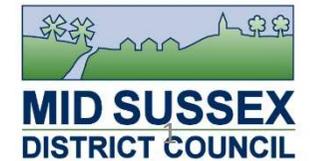
Mid Sussex Parking Strategy



2020 - 2030



DRAFT – WORK IN PROGRESS



Foreword

Welcome to Mid Sussex District Council's Car Parking Strategy. This sets out the Council's plans and ambitions for the Council's car parks for the next 10 years; with specific focus on the role car parks play in contributing to the sustainable, economic vitality of the District.

During the development of this Strategy, the world was faced with an unprecedented global pandemic. Response to, and recovery from, Covid-19 will no doubt have a lasting impact on every aspect of our lives. Car Parking will be no exception to this and, whilst at this stage in the pandemic it is difficult to anticipate the full extent of the impact, we have tried to anticipate as far as possible the likely ramifications in this Strategy.

The Council has a wide range of car parks across town and village centres which play an important role in our local community infrastructure, supporting our economic centres and balancing the often-conflicting needs of visitors, local workers, residents and commuters.

This Strategy sets out how the Council will utilise these resources to support our Covid-19 recovery, balance the demands of the various car park users, sustainably support town and village centre businesses and ensure operational costs are met.

How the Council manages its car parks can influence and enable transport choice. Through this strategy and the investment it proposes, the Council is committed to ensuring that its car parks improve the customer experience through the use of emerging technologies and nationwide best practise, play its role in minimising the environmental impact of its parking customers and support sustainable economic recovery and growth for our towns and villages.



Councillor Stephen Hillier, Cabinet Member for Economic Growth

Introduction

Parking should be a positive experience that enables people to carry out their daily business. As the number of cars on our roads continues to increase, and with cars parked for most of the time, parking is a valuable resource that needs to be managed properly.

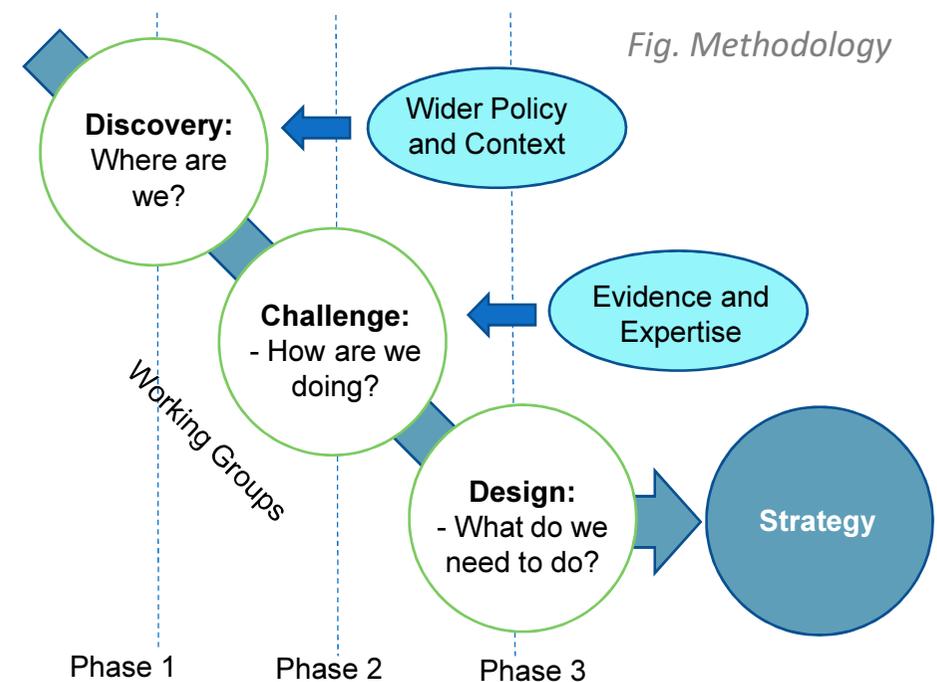
Parking also represents a valuable asset that provides the Council with a tool to shape places, influence growth, reduce nuisance parking and provide income to invest in its car parks for the benefit of all.

The Mid Sussex Parking Strategy aims to balance the needs of our residents, businesses and the wider environment, helping to provide the accessible parking people need, when and where they need it to provide a positive parking experience and support the sustainability of our local places.

Our vision:

“The Council's car parks will support sustainable growth and provide a positive parking experience.”

The Strategy has been prepared with the input and assistance of Councillors through regular Working Groups, and the help of expert parking consultants, Parking Matters. It has been further reviewed and updated in response to the real and anticipated social and economic impacts of the Coronavirus pandemic and social distancing measures. It provides evidence-based actions and policies as part of a Wider Strategy.



Covid-19 Update

Following the development of this Parking Strategy and Action Plan, the onset of the Covid-19 pandemic in March 2020 significantly changed the short, medium and long term economic outlook at both a national and local level. As a result, it was considered necessary to carry out a supplementary review to ensure that the Parking Strategy and Action Plan remained relevant.

Additional work was commissioned to consider the economic, societal and practical variables that are likely to be influenced by the pandemic and how they might impact the delivery of the Parking Strategy. Applying learning from consumer behaviour in previous recessions and building on emerging worldwide trends enables some early conclusions to be drawn; however, the exact long-term impacts of the pandemic are still very uncertain.

The commissioned work is appended to this strategy, and concludes that despite the inevitable short-term impacts, the themes and objectives within the strategy are robust in a post Covid-19 environment but some of the delivery timelines may need to change.

The Parking Strategy and Action Plan have been updated to reflect this.

Parking in Context

The role of towns is changing and retail can no longer be relied on to form the basis of a centre's vitality. The Association of Town and City Management, and national and international evidence suggests that while tariffs do influence behaviour, it is the ease of finding a space and space availability that is the more significant factor in influencing where people choose to shop, work or establish businesses.

"...the general availability of spaces is felt to be more important than cost in their overall decision about visiting. Traffic flow and parking signage have as much, if not greater, effect on their decision to visit the town centre, how long they spend there, and how much money they spend." – Association of Town & City Management

People want to be able to find a space, when they need it, where they want it, and at a reasonable price that relates to their destination. Customers expect to pay for parking in a town centre because these places offer a variety of shopping, cultural and leisure experiences and they generally know that demand needs to be managed and car parks need to be maintained. In general, it is what a place offers that dictates the tariff, not the tariff which dictates the success of a place.

Customers increasingly expect to use technologies which help them to find where to park with easy payment systems. These technologies have benefits to operators as well; less cash collection, more efficient enforcement and better information on which to make investment and policy decisions.

British Parking Association National survey findings, what do people want when choosing where to park?:

1. Location
 2. Personal Safety
 3. Tariffs
 4. Ease of Access
 5. No / little queuing
 6. Number of spaces
 7. Effective surveillance
 8. Size of spaces
-

Policy Context

The District Plan sets out the vision for how Mid Sussex will meet the Governments housing requirement to deliver 16,390 homes and 25ha of additional employment space by 2031. This growth is spread across the District – mainly in the three towns Burgess Hill, East Grinstead and Haywards Heath, and in the larger villages Cuckfield, Hassocks, Hurstpierpoint and Lindfield.

The District Plan includes policies to support town and village centres, recognising the different roles they play in providing retail, leisure and cultural facilities aiming to create sustainable communities. This includes a sustainable local transport network, ease of access to local services and facilities and the requirement to provide adequate car parking in economic centres.

Several Neighbourhood Plans have specific policies on parking; for example, East Grinstead seeks to provide parking on the edge of the town centre and encourages people to walk in order to reduce congestion and traffic within the town centre itself.

The Parking Strategy supports the Economic Development Strategy which has a vision to make Mid Sussex a vibrant and attractive place for businesses and people to grow and succeed.

This aim is even more relevant in a post-Covid world.

Mid Sussex Economic Development Strategy
2018 - 2031

OPEN4 BUSINESS
DIGITAL & YOU

MID SUSSEX DISTRICT COUNCIL

Parking in Mid Sussex

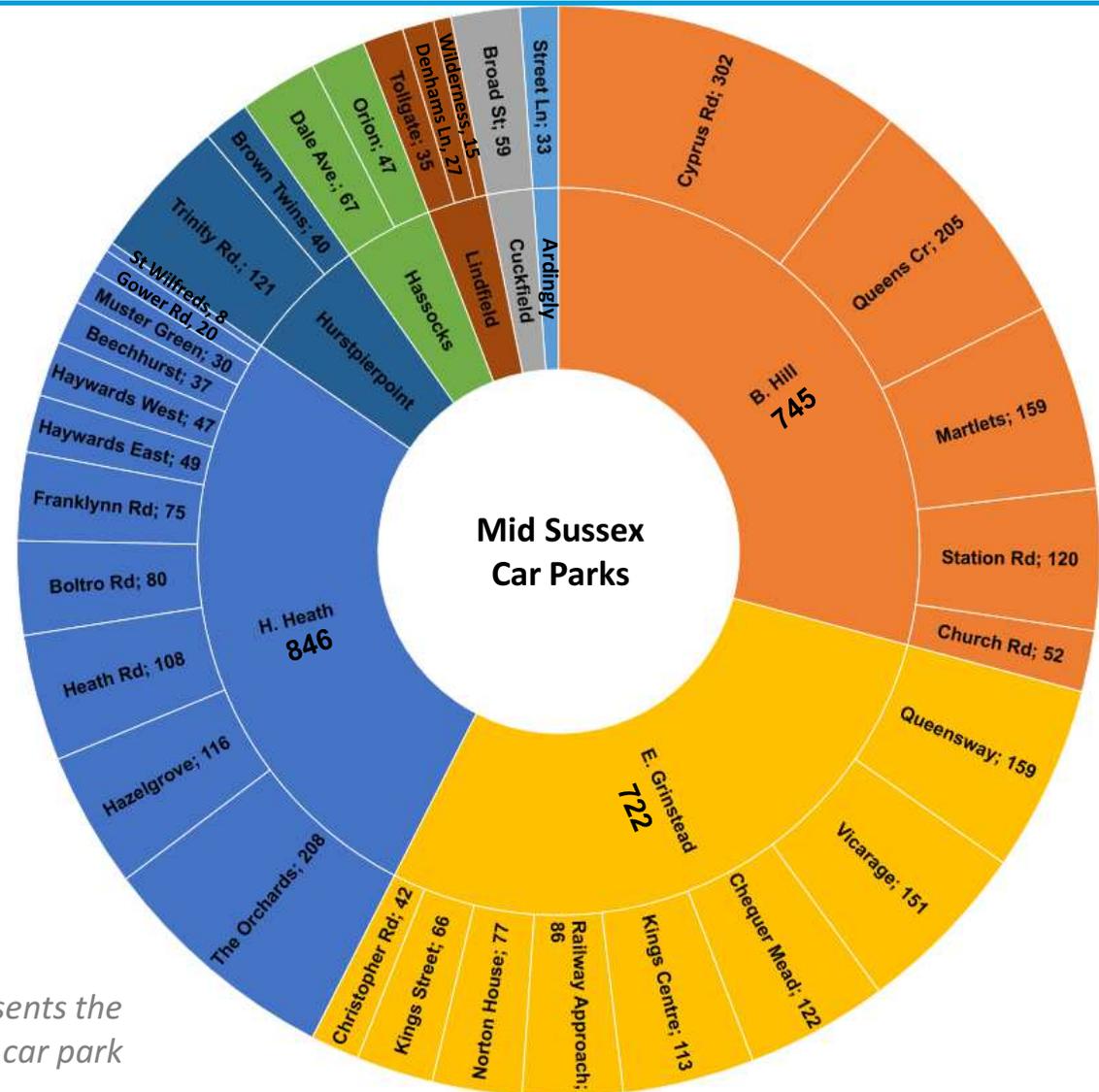
The Council provides around 2,900 spaces in 34 public car parks across towns and villages in the District. 22 are pay and display car parks in the towns and a further 12 have time limits but no charges in the larger villages. The strategy does not consider on-street parking or parking in leisure facility and open space car parks.

17 car parks have achieved the industry standard 'Park Mark' award for safer parking. This is awarded to car parks which meet high standards of management, appropriate lighting, effective surveillance and provide a clean safe environment.

Alongside the off-street car parks, on-street parking is managed by West Sussex County Council. There are a total of approximately 2,300 restricted on-street spaces in Mid Sussex which includes the Controlled Parking Zone in East Grinstead.

In addition to Council car parks there are several private operators in the District eg. Station car parks

Each segment of the wheel represents the number of car parking spaces in each car park



Car Parks: Main Towns

There are 22 car parks in the three towns that charge for parking. Prior to Covid, the majority were found to be at 80% capacity for at least some of the day. Forecasting future demand based on likely growth tells us they will only get busier, and a different approach will be needed to support regeneration and growth.

Town	Survey & transaction data	Opportunities
Burgess Hill	There is capacity in most of the car parks, but levels of demand vary. Looking forward, growth and regeneration in Burgess Hill is likely to increase demand.	<ul style="list-style-type: none"> Investigate feasibility to increase provision to meet future demand
Haywards Heath	There is limited capacity in the larger car parks and the smaller car parks are full for much of the day. Looking forward, this problem is likely to get worse as the town grows.	<ul style="list-style-type: none"> Rationalise car parks and utilise opportunities for future investment
East Grinstead	With few exceptions, car parks in East Grinstead are over 80% full for much of the time and more spaces may be needed to support the towns vitality.	<ul style="list-style-type: none"> Consider differential tariff and management regimes to manage future demand

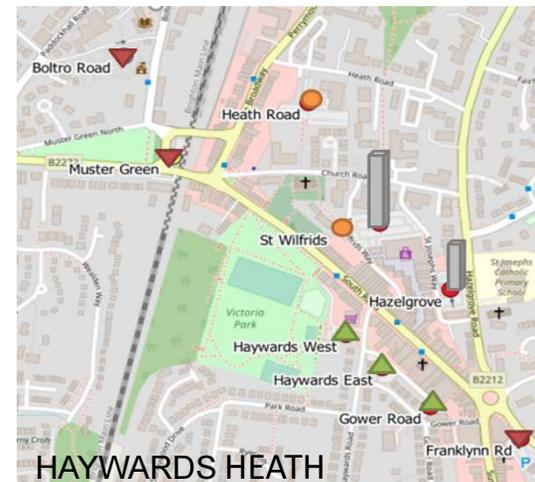
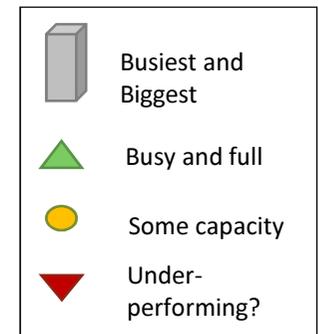


Fig. Relative Performance of Car Parks



Car Parks: Larger Villages

There are twelve car parks in larger villages that are currently free or enforced through a parking disc. Forecasting future growth suggests there are likely to be future pressures in these locations and a different approach on a case by case basis may need to be considered to support local vitality. This remains the case post-Covid.

Settlement	Survey data	Opportunities
Ardingly	Street Lane is a busy car park with turnover during the day, there is some evidence of overnight parking by residents.	Car park is currently supporting the local economy. No immediate intervention required, will be kept under review.
Cuckfield	Broad Street is very busy and over 80% full for much of the day. There is demand for long and short parking which is impacting space availability.	Consider how to balance long and short stay demand to support space availability for the local economy.
Hassocks	Orion is very busy and close to 80% full at peak times, but with a high turnover. Dale Avenue initial findings suggest a low turnover.	With proposed growth in Hassocks and a mainline railway station, consider how to balance long and short stay demand to support space availability for the local economy.
Hurstpierpoint	Trinity Rd is busy with a mix of long and short stay and close to 80% full at peak times. Brown Twins is full for most of the day with long term parking.	Consider how to balance long and short stay demand to support space availability for the local economy.
Lindfield	Denmans Lane and Tollgate are busy and 100% full for some of the day. This will be impacting the attraction of the village as a destination.	Demand for parking is high and car parks are small. Consider how to balance long and short stay demand to support space availability for the local economy.

Technology

Mid Sussex have already invested in new technologies for cashless payment options, joined-up back office systems and online PCN and season ticket portals which compares favourably to other similar districts.

The challenge is how to prepare for the future as customer expectations rise and as connected vehicles make more of the decisions and transactions related to parking. Pay-on-exit systems can increase dwell times, allow for much better management information and allow better information such as real time occupancy data. However these systems tend to be more economical in larger car parks so there are implications for the estate.

As car parks are developed and improved, investment will be made in modern technologies that will provide a better customer experience.



Fig. Customer expectations and the role of connected vehicles will change over time

	The town's 'visibility' to potential visitors	Importance of data
Now	Parking is being integrated into in-car systems but people still generally 'turn up' hoping to find a space	Visitors may have information about tariffs in advance, but visit hoping to find a space without real time information
5 – 10 years	In-car systems (and phones) make more of the decisions about not just which car-park is visited but also which destination based on user preferences.	Failure to provide accurate real-time information and automatic payment systems could result in less footfall
10 – 20 years	A vehicle drives you to most convenient location for your choice of activity	Data availability is a deciding factor in where and when to visit

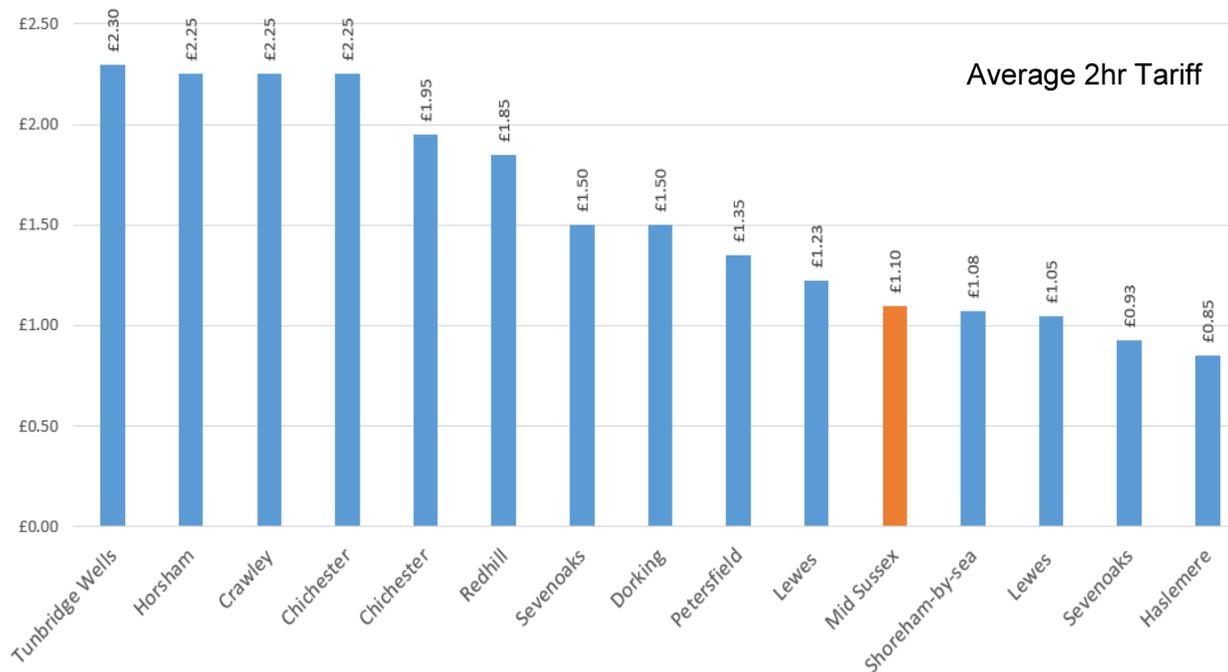
Tariffs & Charging Regimes

Tariffs are a tool to manage car parks, influence behaviour and provide the financial support for investment and improvement.

Pay and Display tariffs in Mid Sussex towns are split between long and short stay, and season tickets offer a significant discount. The charging regime is the same across all car parks and all towns. Tariffs have not been reviewed since 2012. There are no charges within the larger village car parks.

Neighbouring Councils do not employ a 'one-size-fits-all' tariff structure across all their car parks or in different towns, they tailor charges to reflect the vitality of local places. In general, Mid Sussex tariffs are lower than many comparable areas.

Fig How do Mid Sussex tariffs compare to others?



A comparison between charges in various car parks, including where differential tariffs are applied in the same town.

The Strategy

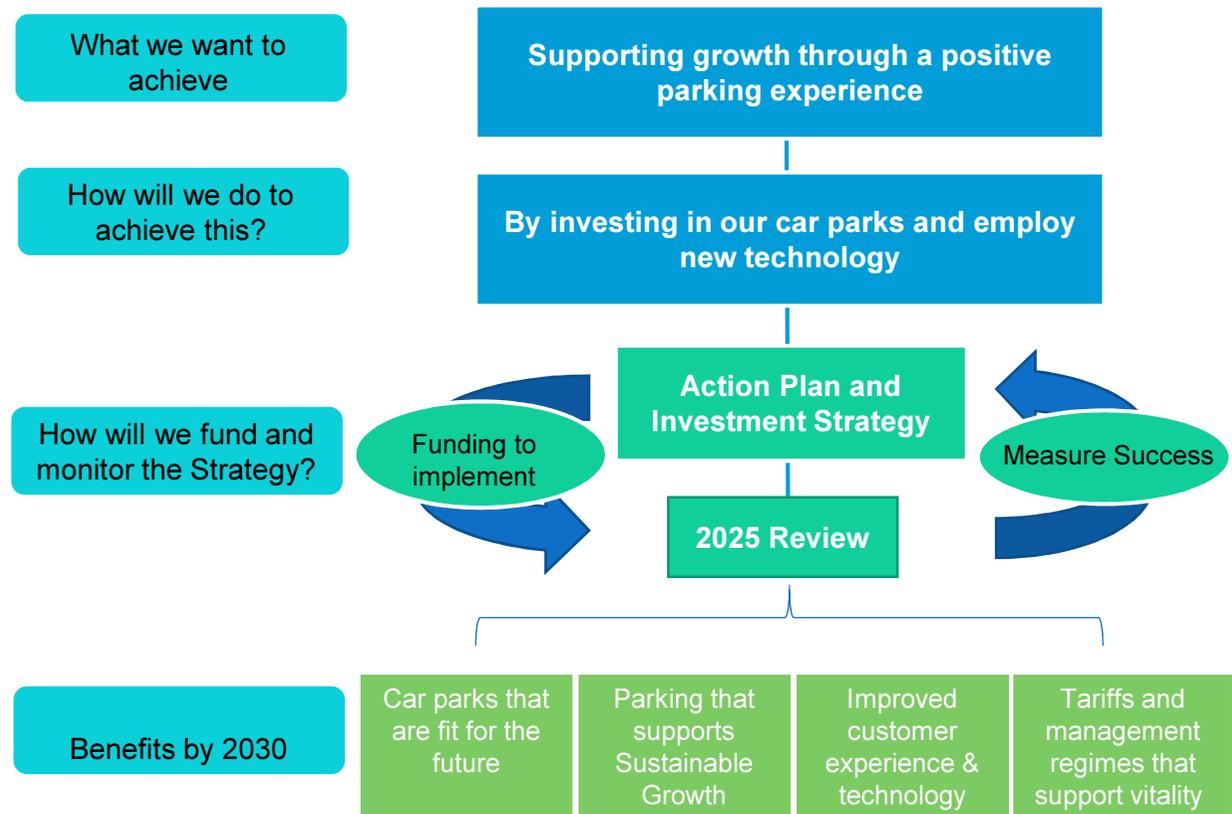
The vision for the strategy is that the Council's car parks will support sustainable growth and provide a positive parking experience.

To do this the Council needs a Strategy which sets out how it will achieve this which is realistic, evidence based and fundable.

Through this Strategy, the following benefits will be delivered:

- Investment in car parks through a planned Investment Strategy to ensure they are fit for the future
- Employment of enhanced technology and information to improve the customer experience
- Introduction of differential and appropriate management regimes between car parks and settlements to support vitality and economic growth.

The Strategy and Action Plan will be reviewed at the end of five years, and progress monitored through the Annual Parking Report.



Action Plan

2020 - 2025



Investing in Car Parks

Investing in car parks to improve them is the Council’s priority to ensure it can respond to future growth in the District. The Council needs to make sure parking supports sustainable growth and that it is well managed.

Many smaller car parks are full at peak times, this will be generating traffic as customers drive between them searching for spaces. Investments in technology, such as guidance and real time occupancy systems are harder to justify in smaller car parks.

The overall strategy in the towns will be to consolidate car parks to fewer, larger car parks with up-to-date technologies which provide better information, reduce wasted journeys and serve town centre needs.

Continuing with this action post Covid-19, will place the Council in a strong position to respond to the 'new normal' and support the medium – long term recovery in local economic centres.

Action	When will we do this?	Measures of Success
Commission an Investment Strategy setting out medium term strategic objectives for each of the Council’s car parks in terms of retention, disposal, expansion development / re-purposing to meet the economic needs of each settlement.	2020	Adoption of Investment Strategy to set out some strategic principles providing a framework to support future ambitions for the Council’s car parks
Assess the feasibility and business case of specific actions identified in the Investment Strategy	2021	
Deliver the priority actions arising from the Investment Strategy and feasibility work.	2021 - 2025	
Renew the Asset Management Plan which sets out business as usual maintenance and investment programme.	2021 - 2025	Adoption of an Asset Management Plan that secures investment into the car parks

Sustainable Growth

The District faces challenges and opportunities through the growth outlined in the District Plan and parking will contribute to supporting sustainable growth in towns and villages. The Council is already committed to delivering change through initiatives such as the Economic Development Strategy, Burgess Hill Growth Programme, Haywards Heath Town Centre Masterplan and the Sustainability Strategy.

The Government has indicated that post Covid –19 , recovery will accelerate sustainable transport initiatives, so the Council will work in partnership with West Sussex County Council, local businesses and other key partners to identify how technology and different types of mobility could reduce congestion to improve air quality and local townscapes.

By investing in car parks there will be opportunities to introduce better information systems to guide customers straight to available spaces and support new transport initiatives such as modal shift, mobility hubs and alternative fuels.

Action	When will we do this?	Measures of Success
Work with WSCC to ensure parking policy supports sustainable transport initiatives, encouraging visitors / workers to seek car alternatives to support modal shift in each settlement.	2020 - 2025	Evidence of reduction in congestion in settlements. Increased take up of electric charging points
Explore the opportunity to support inward investment by developing a season ticket policy that supports travel planning and changing business needs to encourage economic growth.	2021- 2022	Adoption of policy that supports preferential allocation of season tickets to local businesses with a travel plan
Work with WSCC to actively promote and monitor employer travel plans to encourage modal shift and reduce congestion	2022 - 2024	Evidence that travel plans are monitored and are making a difference to modal shift

Supporting Vitality

Tariffs and stay restrictions are a tool to manage car parks more effectively, influence behaviour and provide the financial support for investment and improvement.

Tariffs and stay restrictions in Mid Sussex have not been revised since 2012, but costs and inflation have risen. The current 'one-size-fits-all' approach to pay-and-display and season ticket pricing do not reflect the variation between individual towns and larger villages or manage churn and demand.

To ensure the car parks continue to support local economies, the Council will commit to an annual review of tariff structures and stay restrictions to reflect local vitality by managing car parks more efficiently whilst also exploring sustainable alternatives.

During the Covid-19 recovery it will still be necessary to review tariffs and restrictions to ensure they continue to support local centres, and whilst the ultimate implementation plan may now be different there will still be an impetus to respond to the 'new normal'.

Action	When will we do this?	Measures of Success
Undertake an annual review of tariffs to reflect local circumstances	Annual	Evidence that a differential management regime supports local vitality and encourages turnover
Commission feasibility work to explore opportunities for differential tariff regimes in town centres to support local vitality	2020 - 2021	
Implement a differential tariff and stay restriction regime between and within town centres to support the local vitality.	2021 - 2022	
Commission feasibility work to explore opportunities for alternative management regimes in the larger village car parks.	2020 -2021	
Implement new management regimes that support local vitality in the larger villages on a case by case basis.	2021 - 2022	

Customer Experience

The Council has already made a significant investment in cashless payments and online services and will continue to invest and modernise car parking to ensure the service is accessible to all users.

To support local vitality the Council will need to share information, such as location, capacity and pricing to digital platform providers. As the car parks develop, the Council will invest in new technologies to enable better information sharing with platforms such as in-car systems and third-party apps which will improve the customer experience of finding spaces.

As the car parks change through the Asset Management and Investment Strategy, newer technologies will be implemented to improve the customer experience to make finding spaces and parking more convenient.

The Council will continue to collect performance data to inform the management of its car parks going forward.

Post Covid-19 an acceleration of digital technology solutions is likely to respond to changing consumer behaviours. Any further technology investments will be identified in the Investment Strategy.

Action	When	Measures of Success
As the Council invests and develops its car parks, it will utilise digital innovation to improve service delivery e.g. Variable Message Signage, app technology and alternative payment methods	2022 - 2025	Improvement in the visibility and usability of car parks by customers
Continue to develop digital platforms to provide more convenient self-service systems e.g. virtual season tickets	2020 - 2021	Evidence of channel shift for delivering parking services
Respond to the WSCC Civil Parking Enforcement (CPE) Review and the outcomes of the MSDC Parking Strategy to manage the impact on the enforcement and management of the off-street estate	2021 - 2022	Evidencing the appropriate level of resource to effectively deliver the parking service



parking
matters



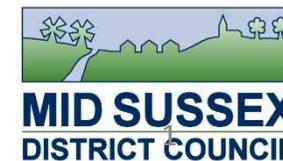
MID SUSSEX
DISTRICT COUNCIL

Mid Sussex Parking Strategy

June - 2020

Addendum to consider the potential impacts of COVID-19 pandemic on the strategy

APPENDIX B



Introduction

This addendum considers the impacts of the 2020 Coronavirus Pandemic (COVID-19) on the Mid Sussex parking service and recently prepared draft Parking Strategy.

As it is far too early to predict with any degree of accuracy what the medium to long-term effects of the pandemic will be, we have used an approach which combines elements of Risk Assessment with SWOT Analysis (Strengths, Weakness, Opportunity, Threat).

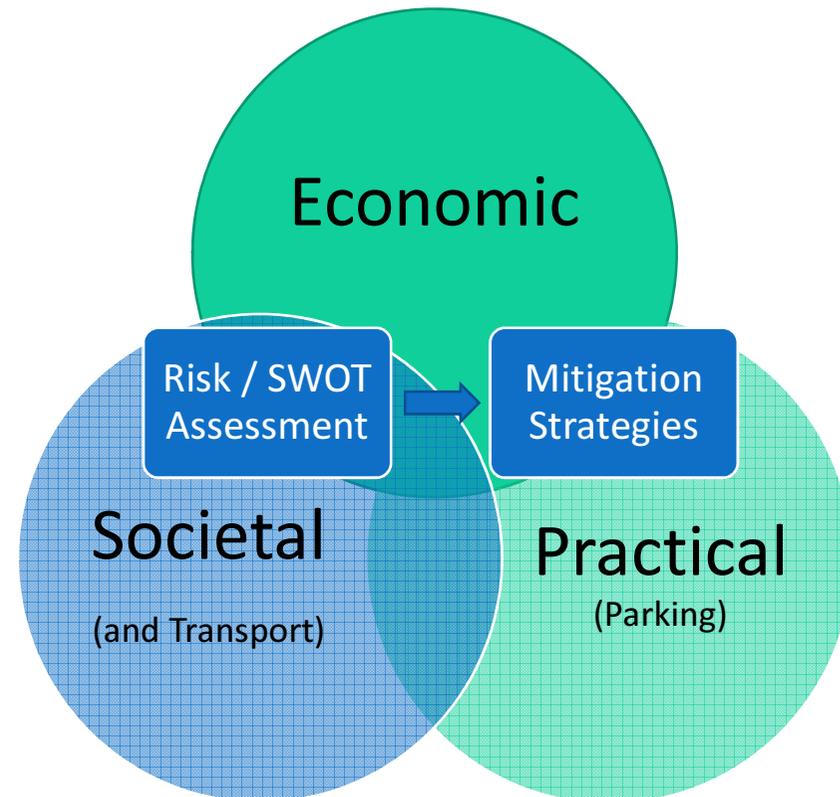
Potential 'economic', 'societal' and 'practical' variables are considered in turn, alongside the potential impact of these variables on the service (usually financial) and strategy.

Pot. Positive / negative	 
Pot. Strong / positive negative	 
Pot. Neutral / Unknown	 

Recommendations for mitigation within the Strategy are then presented and the impact summarised.

The views expressed in this document are based on information available at the time and the collective experience and knowledge of PML with assistance from the officers' at Mid Sussex District Council (MSDC).

Methodology Employed



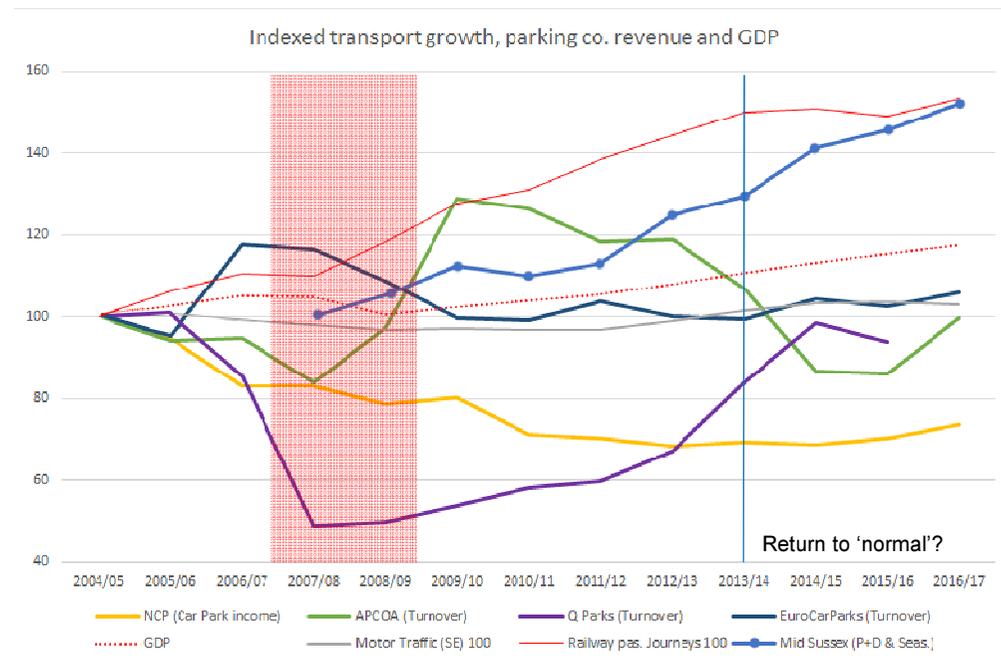
Economic

The short term impact of COVID-19 has been a sudden and unprecedented drop in economic activity with UK GDP down by 3.9% from Q1 2019 (1). The length of any subsequent recession is unknown at this stage and will depend on huge number of factors.

Recessions measurably impact traffic levels, which in turn effects parking demand and so revenue. The 2007/08 recession caused upheaval within the parking industry, although given the myriad of factors in play, the direct impact of on parking turnover isn't clear cut. Whilst revenue and parking construction reduced across the industry (2), MSDC experienced a steady increase in revenue throughout this period.

Beyond the global impacts of economic activity on parking, there are longer term trends to the way we work and shop and it appears COVID-19 may have accelerated these. There is also pressure on public-sector parking operators to provide free parking periods or discounted parking, which would directly the impact financial bottom line (3).

Macro Economic impacts of – 2007/08 recession



- Q-Park were purchased by Byzantium BV (NL) and stopped filling UK accounts in 2017
- NCP disposed of on-street operations from 2006
- APCOA growing on-street/ leasing business from 07 onwards

(1) Fitch Credit Ratings – London, April 2020 - <https://www.fitchratings.com/site/re/10116672>

(2) Parking Today – Los Angeles, May 2010 - <https://www.parkingtoday.com/articledetails.php?id=903&t=post-crash-parking-market-up-down-or-out>

(3) Wirral and others - <https://www.wirralglobe.co.uk/news/18326766.councillor-calls-town-hall-lift-parking-charges-covid-19-pandemic/>

Economic

Retail activity and spend experienced an unprecedented reduction in March / April 2020. The Main Report which accompanies the Strategy discusses the role of the car parks in Mid Sussex. It identifies that the majority of Pay and Display car parks show usage patterns that suggest most users are accessing retail and services (both in terms of time of arrival / departures and length of stay). The impact of a retail slump is therefore likely to impact parking revenue income.

This is against a background of a changing high street and a growth in online shopping, with the proportion of sales rising from 5% in 2008 to 18% in 2018 (1).

Whether the COVID-19 pandemic has accelerated these trends is unknown. In the short term, online and convenience shopping have fared well during the pandemic, as have sporting goods and cycles. Comparative goods and non-essentials have experienced significant declines with a shift to online and an overall reduction in spend (2).

The impact of social distancing on cultural activities and restaurants has been dramatic with wholesale temporary closure. Businesses are now re-opening and finding ways to deal with the new situation, for example cinemas in France are pre-booking seats to enforce social distancing since re-opening from 8th June.

The table overleaf assesses the potential economic variables and their potential impact on the Mid Sussex parking operation and Draft Strategy.

Great Britain, seasonally adjusted, April 2008 to April 2020



Source: Office for National Statistics – Monthly Business Survey – Retail Sales Inquiry

- (1) ONS, Oct 2019, 'How our internet activity has influence the way we shop'
- (2) The Guardian – June 2020, <https://www.theguardian.com/business/2020/jun/09/uk-retailers-face-declining-sales-amid-covid-19-shutdown>

Economic

Variable	Description	Likely.	Impact	MSDC Impact	Dur.	Data Source
Short / medium term recession (Impact depends on depth and duration)	Reduction in economic activity results in fewer journeys and less parking demand	Likely		MSDC fared well in the 07/08 recession. Unclear if this will be repeated.	Short – Med	Financial data
Long term changes to retail activity. Potential to accelerate trends to online shopping.	Lock-down accelerates retail trends, more online shopping / less bricks and mortar shops. A long term change in habits.	Unk.		Retail offer in BH/HH limited. Will work-from-home increase journeys to local centres?	Med – Long	ONS and British Retail Consortium
More local use of centres for shopping and meeting	People shop and meet closer to their homes and within their communities	Unk.		Pot. Positive impacts to local centres	Long	CACI research
Pressure for free periods / free parking to support retail recovery and growth	Link between charges and retail vitality is not clear: more expensive parking in more attractive centres	Now		Very high financial impact	Short - Med	Experience of previous recessions
Social-distancing impacts for medium to long term in restaurants, cinema's etc.	Fewer trips / less density / unsustainability of businesses and cultural orgs.	Likely		Pot. Low. Already seeing market respond, book cinema seats before arrival	Short – Med	Press / media
Increased deliveries	More deliveries resultant in more short term on-street parking	Likely		Need for kerbside management. Delivery hubs?	Med – Long	Core City Councils
Residential developments	Drop in prices and change in preference	???		Lower values for residential development sites.	Long	Press

Economic – Potential Impact

The impact of the pandemic on the wider economy is unclear with conflicting views and predictions against fast changing situation. Whilst demand for transport and parking falls during recessions, any view on whether a recession caused by COVID-19 outlives the pandemic would be pure speculation. It is clear though that in the short-term the financial impact on MSDC has been and will continue to be severe.

The potential longer term impact of the behavioural changes are perhaps more of a consideration. The pandemic has the potential to accelerate trends already taking place in town centres across the UK; a ‘crunch’ in casual dining; a shift from town centre retail to internet shopping, and the recovery of out-of-town retail after a decade of decline (1). Whilst Mid Sussex has no major out-of-town retail parks, there are some in neighbouring areas.

The retail offer in Burgess Hill and Haywards Heath is already reasonably limited. The potential failure of national chains would reduce retail choice further. East Grinstead, with more independent shopping may be potentially at more risk of business failure. This is something to consider as car parking usage patterns suggest that the parking is dominated by retail visits.

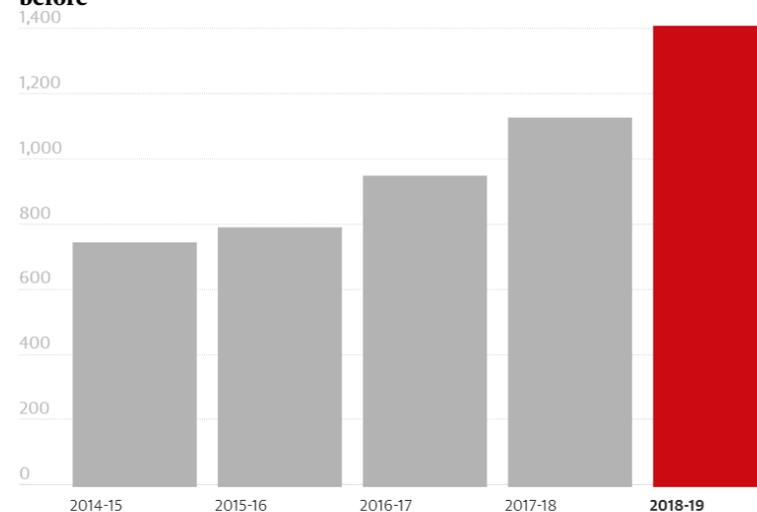
The link between town centre vitality and car park charges is far from clear (2), but tends towards higher charges in centres with more to offer. Keeping charges as they are, or even reducing them is unlikely to result in a measurable positive impact for centres, and the reverse may be true, as parking availability is the more important factor in centre choice.

(1) Report for Chichester City Council, 2016 - <http://www.chichester.gov.uk/CHttpHandler.ashx?id=29361&p=0>

(2) See Main Report, S3.1

(3) CACI – Long Term Consumer Trends, June 2020 - <https://www.rli.uk.com/caci-reveals-five-new-long-term-consumer-trends/>

More than 1,400 UK restaurants collapsed in 2018-19, up 25% on the year before



Guardian graphic. Source: UHY Hacker Young

Recent CACI research offers potential positives; as people seem to value their local centres and communities more, and want to travel less. The impact of retail changes could be offset by shorter trips by residents to local centres, not only for convenience shopping but to meet up with colleagues and friends, potentially improving the vitality of the town centres (3).

Societal & Transport

The most obvious impact of COVID-19 on behaviour to-date has been limiting contact between humans; firstly through 'lock down' measures and now through maintaining minimum distances between people in public alongside limiting the size and type of gatherings. These precautions have already proven to be effective in countries that have gained control of the epidemic such as S. Korea, Spain and Italy (1).

Whilst this effects parking demand in terms of events and cultural activities, the bigger impact for MSDC could arise from the trend of working from home, which looks set to become a long term trend for companies with office-based businesses or staff (2).

There are a huge number of organisations across all sectors adopting work from home as the 'new normal' (3). The ONS reports that around 8.7m or 30% of the workforce has worked from home as a result of COVID-19.

Barclays CEO Jes Staley said crowded corporate offices with thousands of employees "may be a thing of the past."

- (1) Euronews, June 2020 - <https://www.euronews.com/2020/05/16/coronavirus-latest-italy-to-lift-travel-restrictions-from-june-3>
- (2) ONS, March 2020 – 'Coronavirus and Homeworking in the UK'
- (3) Fastcompany – May 2020 - <https://www.fastcompany.com/90508784/heres-an-ever-growing-list-of-companies-that-will-let-people-work-from-home-forever>
- (4) Crowd Sourced List - 'LifeShack' – June 2020 - <https://remote.lifeshack.io/>

Three examples of how different organisations have responded to COVID-19:

1 - NHS City Centre Hospital

having struggled with home working as a concept for years, through necessity, have embraced it and signified that they will not be returning to high density full time office based working in the future.

2 - Aeronautical Engineering Company

Software and IT needs make home working impractical for some engineers; abandonment of 'Hotdesking' with the conversion of an additional building to reduce office density and maintain distancing.

3 – Financial Services Company

Homeworking has been such a success that they are considering reducing the space leased in one of London's most famous landmark buildings at the earliest opportunity.

Societal & Transport

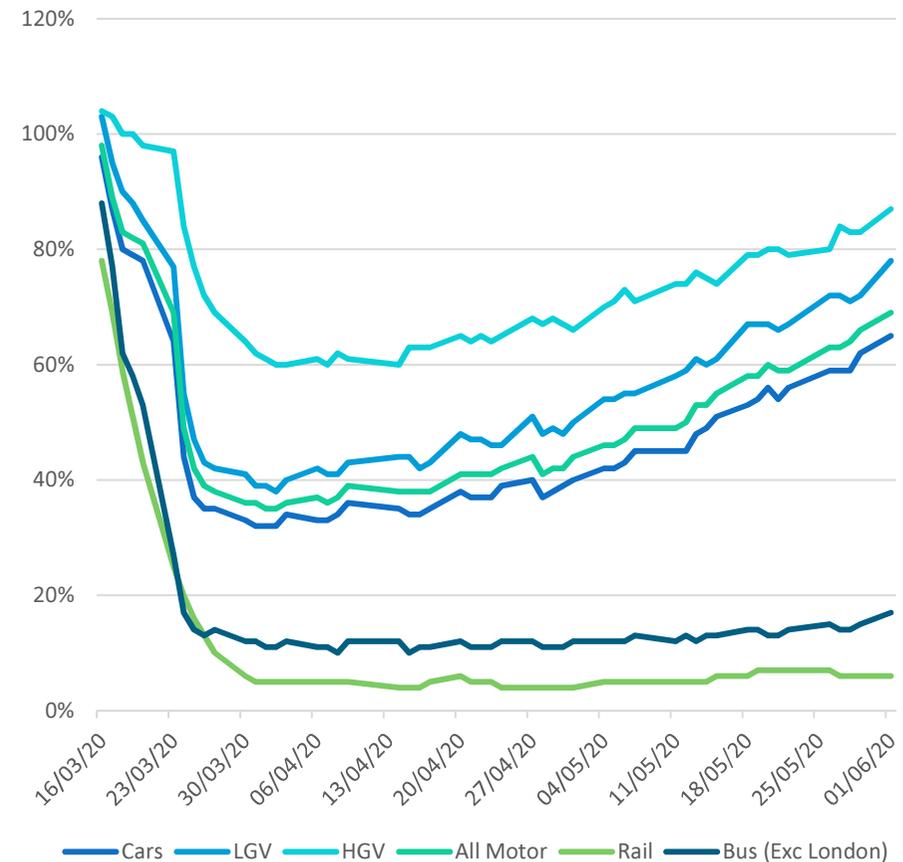
Data shows how road, rail and bus use generally rise and fall in line with the economy. The key difference with the COVID-19 pandemic is the need to avoid large numbers of people in confined spaces. This has very clear implications for public transport. To date rail and bus trips are recovering at a much slower rate than road (see right).

A shift from public to private transport could be one of the biggest long term impacts of the pandemic. IPSOS and the RAC have carried out surveys considering consumer intention to purchase cars and have found that it has increased (1), although consumer confidence in making large purchases is low. At the same time central government is promoting walking and cycling as safe travel alternatives, with some cities and towns re-allocating road and on-street parking to pedestrian and cycle use.

Specifically, railway parking could be highly impacted, with a triple whammy effect of; lower economic activity, more working from home, and, a desire to avoid public transport. This would impact Queens Crescent and Railway Approach as well as season ticket sales in Haywards Heath.

The table overleaf assesses the potential economic variables and their potential impact on Mid Sussex parking operation and Draft Strategy.

Impact of COVID-19 on Traffic and Travel
% against same days in previous years,
(weekdays, data release 03/6/20)



(1) IPSOS, May, 2020 - <https://www.ipsos.com/en/automotive-purchase-intention-driven-covid-19-social-distancing-concerns>

Societal & Transport

Variable	Description	Likely.	Impact	MSDC Impact	Dur.	Data Source
Less public transport use / more car purchases and use	Social Dist/ fears of infection result in fewer PT trips and higher single occupancy driver rates (as seen in China already)	Now		Neg. impact on Station car parks e.g. Queens Cres. Perhaps pos. in 3 towns.	Med	RAC Foundation MORI poll China
Increased working from Home	Changes 'bed in' and become long term.	Now		Neg. impact on commuter car parks in HH. BH.	Long	Multiple announcements
Lower office density – fewer people in more/same space	Less desks p/m2	V likely		Impact on commuter car parks, easing pressure?	Med - Long	World economic Forum post
Political pressure need to assist key workers and healthcare staff to get to work easily and affordably	There is pressure politically (and morally?) to improve QoL of key workers esp. healthcare staff	Likely		There is a growing awareness of healthcare worker needs which could lead to pressure to provide permit systems	Short – Med	BPA
'Lock in benefits' of air quality resulting of COVID	Pressure to reduce car parking / opposition to new car parks	???		Impact on investment strategy	Med – Long	Press
Changes to built environment	Removal of on street parking for cycle / wider pavements	Now		Loss of on-street parking	Med – Long	Trade Press
Stronger policy towards favouring EVs to maintain air quality levels in the face of higher private car use	Pot. Govt. push towards preferential treatment of EVs, through 'Green Plates' for e.g. and through requirements for more infrastructure	???		May need to respond to central govt policy, and the need to monitor take up and use of EV charging	Med	Trade Press / Press

Societal & Transport - Potential Impacts

There are no easy answers as to how behavioural changes in society and transport might impact parking in the long term. A key unknown is how the variables interact. For example: whilst there may be less commuting overall, more of this may be by private car, negating the impact.

Lower employment densities within offices may also take the pressure off private car parks leading to less overspill into on-street and car parks.

Walking and cycling infrastructure may start to take precedence over on-street parking, as is being seen in some of the larger cities in England (and globally) already. The UK government has made £2bn available to local authorities to provide temporary to permanent facilities stating that *“Local authorities in areas with high levels of public transport use should take measures to reallocate road space to people walking and cycling, both to encourage active travel and to enable social distancing during restart”*.

Whilst car park season Tickets are likely to be less attractive to car park users, in Mid Sussex, given the heavy discount offered and value-for-money the impact may not be all that significant in MSDC’s case.



(1) Official DfT templates for signage

Practical / Parking

The British Parking Association (BPA) has considered the impact of COVID-19 on behalf of its members and produced a toolkit for responding to the pandemic. This includes a Risk Assessment Template to help operators assess the risk of disease transmission in car park and template signage which can be employed at parking sites. MSDC are aware of this toolkit and are using it.

The risks involved in day-to-day operations from COVID-19 are to staff and customers and arise from parking equipment and places within car parks where people linger, queue or potentially crowd together. The risk primarily comes from stairwells, payment machines, lift lobbies and the lifts themselves (1).

With regards to the longevity of the risk, it seems likely that this will be around for as long as the pandemic, so completely unknown.

For MSDC the risk to off-street is reduced significantly as all but one of their car parks are surface, with only one multi-storey, itself due for redevelopment and without having lifts.

At the same time, new opportunities may start to arise. Until now the use of car parks as hubs for mobility and as part of logistics supply chains as 'last mile delivery' has been the subject of pilot projects. It could be that the growth in home shopping creates demand for localised hubs for collection and delivery (2).

The table overleaf assesses the potential economic variables and their potential impact on Mid Sussex parking operation and Draft Strategy.



(1) British Parking Association, 2020, Template Risk Assessment, Members Area

(2) CBRE - Parking Repurposing, 2018 - <https://www.cbre.fr/en/united%20kingdom/research-and-reports/our-cities/underground-parking-repurposing>

Practical / Parking

Issue	Description	Likely	Impact	MSDC Impact	Dur.	Data Source
Social Distancing at car parks / protecting staff	Payment machines, queuing, design of MSCP and payments	Now		Only 1 MSCP (scheduled for demolition) Retrofitted design or new equipment.	Long	BPA
Acceleration of online and mobile payments	Payment prior to parking or via apps	Now		Payment before arrival? New payment systems / software needed? Data Platform	Long	BPA
Cashless Parking. Cash is infectious and cards that require a PIN machine may also be a risk	General move towards pay-by-phone payments across sectors. Issue of increased transaction costs for car park operators	✓ likely		MSDC has cashless parking. Transaction costs of cashless.	Long	BPA
Other uses, for example as micro-freight hubs for collection and delivery	Car Clubs and freight delivery uses for the 'last mile'	???		Unknown at this early stage.	Long	BPA
Relaxation of enforcement by CCTV and ANPR. Currently LAs are still required to issue PCNs manually through a CEO.	Temporary relaxation of enforcement rules to allow CCTV/ ANPR camera enforcement to protect traffic lanes and reduce physical contact for CEOs could become permanent	Now		Could help to make enforcement more efficient (although off-street operation on its own may make this uneconomic)	Long	BPA

Potential Impacts

MSDC are already using the BPA's advice and implementing measures to protect their staff and customers. Charging has resumed in the off-street car parks and lock-down measures are relaxed.

The long term changes to equipment (fewer or anti-viral touchscreens) and car park layout, can be considered through the Investment Strategy.

Impacts for the Strategy

The SWOT analysis, right, summarises key findings of the technical work underpinning the draft Strategy and considers whether they represent a strength, weakness, opportunity or threat within local context.

It is important not to overstate the long term impact. Whilst in the depths of the pandemic and measures designed to contain it, it may seem that the changes to the way we live and work seem incredibly dramatic. But, countries which have managed to control the spread of the virus (S Korea & Germany for example) are starting to see life return to a sort of normality. Schools and business are re-opening, traffic is starting to return to normal levels, and people are getting back to work.

With reference to parking, the main impacts of the COVID-19 pandemic so far, appear to be:

- An economic recession of unknowable duration and depth;
- An acceleration of trends already underway (e.g. retail, home working);
- Long term changes to the way we interact with each other to maintain social distancing;
- Environmental benefits.

<p>Strength</p> <p>Local centres with character that serve their communities</p> <p>Retail / service car park use which may be less impacted by reductions in commuting</p> <p>Surface car parks which can respond to social distancing reqs.</p> <p>Well run service with in-house expertise and knowledge</p>	<p>Weakness</p> <p>Reasonably limited retail offers and reliance on national chains in Haywards Heath and Burgess Hill</p> <p>Outdated tariffs which do not reflect the diversity between the three towns</p>
<p>Opportunities</p> <p>Investment Strategy can respond to changes required in car park design</p> <p>Acceleration of cashless parking and technologies</p> <p>'Other uses' for cars parks as they arise</p> <p>Pot. permanent changes to enforcement methods (CCTV/ANPR)</p>	<p>Threats</p> <p>Macro-economic impacts of a recession</p> <p>Changes to retail activity and a shift to online</p> <p>Threat to regeneration projects and development proposals (e.g. proposed Cinema in Burgess Hill)</p> <p>Pressure to reduce / keep tariffs without any evidence of impact.</p>

Impacts for the Strategy

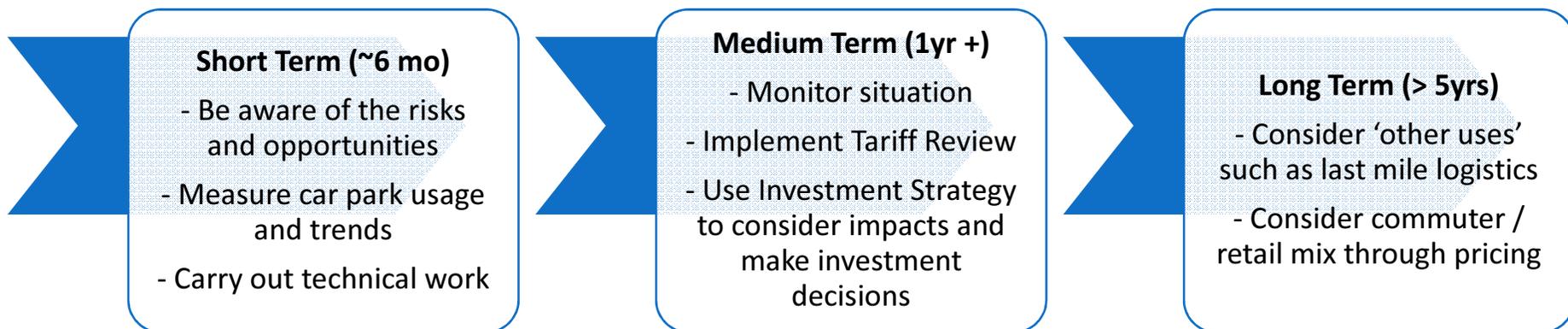
The table below considers the key themes of the strategy and the main actions set out in the Action Plan.

Key Theme and main Actions (summarised)	Response
Investing in the Estate	
Commission an Investment Strategy. Renew the Asset Management Plan and deliver.	Starting the Investment Strategy and Asset Management Plan work as soon as practical will put the Council in a strong position to respond to the 'new normal' if one emerges in 6-12 months time. Consultation on the Investment Strategy, especially with business will provide insight into customer needs.
Sustainable Growth	
Work with WSCC to support sustainable travel initiatives including EV charging and infrastructure.	The potential acceleration of trends towards technology and different types of mobility represent an opportunity to MSDC. This should be done through the Investment Strategy and will need to involve WSCC as the Highways Authority.
Explore using season tickets to support businesses and inward investment.	Home working could result in changes being needed to Season Ticket regimes, MSDC should consider national practice and advice as it emerges and listen to its customers.
Supporting Vitality	
Annual review of P+D and season ticket tariffs. Introduction of differential tariff and regimes between different towns, and in the other settlements	Although implementation may need to be delayed, tariff review is still urgently needed. The disruption caused by COVID may provide the impetus needed to progress this work.
Customer Experience	
Improve through investment, develop digital platforms to provide virtual season tickets	Cashless and contactless are already available and virtual permitting in progress. The Investment Strategy will further set out how technology investment will be made alongside investing in the Parking Estate.
Respond to WSCC CPE review	This remains a threat to the Parking operation and service. MSDC should continue dialogue with WSCC to see if the work has been impacted by COVID-19.

Conclusions

The Strategy set out to provide a flexible framework and direction of travel within which to respond to external factors and support other Council policies. **As such we consider it sound even in the face of such disruption.** The mitigation strategy below sets out how MSDC should respond.

Mitigation Strategy:



In the short term, MSDC will experience a significant reduction in income, but in the medium to long term, there is no reason to believe that the Councils' parking estate, suited as it is for town centre trips and insulated from what appear to be the worst impacts on commuting and public transport use, will suffer a long term or permanent reduction in use. The significant impacts on car park design, will in the main apply to future development and can be dealt with in the Investment Strategy.



parking
matters



COUNCIL TAXBASE 2021/22

REPORT OF: Head of Corporate Resources
 Contact Officer: Peter Stuart, Head of Corporate Resources
 Email: Peter.Stuart@midsussex.gov.uk Tel: 01444 477315
 Wards Affected: All
 Key Decision: No
 Report to: Council on 9 December 2020

Purpose of Report

1. The purpose of this report is for the Council to formally determine the domestic taxbase for the district for 2021/22.

Summary

2. The report proposes that the domestic taxbase for next year is 62,223.8, an increase of 0.83%. The estimated collection rate is 99.4%.

Recommendations

3. **(a) Pursuant to the Head of Finance's report and in accordance with the Local Authorities (Calculation of Tax Base) (Amendment) (England) Regulations 2003, the amounts calculated by Mid Sussex District Council as its tax base for the whole area for the year 2021/22 shall be 62,223.8 and for each parish area for the year 2021/22 shall be:**

Albourne	310.2
Ansty & Staplefield	1,182.3
Ardingly	752.1
Ashurst Wood	753.1
Balcombe	838.4
Bolney	648.3
Burgess Hill	12,255.0
Cuckfield	1,686.0
East Grinstead	11,456.0
Fulking	147.2
Hassocks	3,489.7
Haywards Heath	12,199.9
Horsted Keynes	704.5
Hurstpierpoint & Sayers Common	3,126.1
Lindfield	2,848.4
Lindfield Rural	1,605.5
Newtimber	40.2
Poynings	132.0
Pyecombe	133.5
Slaugham	1,481.5
Turners Hill	654.3
Twineham	154.1
West Hoathly	956.4
Worth	4,669.1

Background

4. The tax base is the divisor used to convert the total net amount required for local authority spending in the area to a level of council tax due for a band D property.

5. A tax base is required to be calculated for each parish area in order to allocate Special Items, which for this Council comprise the precepts of the Parish and Town Councils.
6. It should be noted that setting the tax base is the sole responsibility of the District Council as the Billing Authority and we have given explanations of the individual parish taxbases where requested to the Town and Parish Councils.

Method of Calculation

7. The method of calculation is laid down in the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012.
8. The starting point is the actual number of properties within each tax band as shown on the Council's Valuation List as at 30 November 2020 (the "Relevant Day") less the actual number of exemptions and discounts at that time. The resulting figures are adjusted to take account of estimated movements within and between bands affecting 2021/22 (i.e. changes from 1 December 2020 to 31 March 2022) to arrive at the number of chargeable properties within each band for the year.
9. The numbers of chargeable properties within each tax band are expressed as band D equivalents. The aggregate of all bands is multiplied by the estimated collection rate to determine the tax base for the area. The collection rate represents the effect of losses on collection due to non-payment. For 2021/22 the estimated rate is adjusted to 99.4%.
10. The calculations referred to in the previous paragraphs are shown in Appendix 1.
11. The 2021/22 tax base so calculated for the whole district is 62,223.8 which represents an increase of 512.2 (0.83%) on the tax base for the current year. The effect at parish area level ranges from a decrease of -5.4 to an increase of 115.1 and in percentage terms from -6.07% to +8.42%.
12. The number of property equivalents included in the tax base has risen by 872.5 (1.4%), with an increase in exemptions (44.0; 5.6%), increase in 50% discounts (3.0, 3.9%) and increase in 25% discounts (572.0; 3.0%), increase in council tax support discounts (296.3, 8.6%), which has meant that the net number of band D equivalent chargeable dwellings has increased by 387.8 (0.7%).

Policy Context

13. It is a legal requirement to set a taxbase for each financial year.

Financial Implications

14. The financial implications are detailed within the body of the report.

Risk Management Implications

15. There is a risk that the projections within the report are not accurate to a significant degree although best endeavours have been used to research, quantify and extrapolate the data upon which the projections are based. This risk can be mitigated by the monitoring of both databases throughout the year, although corrective action can only be undertaken on a year to year basis rather than within the year.

Equality and Customer Service Implications

16. This report has no such implications.

Other Material Implications

17. There are no legal implications as a direct consequence of this report.

Background Papers

Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 and Council Tax (Exempt Dwellings) (England) (Amendment) Order 2012.
Technical Reforms to Council Tax Report and Council Tax Discount Scheme for Mid Sussex Report, Scrutiny Committee for Leader and Service Delivery, 16th August 2012.
The Town and Parish Councils have been provided with the tax base information.

Table 1: Mid Sussex Tax Base 2021/22 - Analysed by chargeable dwellings

	band A	band B	band C	band D	band E	band F	band G	band H	Total
No of dwellings									
Property equivalents*	2,216.21	7,005.33	14,239.35	17,068.01	11,488.60	8,525.80	4,723.71	403.93	65,670.94
Exemptions (various classes)	-123.00	-173.00	-174.00	-165.00	-95.00	-69.00	-26.00	-2.00	-827.00
Disabled reductions	8.00	35.00	35.00	-21.00	-1.00	-23.00	-12.00	-21.00	0.00
Chargeable	2,101.21	6,867.33	14,100.35	16,882.01	11,392.60	8,433.80	4,685.71	380.93	64,843.94
Single discounts	1,223.00	4,140.00	5,220.00	4,702.00	2,570.00	1,344.00	600.00	33.00	19,832.00
Two discounts	4.00	3.00	4.00	7.00	10.00	13.00	30.00	9.00	80.00
Council Tax Support discounts **	324.68	1,211.29	1,294.96	702.67	158.46	46.75	13.89	0.36	3,753.06
Net chargeable	1,468.78	4,619.54	11,498.39	15,000.34	10,586.64	8,044.55	4,506.82	367.82	56,092.88
Ratio to Band D	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths	
Band D equivalent	979.19	3,592.98	10,220.79	15,000.34	12,939.23	11,619.91	7,511.37	735.64	62,599.4
Total multiplied by Collection Rate of 99.4%									62,223.8

* Includes estimates of effect of new dwellings and other changes to the valuation list, and increases for local premiums for long-term empty dwellings.

** Reductions under the local council tax support reduction scheme.

Table 2: Mid Sussex Tax Base 2021/22 - Analysed by Parish Area

Parish area	band A	band B	band C	band D	band E	band F	band G	band H	Total
Albourne	3.2	6.1	31.6	70.5	38.3	40.2	106.9	13.4	310.2
Ansty & Staplefield	16.2	26.8	96.5	177.9	252.0	212.5	337.8	62.6	1,182.3
Ardingly	15.8	19.6	78.9	179.7	159.3	170.5	108.9	19.4	752.1
Ashurst Wood	7.3	18.8	98.2	172.9	157.0	135.0	161.9	2.0	753.1
Balcombe	12.2	42.5	76.0	137.1	123.1	218.1	207.0	22.4	838.4
Bolney	16.8	24.1	19.3	86.4	79.1	147.9	226.0	48.7	648.3
Burgess Hill	133.8	691.9	2,963.2	3,638.2	2,576.4	1,594.8	636.8	19.9	12,255.0
Cuckfield	22.9	40.8	187.9	214.8	405.4	293.4	472.1	48.7	1,686.0
East Grinstead	279.6	731.0	2,052.1	2,545.9	2,533.9	2,333.5	942.7	37.3	11,456.0
Fulking	3.2	5.1	14.7	14.8	27.0	18.7	53.8	9.9	147.2
Hassocks	24.2	202.0	412.2	969.9	1,030.2	479.1	348.3	23.8	3,489.7
Haywards Heath	146.3	1,175.5	2,497.7	3,101.6	1,808.2	2,228.4	1,201.4	40.8	12,199.9
Horsted Keynes	6.1	16.0	72.9	120.1	111.1	163.9	181.6	32.8	704.5
Hurstpierpoint and Sayers Common	42.3	121.8	385.0	698.0	802.9	472.7	550.7	52.7	3,126.1
Lindfield	7.3	141.8	199.6	554.1	533.9	784.8	580.7	46.2	2,848.4
Lindfield Rural	17.0	44.7	146.7	264.6	393.7	423.3	257.9	57.6	1,605.5
Newtimber	0.5	5.3	13.2	6.5	3.4	1.4	7.9	2.0	40.2
Poynings	4.3	11.5	27.5	12.1	21.3	15.0	32.3	8.0	132.0
Pyecombe	2.5	4.4	6.6	28.2	17.3	32.7	41.8	0.0	133.5
Slaugham	36.5	113.2	266.7	289.8	262.4	306.5	153.2	53.2	1,481.5
Turners Hill	131.3	26.8	113.7	111.1	93.0	96.1	72.9	9.4	654.3
Twineham	5.3	2.8	8.2	20.0	25.8	24.1	48.0	19.9	154.1
West Hoathly	17.9	22.8	100.6	186.3	219.9	171.6	180.3	57.0	956.4
Worth	20.8	76.1	290.5	1,309.8	1,187.0	1,186.0	555.4	43.5	4,669.1
Total	973.3	3,571.4	10,159.5	14,910.3	12,861.6	11,550.2	7,466.3	731.2	62,223.8

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RECOMMENDATIONS FROM CABINET – 23 NOVEMBER 2020

1. BUDGET MANAGEMENT 2020/21 – HALF YEAR PROGRESS REPORT

Cabinet considered the progress on the Revenue Budget, Capital Programme and Revenue Projects and Treasury Management for 2020/21.

Summary

1. The forecast revenue outturn position for 2020/21 at the end of September is showing a projected net overspend of £1,790,000 against the original budget, after the use of Covid-19 Emergency Funding received totalling £1,708,000 (refer paragraph 28 of the Cabinet report) and after taking account of further Government funding due to be received in the second half of the year, which is summarised below.
2. As previously reported, the level of overspend is unprecedented for Mid Sussex, but is not uncommon for shire districts this year as a direct result of the Covid pandemic adversely affecting all sources of income. However, the Local Government Income Compensation scheme for lost sales, fees and charges will help fund some of these losses. Based on our latest forecast we estimate to receive £1,937,000 (to the nearest £'000) in Government funding in 2020/21. This has been included as part of the projected net overspend position highlighted in paragraph 1 above.
3. In addition, on 22 October, further Central Government funding allocations for Local Authorities were announced, providing an additional £100,000 in Tranche 4 Covid 19 Emergency grant for MSDC. Although this grant was not due to be received until 16 November 2020, it has been included in the net overspend to provide Members with the most up-to-date year-end forecast position for the Council. Other recent announcements in October of specific grant support for all Local Authorities in Tiers 1-3 are yet to be quantified for this Council and will be reported in the next Budget Management Report to Cabinet.

Recommendations

4. **That Council approve:**
 - (i) **that £3,862 grant income relating to Rough Sleepers Initiative be transferred to Specific Reserve as detailed in paragraph 36 of the Cabinet report;**
 - (ii) **the variations to the Capital Programme contained in paragraph 53 of the Cabinet report in accordance with the Council's Financial Procedure rule B3.**

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