



Agenda

Meeting: **Cabinet**
Date: **26 April 2022**
Time: **3.00 pm**
Place: **Council Chamber - Civic Centre Folkestone**

To: **All members of the Cabinet**

All Councillors for information

The cabinet will consider the matters listed below on the date and at the time and place shown above.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>.

Although social distancing rules have been relaxed, for the safety of the public, elected members and staff, we will continue to seat members of the public approximately one metre apart. This means that there will be 13 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

All attendees at meetings are kindly asked to wear face coverings, unless they are addressing the meeting.

1. **Apologies for Absence**
2. **Declarations of Interest (Pages 5 - 6)**

Members of the Council should declare any interests which fall under the following categories:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);

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Email: committee@folkestone-hythe.gov.uk or download from our
website
www.folkestone-hythe.gov.uk

c) voluntary announcements of other interests.

3. **Minutes (Pages 7 - 14)**

To consider and approve, as a correct record, the minutes of the meeting held on 23 March 2022.

4. **District, Parish and Town Council Elections - Kent scale of election fees (Pages 15 - 24)**

This report sets out the annual changes to the Kent scale of election fees of Folkestone & Hythe's Returning Officer to undertake the arrangements for managing and conducting district, parish and town council elections from 01 April 2022.

5. **General Fund Capital Programme Quarter 4 Budget Monitoring (Pages 25 - 36)**

This monitoring report provides the latest projection of the current financial position for the General Fund capital programme in 2021/22, based on expenditure to 31 January 2022, and identifies variances compared to the latest approved budget.

6. **General Fund Revenue Budget Monitoring Q4 21/22 (Pages 37 - 44)**

This monitoring report provides a projection of the end of year financial position of the General Fund revenue budget, based on expenditure to February 2022.

7. **HRA Budget Monitoring Quarter 4 (Pages 45 - 54)**

This monitoring report provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 28 February 2021.

8. **Use of pesticides (Pages 55 - 64)**

This report gives an update on the work undertaken since the motion in 2019 to reduce the council's grounds maintenance team's use of pesticide and proposes to use the funding set aside to reduce the grounds maintenance teams' carbon footprint.

9. **Car Parking Payment Options (Pages 65 - 76)**

This report seeks to inform members of the payment options currently available to customers using the council's on & off street parking facilities, and considers further alternatives.

10. **Social housing decarbonisation fund – Award update and next steps (Pages 77 - 82)**

This paper provides an update to Cabinet on the successful award of the

Social Housing Decarbonisation Fund Wave 1 (SHDF) application and outlines the next steps to deliver the project. The project is designed to improve the energy efficiency and thermal performance of 109 of the Council's worst performing housing properties using a 'fabric first' approach. The project also includes a complete retrofit of Ross House to deliver a 'zero carbon in use' flag ship building.

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Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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Minutes

Cabinet

Held at:	Council Chamber - Civic Centre Folkestone
Date	Wednesday, 23 March 2022
Present	Councillors John Collier, Ray Field, David Godfrey, Mrs Jennifer Hollingsbee (Vice-Chair), Stuart Peall, Tim Prater, Lesley Whybrow and David Wimble
Apologies for Absence	Councillor David Monk
	In the absence of the Leader, the Deputy Leader took the Chair.
	Apologies for lateness were also received from Councillors Field and Peall.
Officers Present:	Andy Blaszkowicz (Director of Housing and Operations), Gavin Edwards (Performance and Improvement Specialist), Olu Fatokun (Low Carbon Senior Specialist), Ewan Green (Director of Place), Tom Harding (Neighbourhood Management Senior Specialist), Ellen Joyce (Democratic Services Trainee), Amandeep Khroud (Assistant Director), Susan Priest (Chief Executive), Andrew Rush (Chief Officer Place & Regulatory Services), Charlotte Spendley (Director of Corporate Services), Helen Sudbury (Housing Operations Lead Specialist), Adrian Tofts (Strategy, Policy & Performance Lead Specialist), Lee Walker (Capital and Treasury Senior Specialist), Karen Weller (Environmental Protection Senior Specialist), Jemma West (Committee Service Specialist) and David Whittington (Strategy & Policy Senior Specialist)

NOTE: All decisions are subject to call-in arrangements. The deadline for call-in is Friday 1 April at 5pm. Decisions not called in may be implemented on Monday 4 April 2022.

87. **Declarations of Interest**

There were no declarations at the meeting.

88. **Minutes**

The minutes of the meeting held on 23 February 2022 were submitted, approved and signed by the Deputy Leader.

89. **Quarter 3 Performance Report 2021/22**

The report provided an update on the Council's performance for the third quarter of the year covering 1st October 2021 –31st December 2021. The report enabled the Council to assess progress against the approved key performance indicators arising from the Council's new Corporate Action Plan. Key performance indicators will be monitored during 2021-22 and reported to CLT and Members quarterly.

Proposed by Councillor Hollingsbee
Seconded by Councillor Wimble

RESOLVED:

1. **That report C/21/93 be received and noted.**
2. **That the performance information for Quarter 3 in Appendix 1 be noted.**

(Voting figures: 7 for, 0 against, 0 abstentions).

(Councillor Field was absent for the vote on this item).

REASONS FOR DECISION:

The Council is committed to monitoring performance across all of its corporate service ambitions to ensure progress and improvement is maintained.

- a) The Council needs to ensure that performance is measured, monitored and the results are used to identify where things are working well and where there are failings and appropriate action needs to be taken.

90. **Review of Risk Management Policy and Strategy and Corporate Risk Register**

The report presented an updated Risk Management Policy & Strategy for adoption by Cabinet which will provide a framework for Members and officers in the management of risk. It also provided Cabinet with an updated Risk Register, as considered by the Audit and Governance Committee on 16 March 2022. An addendum had been pre-circulated to Cabinet which included an amended version following consideration by A&G on 16 March 2022.

Proposed by Councillor Peall,
Seconded by Councillor Collier

That the proposed document revert back to the original wording, prior to the changes made as a result of recommendations of the Audit and Governance Committee.

(Voting: 2 for, 6 against, 0 abstentions).

The Motion was therefore LOST.

Proposed by Councillor Hollingsbee
Seconded by Councillor Godfrey

RECOMMENDATIONS:

- 1. That report C/21/95 be received and noted.**
- 2. That the proposed Risk Management Strategy & Process be adopted.**
- 3. That the current Risk Register be noted.**

(Voting figures: 6 for, 0 against, 2 abstention).

REASONS FOR DECISION:

A clear framework as outlined within the strategy will ensure consistency in approach across the organisation, provide clarity of roles with respect to Risk Management and enable progress towards an embedded Risk Management culture within the organisation.

91. Oportunitas Limited - Progress report 2021/22 and Business Plan 2022-23

The report proposed a Business Plan from the Board of Oportunitas Ltd (“the company”) covering its activities through to 31 March 2023. The report also provided a financial update for 2021/22. The report meets the requirement contained in the Shareholder’s agreement between the company and the Council.

Proposed by Councillor Hollingsbee
Seconded by Councillor Wimble

RESOLVED:

- 1. That report C/21/89 be received and noted.**
- 2. That the Business Plan for Oportunitas Limited for the period through to 31 March 2023 be agreed.**

(Voting figures: 8 for, 0 against, 0 abstentions).

REASONS FOR DECISION:

Cabinet was asked to agree the recommendations because the Shareholder Agreement between the company and the Council requires a Business Plan to be approved for the next trading period.

92. The Use of Fixed Term Tenancies for Council Tenants

The report reviewed the use of fixed term tenancies for council housing lettings, and sought approval to cease using fixed term tenancies and to return to using secure tenancies in the Council's social housing stock.

Proposed by Councillor Godfrey
Seconded by Councillor Peall

RESOLVED:

- 1. That report C/21/87 be received and noted.**
- 2. That the amendments to the FHDC Housing Service Tenancy Policy (as set out in Appendix 1) that will allow for the cessation in issuing fixed term tenancies, and the reversion to the use of secure tenancies for permanent council housing lettings be approved.**
- 3. That officers be authorised to investigate and implement the most effective way to convert existing fixed term tenancies to secure tenancies.**

(Voting figures: 8 for, 0 against, 0 abstentions).

REASONS FOR DECISION:

1. The use of fixed term tenancies is out of step with national government thinking on reducing the so called 'stigma' attached to social housing.
2. Fixed term tenancies have proven to be inefficient and a burden on resources.
3. Fixed term tenancies have not met the ambitions expected of them when they were first introduced.

93. Bulky Waste Collection Review

The report considered the options as set out in the agreed council motion 27/7/21 to revise the bulky waste charges to provide a free scheme to households in receipt of council tax support and other support schemes. The report considers the potential financial costs and what would be likely impact on fly-tipping.

Proposed by Councillor Peall
Seconded by Councillor Godfrey

RESOLVED:

- 1. That report C/21/90 be received and noted.**
- 2. That the options proposed in the motion are not progressed.**

(Voting figures: 7 for, 0 against, 1 abstentions).

REASONS FOR DECISION:

It is not recommended that the options proposed are progressed due to projected cost of the changes and the risk that it may not result in any significant improvement in level of fly-tipping.

94. **Core Strategy Review - Report of the Planning Inspectors and Adoption of the Plan**

The report summarised the findings of the planning Inspectors' report into the Core Strategy Review. The report recommended that the council proceeds to adopt the Core Strategy Review, with the main modifications identified by the Inspectors, so that the plan can be used to make decisions on planning applications.

Proposed by Councillor Hollingsbee

Seconded by Councillor Wimble

RESOLVED:

1. That report C/21/92 be received and noted.
2. That the final report of the planning Inspectors who carried out the examination of the Core Strategy Review (Appendix 1) be noted;
3. That amendments to the Core Strategy Review be approved, incorporating:
 - a) The Inspectors' main modifications and amendments to the policies map as set out in Appendix 2; and
 - b) Any other minor formatting changes or typographic corrections that are necessary for clarity or comprehension; and
4. That it be recommended to full Council that it adopts the Folkestone & Hythe District Core Strategy Review, incorporating the amendments set out in recommendation 3, to form part of the development plan for the district.

(Voting figures: 7 for, 0 against, 1 abstentions).

REASONS FOR DECISION:

To ensure that the council has an up-to-date development plan to guide development throughout the district.

95. **District-wide Carbon Plan - project proposal**

The report outlined the proposed District Wide Carbon Plan (DWCP) and proposal for consultation in response to the Climate & Ecological Emergency Declaration Resolution: "*to develop a strategy for Folkestone and Hythe District Council (the Council) to play a leadership role in community, public and business partnerships for our Carbon Neutral 2030 commitment throughout the district*".

Proposed by Councillor Whybrow
Seconded by Councillor Prater

RESOLVED:

1. That report C/21/94 be received and noted.
2. That approval be given to set up a Carbon Innovation Lab (CI-Lab) (see Section 5 of the report).
3. That the 5 priority areas to be addressed in the District Wide Carbon Plan be noted (see Section 6 of the report).
4. That the draft consultation plan will be brought back to Cabinet at a later date.
5. That a final version of the District Wide Carbon Plan be brought to Cabinet for adoption towards the end of 2022.

(Voting figures: 8 for, 0 against, 0 abstentions).

REASONS FOR DECISION:

To enable work to begin on a District Wide Carbon Plan for Folkestone & Hythe, to meet the high-level action identified within the adopted Corporate Action Plan 2021-2024.

96. **Review of Anti-Social Behaviour Public Spaces Protection Order**

The report set out proposals to renew the Anti-Social Behaviour Public Spaces Protection Order (ASB PSPO) and requested approval to proceed to public consultation on the renewal.

Proposed by Councillor Hollingsbee
Seconded by Councillor Peall

RESOLVED:

1. That report C/21/91 be received and noted.
2. That the proposed renewal of the Anti-Social Behaviour Public Spaces Protection Order be approved, proceeding to public consultation for the period of six weeks.
3. That the Cabinet Member for Communities agrees the final version of the Anti-Social Behaviour Public Spaces Protection Order for 2022-2025 following a review of the responses received from the public consultation exercise.

(Voting figures: 8 for, 0 against, 0 abstentions).

REASONS FOR DECISION:

Cabinet was asked to agree the recommendations because:

- a) The ASB PSPO is an important means to tackle street-level anti-social behaviour within the district.

- b) The current PSPO expires on 21 June 2022 and if not renewed would no longer allow the seven prohibited measures to be enforced under the PSPO.

97. **Street naming and numbering policy**

The report outlined suggested revisions to the current Street Naming and Numbering policy approved by Cabinet in May 2017 (and updated by Cabinet in October 2018). The majority of the amendments are minor and simply a refresh of the existing policy however there is a new proposal concerning consultation with Town and Parish councils in respect of the naming of new streets for which consideration is required.

Proposed by Councillor Hollingsbee
Seconded by Councillor Peall

RESOLVED:

1. That report C/21/88 be received and noted.
2. That it be noted that Town and Parish Councils have been consulted on proposed changes to the Street Naming and Numbering Policy.
3. That the updated Street Naming and Numbering Policy be approved as set out in Appendix 1 of the report.

(Voting figures: 8 for, 0 against, 0 abstentions).

REASONS FOR DECISION:

Cabinet are asked to approve the updated Street Naming & Numbering Policy which includes the proposal that Town & Parish Councils will be consulted in respect of the naming of any new streets in their locality.

Prior to the closure of the meeting, the Deputy Leader asked it to be noted that the current Scrutiny arrangements were working very well, and good questions were being asked.

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This Report will be made public on 14 April 2022



Report Number **C/21/103**

To: Cabinet
Date: 26 April 2022
Status: Non key Decision
Responsible Officer: Amandeep Khroud, Democratic Services and Law
Cabinet Member: Councillor David Monk, Leader of the Council

SUBJECT: District, Parish and Town Council Elections – Kent scale of election fees

Summary: This report sets out the annual changes to the Kent scale of election fees of Folkestone & Hythe's Returning Officer to undertake the arrangements for managing and conducting district, parish and town council elections from 01 April 2022.

Reasons for recommendations:

The scale of fees enables a fair and reasonable recharge to be made by Folkestone & Hythe District Council to district, town and parish councils for their elections.

Recommendations:

1. To receive and note report C/21/103.

1. BACKGROUND

- 1.1 For a district election (including by-elections), Section 36 (4) of the Representation of the People Act 1983 states that the council may set a maximum scale of charges for the Returning Officer to use. The legislation states that a Returning Officer's expenses for conducting an election shall be paid by the council but if a scale is set, the expenses shall not exceed those laid down in the scale.
- 1.2 For parish/town council elections, Section 36 (5) states that the council may similarly set a maximum scale of charges for the Returning Officer to use, which the district council is responsible for paying, but which shall be repaid to the district council by the town / parish council for which the election is held, if the district council so requires it to be paid. It is the policy of this council that town and parish councils are required to pay for their own elections and by-elections.
- 1.3 In Kent the costs of conducting district, borough, town and parish elections are applied through the Kent Scale of Fees which, since 1998, has largely mirrored the National Scale.
- 1.4 Each year the Kent Association of Electoral Registration Officers and their staff (KAEROS) submit the Kent Scale to the Joint Kent Chiefs (JKC) for approval. This scale is then put forward to be adopted by all of the 13 local authorities in Kent as the maximum amounts for Returning Officers to charge for conducting local elections, a neighbourhood planning referendum and town / parish polls.
- 1.5 A variant of the scheme is also adopted by the County Council with amendments for Deputy Returning Officers to manage and conduct elections on the county's behalf.
- 1.6 Cabinet agreed at its meeting on 23 March 2016 to:
 - 1.6.1 Automatically adopt annually revised versions of the Kent scale of fees and charges in line with the NJC pay award;
 - 1.6.2 agree the revised Kent scale of fees and charges takes effect on 01 April of each year; and
 - 1.6.3 instruct officers to submit a report to Cabinet, as soon as possible after any pay award that changes the Kent scale of fees and charges for noting.
- 1.7 This report is submitted to inform Cabinet of the changes (maximum fees) that will take effect from 01 April 2022.

2. THE KENT SCALE OF ELECTION FEES

- 2.1 The Kent scale of election fees is revised each year in accordance with the annual National Joint Council APT & C pay award; the current fees will be

revised in line with the NJC local government pay award for 2022/23 which averages a 2% increase across all spinal points.

- 2.2 With the exception of polling staff, their travel costs and official poll card delivery costs, the scale uses a “per elector” charge on which to base its charges, e.g. Scale item 22 - The present maximum charge per 500 electors or part in a contested election for the employment of persons in connection with the counting of votes, clerical and other assistance required by the Returning Officer is £81.28.
- 2.3 Poll cards are only a statutory requirement at national elections, referendums and district elections.
- 2.4 Poll cards at parish elections are only sent out if the parish or town council so require by way of notification to the Returning Officer not later than noon on the nineteenth day before an election. However, if the poll is combined, an official poll card must be sent. Part of the combined costs may be recovered from the parish or town council.
- 2.5 Without adopting a scale of election fees the Council will be obliged to pay the Returning Officer’s expenses without setting what it considers a reasonable scale of expenses applicable to district, town and parish elections in Folkestone & Hythe. In addition, the scale does provide some indication to parish and town councils of the likely costs they will be liable to incur if there are contested elections in their area.
- 2.6 In the interests of transparency the Kent scale of fees (which represents the maximum) is published on the Folkestone & Hythe District Council website.

3. RISK MANAGEMENT ISSUES

- 3.1 There perceived risks are as follows:

Perceived risk	Seriousness	Likelihood	Preventative action
Failure to adopt a scale of fees.	Low	Low	Adopt scale of fees.

4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

4.1 Legal Officer’s comments (AK)

All legal issues are set out in the report

4.2 Finance Officer’s comments (CS)

The proposed changes in fees and charges represent a marginal increase on the existing position and will therefore have a minimal impact on the financial position.

4.3 Diversities and Equalities implications (PB)

No diversity and equalities implications.

4.4 **Climate Change Implications (AT)**

No climate change implications.

5. **CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Paul Butler, Democratic Services and Elections Lead Specialist

Tel: 01303 853188

Email: paul.butler@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

Appendix:

Appendix 1: Kent scale of fees from 01 April 2022

ELECTORAL REGISTRATION OFFICERS AND STAFF (Kent AEROS) – SCALE OF FEES

Proposed scale of fees for District/Borough and Parish Council elections and Neighbourhood Referendum held on or after 1st April 2022

1. The scale of fees are uplifted annually, by using the NJC award pay award for local government and approved by the Kent Chief Executives Group.
2. Kent County Council's scale of fees uses a calculation based upon per 1000 electorate. Kent AEROS' scale uses a calculation of per 500 electorate because of small parishes.
3. In order to ensure consistency the Kent AERO's scale reflects the KCC 2021 Scale and is usually in line with the NJC increase
4. The Kent AEROS' scale has been uplifted by 2% as the NJC awards are yet to be agreed.

	Item	Current 2021/22 £	Proposed 2022/23 £
Stationery and Equipment			
1.	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes		
2.	Stationery and equipment at each polling station, including depreciation	Reasonable and appropriate cost	Reasonable and appropriate cost
3.	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including		

	temporary polling stations if necessary		
4.	Fitting-up polling stations including the provision, transport and erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5.	Ballot Papers – provision and printing		
6.	Register of Electors – purchase		
7.	Printing or production of official poll cards and postal vote packs		
8.	Delivery of official poll cards by hand	Second class postage rate	Second class postage rate
Travelling expenses			
9.	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	49p per mile	50p per mile
10.	Presiding Officer travelling expenses	15.63	15.94
11.	Poll Clerk travelling expenses	9.08	9.26
12.	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	9.08	9.26

Polling Station Staff			
13.	One Presiding Officer at each Polling Station – single election	227.82	232.38
14.	For each PO at a Polling Station – combined election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	279.86	285.46
15.	For a PO who acts as a supervisor at a Polling Place where there is more than one Polling Station	(additional) 11.04	(additional) 11.26
16.	Supervising Officer (SO) – for every 10 polling station overseen	227.82	232.38
17.	For each Poll Clerk (PC) at a Polling Station – single election	142.31	145.16
18.	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	169.23	172.61
19.	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	195.30	199.21
20.	For each Presiding Officer and Poll Clerk attending training	50.57	51.58

21.	An allowance for each polling station to have available a mobile phone on polling day	5.47	5.58
22.	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the RO – for each 500 electors or part in a contested election	79.69 (per 500)	81.28 (per 500)
23.	For the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part	78.11	79.67
24.	For the recount of votes – for each 500 electors or part	4.59	4.68
25.	Payment to the District/Borough for the use of Council staff to support the RO in the conduct of elections as follows:		
(a)	Contested election – (i.e. without District/Borough) for each 500 electors (or part)	61.73 (per 500)	62.96 (per 500)
(b)	Contested joint election (i.e. with District/Borough) – for each 500 (or part)	30.87 (per 500)	31.49 (per 500)
26.	Contested single election – payment to DRO for	34.50	35.19

	the management and conduct of the election – for each 500 electors or part		
27.	Contested joint election – payment to DRO for the management and conduct of the election – for each 500 electors or part	47.63	48.58
28.	For each Counter attending training	16.39	16.72
29.	For each Count Supervisor and Count General Assistant attending training	32.79	33.45
30.	Reasonable refreshments for staff involved in the verification and count	Maximum £5.36 per head	Maximum £5.47 per head
31.	Payment to District/Borough Council for the use of Council staff at an uncontested election – for each 500 electors or part	17.02 (per 500)	17.36 (per 500)
32.	RO fee for the conduct of elections as follows:		
(a)	Uncontested District/Borough election – single fee	59.08	60.26
(b)	Uncontested Parish election – single fee	20.25	20.66
33.	For clerical and other assistance required by the Returning	21.68	22.11

	Officer at an uncontested election – for each 500 electors (or part)		
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Notes

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. At parish polls the fees relating to polling staff **may** be pro rata.
3. **Items 10, 11 and 12** – variable mileage rates may be applied where fixed travel is considered appropriate.
4. **Item 24** – in special circumstances, the RO may recover actual costs
5. **Item 31** – the payment referred to applies (in the case of a parish election) to each ward of the parish.
6. Please note that the content of the Elections Bill will have implications for polling station staff (Voter ID) and so when more detail is known the fees will need to be reviewed to reflect this.

This Report will be made
public on 14 April 2022

Report Number **C/21/98**

To: Cabinet
Date: 13 April 2022
Status: Non-Key Decision
Head of Service: Charlotte Spendley – Director of Corporate Services
Cabinet Member: Councillor David Monk, Leader and Portfolio Holder for Finance

SUBJECT: GENERAL FUND CAPITAL PROGRAMME BUDGET MONITORING 2021/22

SUMMARY: This monitoring report provides the latest projection of the current financial position for the General Fund capital programme in 2021/22, based on expenditure to 31 January 2022, and identifies variances compared to the latest approved budget.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because it needs to be kept informed of the General Fund capital programme position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATIONS:

1. To receive and note report C/21/98.

1. INTRODUCTION AND BACKGROUND

1.1 As part of the Council's normal budget monitoring process this report updates Cabinet on the current position for the General Fund capital programme in 2021/22, based on expenditure to 31 January 2022, compared to the latest approved budget. Specifically, this report:-

- i) identifies variances on planned capital expenditure for 2021/22 and explanations of these differences, and
- ii) considers the impact any changes to the overall capital programme will have on the financing resources required to fund it.

1.2 Cabinet is reminded that Full Council approves a rolling five year General Fund Medium Term Capital Programme (MTCP) annually as part of the overall budget process. This monitoring report considers the latest projected expenditure for 2021/22 against the profiled budget for the year.

1.3 Full Council approved the latest budget for the MTCP to 31 March 2027 on 10 February 2022 (Report A/21/27 refers). This included the latest approved profiled budget of about £22.8m for the current financial year.

2. CAPITAL PROGRAMME 2021/22 – PROJECTED OUTTURN

2.1 The latest projection for the total cost and funding of the General Fund capital programme for 2021/22 is £14,546,000 a reduction of £8,260,000 compared to the latest budget of £22,806,000. Full details are shown in Appendix 1 to this report and the following table summarises the position across the Service Units and also outlines the impact on the capital resources required to fund the programme:

General Fund Capital Programme Q4	Latest Budget 2021/22	Projection 2021/22	Variance Budget to Projection
<u>Service Units</u>	£'000	£'000	£'000
Operations	1,712	876	(836)
Corporate Services	1,416	1,416	0
Housing	1,587	1,559	(28)
Transformation & Transition	6,927	4,951	(1,976)
Place	10,539	5,371	(5,168)
Economic Development	625	373	(252)
Total Capital Expenditure	22,806	14,546	(8,260)
<u>Capital Funding</u>			
Capital Grants	(5,652)	(4,561)	1,091
External Contributions	(1,188)	(985)	203
Capital Receipts	(884)	(576)	308
Revenue	(747)	(712)	35
Borrowing	(14,335)	(7,712)	6,623
Total Funding	(22,806)	(14,546)	8,260

2.2 The following table summarises the main reasons for the net reduction in the projected outturn compared to the latest budget:

Variances – 2021/22 Latest Budget to Q4			
1	Reprofiling between 2021/22 and 2022/23	£'000	£'000
i)	Royal Military Canal Enhancements	(10)	
ii)	Biggins Wood Site Land Remediation Works	(120)	
iii)	Electric Vehicle Charging Points	(40)	
iv)	Coast Drive Seafront Development	11	
v)	Coastal Park Play Equipment (FPPG Charity)	(62)	
vi)	Coastal Park Toilet and Concession	(147)	
vii)	East Cliff Landfill Protection (FPPG Charity)	(22)	
viii)	Hawkinge Depot Upgrade	(75)	
ix)	Units 1-5 Learoyd Road New Romney	(197)	
x)	Coast Protection, Coronation Parade Folkestone	(19)	
xi)	Coast Protection - Hythe to Folkestone Beach Management	(55)	
xii)	Public Toilet Enhancement	(104)	
xiii)	Veolia Waste Contract	(29)	
xiv)	Otterpool Park	(5,139)	
xv)	Temporary Accommodation	(107)	
xvi)	Home Safe Loans	(81)	
xvii)	Princes Parade Leisure Centre	(1,212)	
xviii)	Mountfield Road Employment Land	(764)	
xix)	CLLD ERDF Capital Projects	(252)	
			(8,424)
2	Overspends		
i)	Lifeline Capitalisation	15	
ii)	Disabled Facilities Grants (met from govt. grant)	160	
			175
3	Underspends		
i)	Connect 38 CAT A Works	(8)	
ii)	General Fund Property - Health and Safety Enhancements	(3)	
			(11)
	Total change in overall capital programme for 2021/22		(8,260)

2.3 As the analysis in the table above shows, the main reason for the projected variance is the reprofiling of expenditure from 2021/22 to 2022/23. Some capital schemes are more difficult to project accurately in terms of the timing of expenditure and, in some cases, the final cost. This is particularly the case with some of the property related initiatives where external factors such as negotiations over price, conveyancing and planning can have an impact on the timing and final cost of a scheme. The Council remains on track to deliver the schemes within its overall approved Medium Term Capital Programme.

2.4 **Play Area Improvements** – The Council has been awarded £164k from the Contain Outbreak Management Fund (COMF) administered by Kent County Council to be used towards community parks within the district. The COMF is a government funded initiative in responses to Covid-19 aimed at encouraging communities to utilise outside spaces to reduce the transmission of the virus. Three sites have been identified for this funding they represent strategically important play areas as outlined in the Play Strategy. The three sites that will benefit from this funding are:

	£'000
1 Oak Drive Play Area, St Mary's Bay	60
2 Morehall Recreation Ground, Folkestone (FPPG Charity)	50
3 Cheriton Recreation Ground, Folkestone	45
Contingency	9
Total COMF allocation	164

2.5 In addition, £12k is being utilised from Section 106 receipts towards the Cheriton Recreation Ground to meet the cost of new play equipment being provided there. These play improvements are due to commence from April 2022 and orders have been placed for the works.

2.6 The total budget for the play area improvements of £176k is not included in the approved MTCP and will need to be submitted to Full Council for approval during 2022/23, with works progressing in the meantime in order to deploy the grant funding within the deadline.

3. IMPACT OF PROGRAMME CAPITAL FUNDING RESOURCES

3.1 As summarised in section 2 of this report, the Council's projected capital expenditure for 2021/22 requires a significant level of borrowing to support it. The capital financing costs from the borrowing have been included in the Council's future budget projections. The capital schemes in 2021/22 planned to be supported by borrowing are:

	£'000
i) Lower Sandgate Rd Beach Huts	47
ii) Coast Drive Seafront Development	11
iii) Coastal Park Toilet and Concession	3
iv) Otterpool Park	3,916
v) Veolia Waste Contract	1,455
vi) Oportunitas Loan and Share Capital Phase 2	1,340
vii) Temporary Accommodation	167
viii) Princes Parade Leisure Centre	773
Total	7,712

3.2 The projected use of revenue resources to fund capital expenditure of £712k in the current financial year, summarised in section 2 of the report, is

reflected in the latest General Fund monitoring report for 2021/22, due to be considered by Cabinet as part of this agenda.

- 3.3 The latest position regarding the council's available capital receipts to fund capital expenditure is shown in the following table:

Capital Receipts Position Statement	£'000
Total receipts in hand at 28 February 2022	(10,656)
Less:	
Committed towards General Fund capital expenditure	3,614
Committed towards HRA capital expenditure	6,096
Ring-fenced for specific purposes	78
Contingency for urgent or unforeseen capital expenditure	500
Balance available to support new GF capital expenditure	(368)

4. CONCLUSIONS

- 4.1 The projected outturn shown for the General Fund capital programme for 2021/22 reflects the position based on actual expenditure and forecasts at 31 January 2022.
- 4.2 The Play Area Improvements capital scheme budget of £176k will need to be submitted to Full Council for approval during 2022/23
- 4.3 The Council remains on track to deliver the schemes within its approved Medium Term Capital Programme.

5 RISK MANAGEMENT ISSUES

- 5.1 A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
Capital resources not available to meet the cost of the new projects.	High	Low	Capital receipts required have already been realised for the majority of the programme. Schemes subject to future capital resources will only commence once these are realised. Schemes supported by grant funding will only commence once fully approved and

			committed by the relevant body. Prudential borrowing is only used for capital schemes expected to generate a net revenue benefit and/or future capital receipts
Cost of new projects may exceed the estimate.	High	Medium	A review of existing approved capital schemes has been undertaken as part of the update to the MTCP to assess the impact of current inflationary pressures affecting construction and engineering sector. Capital monitoring procedures in place allowing prompt early action to be taken to manage the risk effectively.
Expenditure planned to be met by grant is ineligible under the terms of the funding agreement	High	Low	Prior to commitments being made the project manager to agree in advance grant eligible expenditure with the funding body.

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

6.1 Legal Officer's Comments (NM)

There are no legal implications arising directly out of this report.

6.2 Finance Officer's Comments (LW)

This report has been prepared by Financial Services. There are no further comments to add.

6.3 Diversities and Equalities Implications

The report does not cover a new service or policy or a revision of either and therefore does not require an Equality Impact Assessment.

6.4 Communication Officer's Comments (JW)

The play area improvements to be funded by the COMF scheme will be communicated widely subject to Full Council approval during 2022/23.

6.5 Climate Change Implications (OF) *[Pilot reporting period]*

There are no climate change implications arising directly from this report. It updates Cabinet on this position following decisions taken at Cabinet and Full Council. Climate change implications of the various projects referenced in the report will be assessed as part of the development and implementation phases of those projects through the appropriate decision-making process.

7. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Lee Walker, Capital and Treasury Senior Specialist
Tel: 01303 853593. e-mail: lee.walker@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

Appendices:

Appendix 1 – General Fund Capital Programme 2021/22 Projected Outturn

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APPENDIX 1 - GENERAL FUND CAPITAL PROGRAMME PROFILED FOR 2021/22

By Head of Service

Item	Scheme	Latest Approved Budget	Latest Projection	Variance	Comments
		£000	£000	£000	
	<u>Andy Blaszkowicz - Director of Operations</u>				
1	General Fund Property - Health and Safety Enhancements	3	0	(3)	Saving
2	Lifeline Capitalisation	50	65	15	Purchase of more lifeline units due to the ongoing issues with some telephone providers and switching to digital.
3	Royal Military Canal Enhancements	10	0	(10)	Re-profiled to 22/23
4	Biggins Wood Site Land Remediation Works	200	80	(120)	Re-profiled to 22/23
5	Ship Street Site Folkestone	50	50	0	Preliminary costs
6	Area Officer Vans	30	30	0	Vehicles within budget have been identified pending suitability checks and obtaining comparable quotes to demonstrate value for money, however this may need to be re-profiled to 22/23 if the vehicles are not received before 31/3/22.
7	Lower Sandgate Rd Beach Huts (FPPG Charity)	47	47	0	Scheme completed
8	Parking On Street Pay & Display Machines	13	13	0	
9	Electric Vehicle Charging Points	40	0	(40)	Re-profiled to 22/23. Awaiting a decision from KCC as to the use of their lamp columns for EV chargepoints. Reviewing options for on-street EV charging in the later part of the calendar year.
10	Coast Drive Seafront Development	0	11	11	Re-profiled to 22/23
11	Coastal Park Play Equipment (FPPG Charity)	62	0	(62)	Re-profiled to 22/23
12	Coastal Park Toilet and Concession	150	3	(147)	Re-profiled to 22/23
13	East Cliff Landfill Protection (FPPG Charity)	30	8	(22)	Re-profiled to 22/23
14	Hawkinge Depot Upgrade	75	0	(75)	Re-profiled to 22/23
15	Units 1-5 Learoyd Road New Romney	200	3	(197)	Re-profiled to 22/23 and works planned for the spring 2022

Item	Scheme	Latest Approved Budget	Latest Projection	Variance	Comments
16	Connect 38 CAT A Works	160	152	(8)	Saving
17	Coast Protection, Coronation Parade Folkestone	30	11	(19)	Re-profiled to 22/23 and met from Environment Agency funding
18	Coast Protection - Greatstone Dunes Management	15	15	0	Met from Environment Agency funding
19	Coast Protection - Hythe to Folkestone Beach Management	343	288	(55)	Re-profiled to 22/23 and met from Environment Agency funding
20	Coronation Parade Annual Monitoring	4	4	0	Met from Environment Agency funding
21	Public Toilet Enhancement	200	96	(104)	Re-profiled to 22/23 and scheme in progress
	Total - Director of Operations	1,712	876	(836)	
	<u>Ewan Green - Director of Place</u>				
22	Otterpool Park	9,055	3,916	(5,139)	Budget re-profiled to 22/23, including £5.115m for land and property assembly acquisition costs.
23	Veolia Waste Contract	1,484	1,455	(29)	Final vehicle received in January. Re-profile 2024/25
	Total - Director of Place	10,539	5,371	(5,168)	
	<u>Charlotte Spendley - Director of Corporate Services</u>				
24	PC Replacement Programme	16	16	0	On target.
25	Server Replacement Programme	60	60	0	On target.
26	Oportunitas Loan and Share Capital Phase 2	1,340	1,340	0	Funding to support the acquisition of residential units at the former Royal Victoria Hospital site in Folkestone
	Total - Director of Corporate Services	1,416	1,416	0	

Item	Scheme	Latest Approved Budget	Latest Projection	Variance	Comments
	<u>Katharine Harvey - Head of Economic Development</u>				
27	CLLD ERDF Capital Projects	625	373	(252)	Re-profiled to 22/23
	Total - Head of Economic Development	625	373	(252)	
	<u>John Holman - Head of Housing</u>				
28	Temporary Accommodation	527	420	(107)	Acquisition and refurbishment of properties to provide temporary accommodation for homeless households. Re-profiled to 22/23.
29	Disabled Facilities Grants	600	760	160	KCC Occupational Therapist Service was held due to Covid restrictions but spend now increasing. DFGs are funded through Government Grant.
30	Home Safe Loans	160	79	(81)	Due to unexpected legal delays the loans will now be processed during 22/23
31	Empty Home Initiatives	300	300	0	On target.
	Total - Head of Housing	1,587	1,559	(28)	
	<u>Tim Madden - Director of Transition & Transformation</u>				
32	Princes Parade Leisure Centre	2,804	1,592	(1,212)	Preparation and site remediation costs re-profiled to 22/23
33	Mountfield Road Employment Land	3,490	2,726	(764)	Scheme partly reprofiled to 22/23. Extension of 6 months has been agreed with SELEP Accountability Board.
34	Mountfield Business Hub	633	633	0	Scheme delivered
	Total - Director of Transition & Transformation	6,927	4,951	(1,976)	
	TOTAL GENERAL FUND CAPITAL PROGRAMME 2021/22	22,806	14,546	(8,260)	

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This Report will be made
public on 14 April 2022

Report Number **C/21/101**

To: Cabinet
Date: 26 April 2022
Status: Non-Key Decision
Head of Service: Charlotte Spendley – Director of Corporate Services
Cabinet Member: Councillor David Monk - Cabinet Member for Finance

SUBJECT: GENERAL FUND REVENUE BUDGET MONITORING – 4TH QUARTER 2021/22

SUMMARY: This monitoring report provides a projection of the end of year financial position of the General Fund revenue budget, based on expenditure to February 2022.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because it needs to be informed of the council's General Fund revenue budget position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATIONS:

1. To receive and note Report C/21/101.
2. To agree that the previously allocated £300k for the interim delivery of corporate priorities (C/20/86) be made available for use in the next two financial periods (referenced in 1.3).

1. INTRODUCTION AND BACKGROUND

- 1.1 This report updates Cabinet on the likely projected outturn on the General Fund Revenue budget for 2021/22.
- 1.2 The projections are made against the latest approved budget and based on data received as at 8 February 2022. This is an update to the position reported in January presenting the 4th quarter projections.
- 1.3 The Quarter 4 2020/21 Budget Monitoring paper recommended £300k be set aside in an Earmarked Reserve to support the delivery of the priorities of the Council to be agreed by the Head of the Paid Service in consultation with the Leader of the Council, for use in 2021/22. The focus at the time was on COVID recovery and a flexible provision made to reflect the unknown nature of the recovery or ongoing pandemic during 2021/22. As outlined within the budget monitoring paper, current budgets and central funding have proved sufficient during 2021/22 to meet the needs that have arisen, and therefore none of this fund is anticipated to be utilised during 2021/22. It is therefore proposed that it remains in the Earmarked reserve, available for the Chief Executive in consultation with the Leader to draw down during the next two financial years to support the delivery of the priorities of the Council as determined by the Corporate Plan, and emerging priorities such as the Ukraine crisis, refugees, cost of living and inflationary pressures etc. Spending will be reported through future budget monitoring papers.

2. GENERAL FUND REVENUE 2021/22 - PROJECTED OUTTURN

- 2.1 The Quarter 4 projected outturn for service areas shows a forecast of £24,450k against the latest approved budget of £24,168k resulting in a variance of £282k (projected overspend).
- 2.2 When taking into account other entries such as Earmarked Reserves, Other Service Grants and Collection Fund Income, the total projected outturn is a projected saving of £103k.
- 2.3 The following table summarises the latest projected outturn position:

General Fund Net Cost of Services	Latest Approved Budget	Projected Outturn	Variance
	£'000	£'000	£'000
Finance, Strategy & Corporate Services	6,285	7,000	715
Human Resources	560	662	102
Governance & Law	2,452	2,595	143
Leadership Support	908	911	3
Place	6,627	6,171	(456)
Economic Development	1,633	1,680	47
Planning	255	263	8
Operations	2,647	2,074	(573)
Strategic Development	55	43	(12)
Housing	3,355	3,051	(304)
Sub-Total – Heads of Services	24,777	24,450	(327)

Unallocated Net Employee Costs	(609)	-	609
Total – Heads of Service	24,168	24,450	282
Internal Drainage Board Levies	484	484	-
Interest Payable and Similar Charges	739	587	(152)
Interest and Investment Income	(754)	(920)	(166)
New Homes Bonus Grant	(836)	(836)	-
Other Non-Service Related Government Grants	(1,971)	(4,459)	(2,488)
Town and Parish Council Precepts	2,594	2,594	-
Minimum Revenue Provision	886	1,211	325
Capital Expenditure Financed from Revenue	1,280	712	(568)
Net Revenue Expenditure before Use of Reserves	26,590	23,823	(2,767)
Net Transfer to/from(-) Earmarked Reserves	(3,352)	(9,751)	(6,399)
Total to be met by Taxpayers	23,238	14,072	(9,166)
Transfer to/from(-) the Collection Fund	67	67	-
Business Rates Income	(3,905)	5,334	9,239
Demand on the Collection Fund	(13,128)	(13,304)	(176)
Surplus (-)/Deficit for the year	6,272	6,169	(103)

2.4 The main variances are shown below:

	£'000
Services:	
Council Tax Collection – decrease in income	300
Housing Benefits / Rent rebates – net impact of reduction in payments	96
Elections – net changes	(49)
Decrease in Local Land Charges income	46
Net changes Hythe pool (income/salaries)	(45)
Increase in Cemeteries income	(45)
Development Control – reduction in income	117
Additional IT/Mobile phone and online transaction costs	219
Car Parking – increased income	(155)
Increase in Operational estate rental income	(170)
Community & Open spaces reduced spend	(131)
Reduction in income Lifeline	74
Business rates reductions in Operational estate costs	(130)
Net movements in homelessness	(90)
Corporate Priorities spend (carried forward from 2020/21)	160
Corporate Investment Initiatives (carried forward from 2020/21)	72
Other Items (below the Net Cost of Services):	
Movement in Earmarked Reserves	(198)
Additional Government Grant	(2,488)
Interest & Investment Income	(166)
Interest Payable & Similar Charges	(152)
Capital Finance by Revenue	(568)
Demand on Collection Fund	(176)
Business Rates Income	3,038
Other net variances	338
Total net projected General Fund Reserve increase	(103)

2.5 Explanations for the main variances are detailed below:

Services

Council Tax income – the income represented within the service relates to court costs income, limited court dates were available during 2021/22 so income has not reached the target, however court dates are now being made available and cases progressing.

Housing Benefits / Rent Rebates – a reduction in rent allowance payments is projected due to reduced housing benefit caseload, with a related reduction in anticipated subsidy, additionally the value of rent rebates is also anticipated to decrease.

Elections – saving identified relates to the net effect of the Parliamentary settlement and recoverable expenditure being higher than anticipated.

Local Land Charges - there is a reduction in income received relating to official land charge fees which is partly off-set by a decrease in land registry fee expenditure paid to KCC.

Development Control – decreased income projected for planning application fees based on current volume of applications.

Additional IT/Mobile phone and online transaction costs – additional costs including further mobile devices; Staff Hub contracted costs; Skype to Teams transition costs; and increased online transaction costs.

Car Parking – additional expenditure over both on and off street, offset by increase in income expected for off street parking charges, parking fines, and on street residents parking permits. Parking income is now recovering following the drop during the pandemic and numbers are increasing.

Operational assets - Additional Otterpool Park property utilities and business rates not anticipated at budget setting, offset by additional rental income

Business Rates reductions and refunds on operational assets including public conveniences where the legislation has changed.

Homelessness – Additional grant funding utilised in year for both homelessness and Domestic Abuse and Ex Offender services resources. Additional rent payments, and increase in housing benefit payments also contributing to variance.

Corporate Investment Initiatives – Consultancy work on Folkestone Town Centre initiatives, including FOLCA. Expenditure is funded from the Economic Development reserve.

Other Items (below the Net Cost of Services)

Movement in Earmarked Reserves - The key movements from the position noted at quarter 3 are the release of carry forwards & corporate priorities funds and the change of projection for the use of the climate change reserve for EV charging points.

The latest forecast Earmarked Reserves position is shown in the table below:

Reserve	Balance at 1/4/2021 £'000	Latest Budget £'000	Projection £'000	Change £'000	Balance at 31/3/2022 £'000
Earmarked					
Business Rates	2,722	225	(821)	(1,046)	1,901
Leisure Reserve	547	(100)	(100)	0	447
Carry Forwards	691	(256)	(256)	0	435
VET Reserve	283	(66)	34	100	317
Invest to Save	0	0	0	0	0
Maintenance of Graves	12	0	0	0	12
New Homes Bonus (NHB)	2,342	(344)	(344)	0	1,998
Corporate Initiatives	598	(246)	(529)	(283)	69
IFRS Reserve	8	(2)	(3)	(1)	5
Otterpool Park Garden Town	0	0	0	0	0
Economic Development	1,991	(1,284)	(182)	1,102	1,809
Community Led Housing	365	(55)	(55)	0	310
Lydd Airport	9	0	0	0	9
Homelessness Prevention	488	98	98	0	586
High Street Regeneration	2,070	(1,016)	(1,016)	0	1,054
Climate Change	4,946	(306)	(376)	(70)	4,570
Covid Recovery	6,501	0	(6,201)	(6,201)	300
Total Earmarked Reserves	23,573	(3,352)	(9,751)	(6,399)	13,822

Interest Payable & Similar Charges - Lower interest payable resulting from lower interest rates secured and reduced borrowing due to delays in planned capital expenditure.

Interest and Investment Income - Increased interest and investment income receivable resulting from higher returns from pooled investment funds and anticipated interest due from the Otterpool loan.

Demand on the Collection Fund - Additional Council Tax income is projected based on current collection rates.

Business Rates Income – A reduction in Business Rates income was projected at quarter 3 based on current collection rates and a provisional assessment of the impact of the successful appeal for Dungeness B Power

Station. Further work has now been undertaken on this position and the position updated and improved. The overall Business Rates income position for Q4 has also been impacted by the COVID additional relief fund (CARF) which was awarded by the Government in December and is compensated through the additional Non Service related government grants line

3. CONCLUSIONS

- 3.1 The projected outturn shown for the General Fund Revenue account for 2021/22 reflects the position based on actual expenditure and forecasts at 8 February 2022 and projects an underspend of £103k.

Members will receive a report on the provisional outturn position in June 2022.

4. RISK MANAGEMENT ISSUES

- 4.1 A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
MTFS becomes out of date.	High	Low	The MTFS is reviewed annually and in detail through the budget process.
Assumptions may be inaccurate.	High	Medium	Budget monitoring is undertaken regularly and financial developments nationally are tracked. Assumptions are regularly reviewed with best intelligence to inform monitoring activities.

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 **Legal Officer's Comments (NM)**

There are no legal implications arising directly out of this report.

5.2 **Finance Officer's Comments (CI)**

This report has been prepared by Financial Services. There are therefore no further comments to add.

5.3 **Diversities and Equalities Implications**

The report does not cover a new service/policy or a revision of an existing service/policy and therefore does not require an Equity Impact Assessment.

5.4 **Climate Change Implications (OF)**

As this report deals entirely with financial matters, there is no climate change impact.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councilors with any questions arising out of this report should contact the following officer prior to the meeting

Cheryl Ireland, Chief Financial Services Officer

Telephone: 01303 853213 Email: cheryl.ireland@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

Budget projection working papers.

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Agenda Item 7



This Report will be made public on 14 April 2022

Report Number **C/21/99**

To: Cabinet
Date: 26 April 2022
Status: Non-Key Decision
Head of Service: Charlotte Spendley, Director of Corporate Services
Cabinet Members: Councillor David Monk, Leader of the Council and Councillor David Godfrey, Housing, Transport and Special Projects

SUBJECT: HRA Budget Monitoring Quarter 4

SUMMARY: This monitoring report provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 28 February 2021.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because Cabinet needs to be kept informed of the Housing Revenue Account position and take appropriate action to deal with any variance from the approved budget and be informed of the final 2021/22 position.

RECOMMENDATIONS:

1. To receive and note Report C/21/99.

1. INTRODUCTION

- 1.1 This report informs Cabinet of the likely projected outturn on HRA revenue and capital expenditure for 2021/22.
- 1.2 The projections are based on actual expenditure and income to 28 February 2021 but remain a forecast for the year end position.

2. HOUSING REVENUE ACCOUNT REVENUE 2021/22 (see Appendix 1)

- 2.1 The table below provides a summary of the projected outturn compared to the latest budget for 2021/22.

	Latest Budget £'000	Projection £'000	Variance £'000
Income	(15,830)	(16,523)	(693)
Expenditure	12,607	12,813	206
HRA Share of Corporate Costs	175	175	0
Net Cost of HRA Services	(3,048)	(3,535)	(487)
Interest Payable/Receivable etc	1,523	1,516	(7)
HRA Surplus/Deficit	(1,525)	(2,019)	(494)
Revenue Contribution to Capital	5,938	3,178	(2,760)
Decrease/(Increase) to HRA Reserve	4,413	1,159	(3,254)

- 2.2 The table shows that overall at quarter 4 there is a projected decrease in net expenditure of £3.2m on the HRA.

The main reasons for this are as follows:-

	£'000
Decrease in revenue contribution to capital (see 2.3 below)	(2,760)
Increase in rental income (see 2.4 below)	(693)
Other variances	199
Total net projected Housing Revenue Account increase	<u>(3,254)</u>

- 2.3 The decrease in revenue contribution to capital mainly relates to re-profiling of the new build and acquisition programme with anticipated schemes being delayed to 2022/23 (see 3.3).
- 2.4 The increase in rental income largely relates to a projected 5% reduction in income anticipated due to Covid-19 at budget setting which has not materialised with collection rates better than anticipated.

There is also currently a high level of void garages which is resulting in reduced income. There are currently 306 void garages, however a considerable amount of work has been carried out on the garages in recent

month's with a project shortly to commence focused upon improvements and enhanced maintenance of the garage stock.

- 2.5 Overall, the HRA reserve at 31 March 2022 is expected to be £10.9m compared with £7.6m in the latest budget.

3. HOUSING REVENUE ACCOUNT CAPITAL 2021/22 (see Appendix 2)

- 3.1 The latest budget for the HRA capital programme in 2021/22 is £14.4m and the projected outturn for the year is £10.3m, an underspend of £4.1m.

- 3.2 The reasons for the decrease in expenditure are as follows:-

	£'000
New Builds/Acquisitions (see 3.3 below)	(3,456)
Enhanced Capital Programme (see 3.4 below)	(200)
Void Capital Works	(150)
Rewiring (see 3.5 below)	(105)
Kitchen Replacements (see 3.6 below)	(101)
Other variances	(130)
Total decrease against Original Budget	<u>(4,142)</u>

- 3.3 The decrease in new build/acquisition expenditure relates to the re-profiling of the Highview scheme which has not progressed as quickly as anticipated and is now expected to commence in 2022/23. This is due to redesigning the scheme to deliver homes that are as close as possible to zero carbon in use. The team have been exploring new technology and construction methods to deliver a flagship scheme for the HRA following the Council declaring a climate emergency.

- 3.4 The decrease in enhanced capital programme is largely due to projects not coming to fruition such as the Scooter Shelter £75k and Atrium Roofs £150k.

- 3.5 The decrease in rewiring is due to a reduced quantity of properties being identified as requiring works, contractors have been going into properties to check the existing wiring is within standard.

- 3.6 The decrease in kitchen replacements is largely due to problems accessing 20 properties to assess the presence or condition of asbestos.

- 3.7 The following table compares the resources required to finance the projected outturn for the HRA capital programme in 2021/22. The variation shown below corresponds to the figure in section 3.1, above.

2021/22 HRA	1-4-1 Capital Receipts	Revenue Contribution	Major Repairs Reserve	Total
	£'000	£'000	£'000	£'000
Projected Outturn	1,226	3,178	5,914	10,318
Approved	2,608	5,938	5,914	14,460
Variation	(1,382)	(2,760)	0	(4,142)

4. CONCLUSION

- 4.1 The HRA revenue outturn projection for 2021/22 forecasts £3.2m lower expenditure than the latest approved budget.
- 4.2 The HRA capital outturn projection for 2021/22 forecasts £4.1m lower expenditure than the latest approved budget.
- 4.3 The projected outturn for both the HRA revenue expenditure and capital programme for 2021/22 reflects the position based on actual expenditure and forecasts at 28 February 2021.

5. RISK MANAGEMENT ISSUES

- 5.1 A summary of the perceived risks follows:

Perceived risk	Seriousness	Likelihood	Preventative action
The latest projection of the outturn could be materially different to the actual year end position.	Medium	Low	Areas at greater risk of variances are being closely monitored and an update will be made to Cabinet if appropriate when this report is considered to allow action to taken.
Capital receipts (including right to buy sales) not materialising	Medium	Low	The capital programme uses realised capital receipts only.
Insufficient capacity to manage delayed expenditure along with new year programme	Medium	Medium	The 2021/22 to 2022/23 capital programme will need to continue to be reviewed to take account of the capacity to manage the programme. 2021/22 planned expenditure will need to be reviewed to determine whether any expenditure will fall into 2022/23 and beyond.

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

6.1 Legal Specialist's Comments (NM)

There are no legal implications arising from this report.

6.2 Finance Specialist's Comments (LW)

This report has been prepared by Financial Services. There are therefore no further comments to add.

6.3 Diversities and Equalities Implications (DA)

The report does not cover a new service/policy or a revision of an existing service or policy therefore does not require an EIA.

6.4 Climate Change Implications (OF)

There are no climate change implications arising from this report.

Consideration should be given to ensure that houses are built, repaired and upgraded using materials and techniques that are suitable to our changing climate.

7. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

*Cheryl Ireland, Chief Financial Services Officer
Tel: 01303 853213 Email:cheryl.ireland@folkestone-hythe.gov.uk*

The following background documents have been relied upon in the preparation of this report:

Budget projection working papers

Appendices:

[Appendix 1](#) Housing Revenue Account revenue budget monitoring report at 28 February 2021

[Appendix 2](#) Housing Revenue Account capital budget monitoring report at 28 February 2021

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HOUSING PORTFOLIO	LATEST APPROVED BUDGET £000	PROJECTED OUTTURN £000	VARIANCE £000	REASON
INCOME				
Dwelling rents	14,416	15,220	-804	
Non-dwelling rents	342	285	57	
Charges for services and facilities	1,020	966	54	
Contributions from general fund	52	52	0	-
Total Income	15,830	16,523	-693	
EXPENDITURE				
				Projections amended on Planned Maintenance of (£105k), breakdown as follows: Window servicing (£100k), Fire Alarm (£65k), TV Aerials (£15k), Door entry/security (£15k), Disrepair compensation payments £50k, Heating servicing/repairs £40k.
Repairs and maintenance	4,071	4,068	-3	Asbestos Removals (£105k). Recharges to Tenants (£14k), Insurance costs/claims (£2.5k). Void repairs £124k, Mears £69.5k. Clearances £15.5k, Electrical Maintenance contract costs with Mears higher than budgeted £14k,
Supervision and management	5,650	5,859	209	Projections amended: Increase in Utility bills £97k, additional costs for ILM, Sheltered Scheme Asset review & Stock Condition Surveys £70k, additional Northgate modules £33k, salary plus on costs of project team working on Northgate System £18k, Insurance £8k, reduction in Court costs and Mediation (£9k) and reduction in Tenant under occupation costs (£8k)
Rents, rates and taxes	22	22	0	-
Depreciation charges of fixed assets	2,643	2,643	0	-
Debt management expenses	21	21	0	-
Bad debts provision	200	200	0	-
Total Expenditure	12,607	12,813	206	
Net	-3,223	-3,710	-487	
HRA Share of Corporate and Democratic Costs	175	175	0	-
Net Cost of HRA Services	-3,048	-3,535	-487	
Interest payable	1,573	1,521	-52	-
Interest and investment income	-50	-5	45	
Premiums and discounts	0	0	0	
(SURPLUS)/DEFICIT	-1,525	-2,019	-494	
MOVEMENTS IN HRA BALANCE FOR 2018/19				
Repayment of debt	0	0	0	-
Revenue contribution to capital	5,938	3,178	-2,760	-
Surplus/deficit for the year	-1,525	-2,019	-494	
Increase/Decrease in Net Movement in HRA Balance	4,413	1,159	-3,254	
HRA Reserve balance brought forward	-12,037	-12,037	0	
HRA Reserve balance carried forward	-7,624	-10,878	-3,254	

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PORTFOLIO AND SCHEMES	LATEST APPROVED BUDGET	PROJECTED OUTTURN	VARIANCE	COMMENTS
HOUSING PORTFOLIO	£'000	£000	£000	
1. Planned Improvements				
Windows & Doors	540	478	-62	Delays in Procurement & Tender process has led to this underspend.
Re-roofing	800	800	0	
Heating Improvements	649	649	0	Full programme of works planned to the end of 21/22
Kitchen Replacements	410	309	-101	Projection for Kitchens has been reduced to £309k, decrease of £100k due to access problems to 20 properties in order to inspect for Asbestos
Bathroom Improvements	250	250	0	
Voids Capital Works	300	150	-150	The projection has been reduced as there was an over accrual in 20/21 that is effectively reducing the appearance of the actual spend this year.
Disabled Adaptations	450	450	0	
Sheltered Scheme upgrades	80	80	0	
Rewiring	485	380	-105	
Contract Specification	20	2	-18	Llimited spend anticipated in 21/22
Lift Replacement	60	11	-49	Philippa House now complete, no further Lifts were identified as requiring replacement
Thermal Insulation	120	120	0	
Fire Protection Works	700	700	0	
Impairment of Assets	0	0	0	
Enhanced Capital Programme	2,500	2,300	-200	
	7,364	6,680	-684	
2. Major Schemes				
External Enveloping *	330	320	-10	
Garages Improvements	150	150	0	
Treatment Works	10	10	0	
	490	480	-10	
3. Environmental Improvements				
Environmental Works	25	25	0	
New Paths	50	50	0	
Play Areas	10	2	-8	
	85	77	-8	
4. Other Schemes				
New Builds/Acquisitions	6,521	3,065	-3,456	Projection reduced due to the Highview project being delayed
EKH Single System	0	16	16	1st payment of 25% paid for New Modules Northgate project
Cash Incentive Scheme	0	0	0	
	6,521	3,081	-3,440	
TOTAL	14,460	10,318	-4,142	
FUNDING				
Major Repairs Reserve	5,914	5,914	0	
Revenue Contribution	5,938	3,178	-2,760	
Section 106	-	-	0	
1-4-1 Capital Receipts	2,608	1,226	-1,382	
TOTAL FUNDING	14,460	10,318	-4,142	

* This includes all items of the property structure that is external, such as roof, chimneys, gutters, fascias, eaves and repointing.

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This Report will be made public on 14 April 2022



Report Number **C/21/106**

To: Cabinet
Date: 26 April 2022
Status: Non key
Responsible Officer: Alastair Clifford, Chief Officer - Operations
Cabinet Member: Councillor Whybrow, Cabinet Member for the Environment

SUBJECT: USE OF PESTICIDES

SUMMARY: This report gives an update on the work undertaken to reduce the council's use of pesticide and proposes to use budgeted funds to reduce the carbon footprint of the Grounds Maintenance (GM) operational activities.

REASONS FOR RECOMMENDATIONS:

The reduction in pesticide use since 2019 has been significant, and there is a plan to reduce this further in future years. The report recommends that the available budget to complete the trials should be spent on electric machinery used by the Grounds Maintenance (GM) team, and for the officers to continue to keep up to date on latest technology developments.

RECOMMENDATIONS:

1. To receive and note report C/21/106.
2. To agree to use the £35k budgeted funds for pesticide trials to invest in machinery that reduces the carbon footprint from GM activities.
3. To write to the Secretary of State outlining the council's opposition to the use of glyphosate based pesticides, drawing on the experience of council trials of potential alternatives.

1. BACKGROUND

1.1 At the meeting of council, Wednesday 20th November 2019 (proposed by Cllr McConville, Leader of the Labour Party) (item 64) the following motion was resolved.

1.2 Resolved that this council will;

- Move towards phasing out the use of all pesticides and weed killers in council owned parks, gardens and play areas.
- Trial pesticide-free alternatives to control weeds in these areas. These might include; biodegradable foam or hot steam treatments on weeds.
- To report the outcomes of these trials to the Climate and Ecological Emergency working group for discussion and recommendation within 12 months.
- Grant an exception to the above 'phasing out' regarding the control of Japanese knotweed, or other invasive species, where there are currently no effective mechanical techniques available. For these plants glyphosate will be stem-injected, rather than sprayed, to reduce its spread in the environment.
- Grant an exception on sprays only in relation to Giant Hogweed where it's not safe to be dug out or safely removed by other means or where invasive plants are too small to be stem injected.
- It is recognized that herbicides are required for the control of weeds in fine turf such as bowling greens and tennis courts. Any chemical use will be kept to an absolute minimum and alternative methods of control, trialed when and if they become available.
- Write to the secretary of state for the environment to inform the government of this Council's opposition to glyphosate-based pesticides and to call for a UK-wide programme to phase out use once trials have been concluded and viable alternatives have been introduced for weed control across the District.

1.3 Due to the complexity of the review of the pesticide trials and the difficulties caused by BREXIT and the Covid Pandemic this report has been delayed.

1.4 A total £35,000 was allocated to undertake trials of alternative options. To date none of this budget has been spent.

2. CURRENT POSITION

2.1 The Grounds Maintenance department uses the following pesticide and herbicide products;

- Glyphosate (this kills weeds)

- Chikara (this stops seeds germinating)
- Aminopyralid (Invasive species)
- Bendiocarb (wasp nest killer)
- Pyraclostrobin (the bowls greens/tennis etc)
- Triclopyr (Stumps and invasive species)

2.2 Usage of pesticide and herbicide has been minimal within Grounds Maintenance for a number of years. Consumption by year can be seen in the table below (rounded to nearest 0.5l).

Year	2015	2016	2017	2018	2019	2020	2021
Litres	50	70	30	75	17	11	14.5

2.3 Most of the variance between 2015 and 2019 can be explained by the carryover over supply from year to year. Actual use is considered to be stable.

2.4 Since 2019 efforts have been made to use alternative methods and there has been a significant reduction in use for invasive species due to follow best practice techniques and heightened awareness within the council. The additional 3.5l used in 2021 can be explained by treating giant hogweed on Princes Parade. This will be removed as part of the development.

2.5 Between 2019 and 2021 glyphosate usage can be broken down by application as seen in the table below. This does not include herbicide used for stumps, or wasp nest killers.

Application Type	Glyphosate (L) 2019 to 2021 Total use
Paths/Hardstanding	17.92
Invasive Weeds	13.15
Cemetery Strips	8.93
Preparing Flower Beds	1.66
Sports Areas	1.2
Total	42.86

3. CURRENT USE

3.1 Pesticides and Herbicides are currently used in the following circumstances where there are no suitable alternatives:

- Invasive Weeds - Herbicides are essential for treating invasive species such as Japanese Knotweed (JK) and Giant Hogweed (GH). These plants can be stem injected if they are big enough, however small plants don't have hollow stems and therefore this method is not suitable. Small plants need to have a foliar herbicide application either by sprayer or can be brushed on if growing in a sensitive location. JK herbicide treatment has been reduced to one application per season (in autumn).

This treatment is largely effective and JK on our land in the district has been significantly reduced (by around 80%) over last 5 years. Giant Hogweed needs to be treated on a more regular basis – up to 3 times per year to ensure that the plants do not reach maturity and disperse their seeds (each flower head holds about 10,000 seeds). There is no suitable alternative. Giant Hogweed is a serious hazard to human health and will spread voraciously if allowed to do so.

- Sports Areas - selective weed killer (targets broadleaved plants) on bowls greens (i.e. Eland) has no known suitable alternative available. Use of fungicides on bowling greens is used as required, which depends largely on the weather throughout the season and if very wet fungal disease can be a problem and herbicide application will be required to maintain the quality of the playing surface. We don't use any pesticides on the football pitches.
- Trees - Eco plugs are applied to tree stumps to inhibit regrowth where stumps are in locations where they cannot be removed through grinding.
- Wasps/Rats - Pests are treated with pesticides and currently there are no effective alternatives.

3.2 Pesticides and Herbicides are currently used in the following circumstances where there are potential alternatives:

- Paths/Hardstanding - applying glyphosate to hardstanding (washing areas, paths) – especially where paths are slabbed as opposed to tarmac. Physical weeding has proven to be ineffective in these areas. Treating bindweed in shrubs and hedges, where physical methods are largely ineffective as plants grow too quick and break off from the roots if pulled at the base causing the weed to regrow. Killing algae on paths with algaecide which is undertaken as and when required. This can be done mechanically, but is time consuming and the algae tends to return very soon.
- Ponds - used to control blanket weed.
- Cemeteries - applied to grave channels to minimise the weed build up and use of strimmer's.
- Preparing Flower beds – to kill off germinating seedlings that emerge after bed preparation before planting the annual bedding plant.

3.3 At 17.92 litres of glyphosate usage, paths and hardstanding is the largest and most significant application type with the potential to be reduced. This is followed by the use on cemetery strips at 8.93L.

4. ALTERNATIVE OPTIONS

4.1 The following alternative options are available to further reduce our pesticide use and trials of all but the electric thermal application have been undertaken since the council motion was agreed. These trials are indicative to generate this report and have been undertaken over a short time period, changes to recommendation of the report must consider the need to trial over a longer period, or understand the risks to reputation from a change in weed methodology.

4.2.1 Hot Foam – This method works by heating the plant for 98C for at least 2 minutes, the foam acts as an insulator to ensure the heat travels down to the route effectively to kill the plant. It is anticipated each site would need at least 4 visits per annum (pesticide is 1). The foam is biodegradable.

- Capital Costs: £67k diesel/petrol, £99k electric.
 - Hot Foam Machine (diesel driven £25k, no electric version available)
 - Service Mule (£10k for petrol, £15k electric)
 - Trailer (£4k)
 - Van (£28k for diesel, £55k electric)
- Revenue Costs : £20k
 - Seasonal Operative (£14k)
 - Associated costs of running machine and service vehicles (£6k)

4.2.2 Hot Water – This method works similarly to the Hot Foam machine by heating the plant to 98C, but each application takes longer. As the equipment does not use the foam to shield the heating process it means each application is less reliable. This means that further visits would be required, and it is expected there would need to be 7-8 visits per annum.

- Capital Costs: £72k diesel/petrol, £124k electric.
 - Hot Water Machine (diesel driven £30k, electric £50k)
 - Service Mule (£10k for petrol, £15k electric)
 - Trailer (£4k)
 - Van (£28k for diesel, £55k electric)
- Revenue Costs : £19k
 - Seasonal Operative (£14k)
 - Associated costs of running machine and service vehicles (£5k)

4.2.3 Mechanical Removal (hand) – this would constitute a considerable labour increase, anticipated to be in the region of an additional 5 seasonal workers (revenue cost of £74k).

- 4.2.4 Mechanical Removal (mechanical brush) – this alternative option does not effectively kill roots, so needs considerably more visits and can also cause damage to paths if used incorrectly. As with any rotating equipment consideration must be given to the risk of Hand Arm Vibration Syndrome (HAVS) and the increased use of fuel, thus increasing the carbon footprint. However the machinery is cheap and has excellent access to smaller spaces. Capital cost of £1,200.
- 4.2.5 Hot Burner – these are relatively cheap and have been on the market for a long time, however due to the naked flame they are considered unsuitable and in use have proven to be ineffective on an industrial scale.
- 4.2.6 Strimming – this method does not effectively kill the plant, so needs considerably more visits. It takes more time, uses extra petrol so increases carbon footprint, and increases HAVS exposure to operator. However, where staff are already operating and visiting frequently increase is considered to be average.
- 4.2.7 Mulching – by applying in house generated mulch to flower beds weeds are kept to a minimum. This method is already used to its maximum where possible.
- 4.2.8 Electric Thermal – A voltage of 8000-15000v is passed through the plant to effectively burn the root. Risks associated with this are considered to be very high, in a similar manner to the hot burner with anticipated visits to be 7-8 per annum.
- Capital Costs: £112k diesel/petrol, £144k electric.
 - Electric Thermal Machine (diesel driven £70k, no electric version available)
 - Service Mule (£10k for petrol, £15k electric)
 - Trailer (£4k)
 - Van (£28k for diesel, £55k electric)
 - Revenue Costs : £20k
 - Seasonal Operative (£14k)
 - Associated costs of running machine and service vehicles (£6k)
- 4.3 All of the alternative options present various drawbacks and costs beyond budget, whether through large capital investment and / or ongoing revenue, increased HAVS exposure risk or safety considerations.

5. PROPOSAL

- 5.1 It is proposed that the mechanical brush (£1,200) is bought to allow alternative methods to pesticide use in hard to reach areas, such as housing sites. This will have a small decrease in the use of the 17.92 litres of glyphosate currently used on hardstanding.
- 5.2 The cemetery strips at Hawkinge are currently being filled in at a rate of around 10% per annum (currently 20% complete). This reduces the use of

Shakira on site, and will lead to a total overall reduction of 8.83 litres once complete. It should be noted that this will increase trimmer use and therefore it will have a carbon footprint increase. HAVS will continue to be monitored. The new methodology of plinths at Hawkinge for any new burials removes the need for large amounts of strimming or pesticide use.

- 5.3 The most effective alternative option for the reduction on use of hardstanding would be the hot foam machine. However with a considerable capital expense of £67k for diesel/petrol and £99k for electric, with an ongoing revenue cost of £20k per annum, this would be a large investment. This would also cause a uplift in the council's carbon emissions. It is not recommended that this option is considered at this time.
- 5.4 The council motion resolved to *“Move towards phasing out the use of all pesticides and weed killers in council owned parks, gardens and play areas”*. The overall reduction in pesticide use since the motion has demonstrated that the council is moving towards phasing out pesticide use, and has a clear plan to further reduce use by the reduction in Shakira in the Hawkinge cemetery. Further to this there is a reduction in requirement to treat invasive species and the investment into the mechanical brush system.
- 5.5 The motion resolved to *“Trial pesticide-free alternatives to control weeds in these areas. These might include; biodegradable foam or hot steam treatments on weeds”*. These trials have been undertaken and the key outcomes reported within section 4 of this report.
- 5.6 The motion resolved *“to report the outcomes of these trials to the Climate and Ecological Emergency working group for discussion and recommendation within 12 months”*. Although there has been delay in reporting the results of the trials (due to Brexit and Covid related issues), it can be evidenced that there has been considerable reduction in the use of pesticides. The Chief Officer – Operations is due to present the data to the working group on the 20th April.
- 5.7 The motion resolved to *“Grant an exception to the above ‘phasing out’ regarding the control of Japanese knotweed, or other invasive species, where there are currently no effective mechanical techniques available. For these plants glyphosate will be stem-injected, rather than sprayed, to reduce its spread in the environment”*. It can be confirmed that only the stem injection methodology is used, due to the best practice techniques used we are seeing an overall reduction in the amount of treatment needed each year.
- 5.8 The motion resolved to *“Grant an exception on sprays only in relation to Giant Hogweed where it's not safe to be dug out or safely removed by other means or where invasive plants are too small to be stem injected.”* It can be confirmed that only the stem injection methodology is used and hog weed is removed if deemed appropriate, due to the best practice techniques used we are seeing an overall reduction in the amount of treatment needed each year.
- 5.9 The motion resolved that *“It is recognized that herbicides are required for the control of weeds in fine turf such as bowling greens and tennis courts. Any*

chemical use will be kept to an absolute minimum and alternative methods of control, trialled when and if they become available". There are still no alternative options available. However use from 2019 has been minimal. The GM team will continue to monitor for changes in best practice.

5.10 The motion resolved to *"Write to the Secretary of State for the Environment to inform the government of this Council's opposition to glyphosate-based pesticides and to call for a UK-wide programme to phase out use once trials have been concluded and viable alternatives have been introduced for weed control across the District"*. Following cabinet consideration a letter will be written to the Secretary of State for the Environment.

5.11 Since the motion was resolved at council there has been considerable time invested into trialling machinery in GM that reduces the council's carbon footprint.

5.12 The equipment trialled is:

- Electric hedgecutter – limited power (new growth only) and battery life is still an issue.
- Electric blower – limited power and battery life is still an issue. We do have a few of these for some teams.
- Electric Chainsaw – limited power and battery life, we have brought a number of these for teams that use chainsaws infrequently.
- Groomer – cylinder mower and collector which would be good for fine turf (Kingsnorth and sports pitches). Petrol version £7,000 – Electric Version £13,000 (potential to replace 2).
- Power Barrow - Petrol version £3,000 – Electric Version £6,000 (potential to replace 2)
- Zenith Ride Own Mower - Petrol version £23,000 – Electric Version £33,000 (potential to replace 2)
- Mule – Petrol/Diesel version £9000 – Electric Version £15,000 (potential to replace 3)
- STIGA pedestrian mower Petrol/Diesel version £700 – Electric Version £1,500 (early demos deemed not suitable).
- Vans – cost varies, but typically twice the price. This are considerable range and payload difficulties.

5.13 There is a £35k budget available from the corporate initiatives reserve for the trial of pesticide alternatives which has not yet been spent. The intent of the motion continues to be met through the ongoing and demonstrated reduction in use of pesticides. Therefore it is recommended that these funds should be invested into machinery that will reduce our carbon footprint.

6. CONCLUSION

- 6.1 The data available since 2015 shows a vast reduction in the use of pesticide by the council's GM department.
- 6.2 There is a clear plan to continue further reducing the council's pesticide use.
- 6.3 Officers continue to check for new technology and best practice to further reduce pesticide use.
- 6.4 The council's GM team continue to have a large operational carbon footprint, there are alternative options available to reduce this, and it is recommended that the available budget is more effectively used doing this.

7. RISK MANAGEMENT

- 7.1 The following risks have been identified:

Perceived risk	Seriousness	Likelihood	Preventative action
Operator Safety when using pesticide & herbicide	Medium	Low	All operators applying pesticide and herbicide are trained and licensed. Method of application is droplet – which is the safest and follows best practice.
Public Safety when pesticide and herbicide are applied, including residual run off into the environment.	Medium	Low	All operators applying pesticide and herbicide are trained and licensed. Method of application is droplet – which is the safest and follows best practice.
Public Perception that pesticide is still being used by the GM team.	Medium	Medium	As per report pesticide use is minimal and has been vastly reduced since 2019. Plans are in place to further reduce use.

8. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

8.1 Legal Officer's Comments (NM)

There are no legal implications arising directly from this report.

8.2 Finance Officer's Comments (LW)

The financial implications are outlined in the report and proposed cost of the solution can be met from the corporate initiatives reserve.

8.3 Diversities and Equalities Implications (GE)

There are no diversities and equalities implications arising from this report.

8.4 Climate Change Implications (OF)

The climate change implications arising from use of electric machinery investment should result in a positive impact in the amount of carbon emissions arising from this operational area.

10. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

(Alastair Clifford, Chief Officer - Operations)

Telephone: 01303 853 327

Email: Alastair.clifford@folkestone-hythe.gov.uk

This Report will be made public on 14 April 2022



Report Number **C/21/105**

To: Cabinet
Date: 26 April 2022
Status: Non key
Responsible Officer: Frederick Miller
Cabinet Member: Councillor Ray Field, Cabinet Member for Transport and Digital Transformation

SUBJECT: CAR PARKING PAYMENT OPTIONS

SUMMARY: This report seeks to inform members of the payment options currently available to customers using the council's on & off street parking facilities, and considers further alternatives.

REASONS FOR RECOMMENDATIONS:

Alternative payment options such as contactless card payment machines and automatic number plate recognition (ANPR) will improve the operational efficiency of parking facilities, and will be well received by customers. Adding these additional payment facilities is likely to improve usage. Evidence also suggests that significant operational savings can be made by providing these options.

RECOMMENDATIONS:

1. To receive and note report C/21/105.
2. That the car parking payment options be considered, and the existing facilities continued.
3. To approve the upgrade of 35 existing pay & display machines to accept contactless card payments, at an estimated cost of £27k.
4. To approve the installation of an ANPR system in Sandgate Road Car Park, Folkestone, which will cost around £41k, with Officers reporting back after a 12 month period.
5. To approve the upgrade of 5 machines to units accepting contactless card payments costing a total of £20k.
6. That the overspend of £13k to accommodate the card payment option be met from net revenue saving within Parking Services.
7. That officers review the cash payment facility in all sites 12 months after the introduction of the contactless card payments, and make recommendations on whether or not to continue this payment option.
8. That increased revenue costs for credit and debit card transactions (estimated around £13.5k pa) be funded from cash collection fees and increased revenue.
9. That the minimum value for card payment be set at £1.40 to reduce the operational card payment fees for the council.

1. BACKGROUND

- 1.1 The council currently owns 60 coin-only pay & display machines located in on & off street locations across the district. Around 35 are fairly new and can be retrofitted to accept contactless card payments. The remaining 25 are much older units and cannot be upgraded. There is capital funding available in 2022/23 to replace 5 of these machines.
- 1.2 In addition to the coin-only terminals, the council also offers customers an alternative to pay by credit or debit card via RingGo. This allows customers to pay for their parking without having to visit a parking machine. They simply dial a local number on their mobile phone or use an app to pay the charge. This has been in place since 2010.

2. PAYMENT OPTIONS

COIN-ONLY MACHINES

- 2.1 Coin transactions now make up around 40% of transactions in car parks. It is a quick and easy way to pay for the lower end tariff rates e.g. 60p for 30 minutes. However, the age of some the machines, and the recent problems with the cash collections contract have made them more susceptible to frequent breakdowns. There are also increasing costs for cash collections, machine maintenance and repairs.
- 2.2 It should however be noted that they remain very popular with many customers as there are usually complaints whenever they go out of service. A summary of the breakdown of the costs associated with coin-only machines is shown in appendix 1.

CASHLESS PARKING/RINGGO

- 2.3 Over the years, there has been a shifting trend away from cash parking and towards cashless parking. The pandemic has also nudged more and more customers to using RingGo. Around 60% of transactions in car parks are now done via RingGo. A monthly breakdown of this penetration is shown in appendix 2.
- 2.4 The costs to the council for this payment facility are extremely low. There are no maintenance or repair charges, and no capital expenditure is required for equipment. Customers using the facility pay a 20p service charge and any additional charges for text reminders etc., which goes to the supplier. The only cost to the council is for the card processing fees, which is set at 12p per transaction. One of the huge benefits of this service is the near zero downtime. The cost comparison is shown in appendix 1.

CONTACTLESS CARD PAYMENT MACHINES

- 2.5 Card payment machines allow customers to pay for their parking using contactless card reader or the pin pad. Once the transaction has been approved by the bank, a Pay and Display ticket will be printed for clear display in the vehicle windscreen.
- 2.6 35 of the 60 machines can be retrofitted to allow contactless payments. The total costs quoted for this work is **£ 26,799.40**. This will cover 10 out of the

26 pay & display car parks and all on-street sites, which have recently had new machines installed. Capital funding is available for 5 new contactless machines next year, which will be installed in car parks. This would leave around 20 machines that are spread in 10 car parks without the contactless option. The cost to replace these machines with ones that will accept card payments is £81,840 (£4092 per machine), but this could be reduced by half as some car parks with two or more machines, need only 1 contactless card option. Machines could also be swapped around, but this comes with some risks.

- 2.7 Members should also note the additional revenue costs for maintenance and card transaction fees for coin & contactless machines. Most of this will be offset by reduced cash collection costs and likely increase in revenue. The breakdown is shown in appendix 1.
- 2.8 There is a slightly higher transaction fee (14p) for the card processing and banking, which has to be carried out according to the Payment Card Industry Data Security Standard (PCI DSS). This requires the terminal provider to be accredited with a PSP acquirer for card payment processing. Unlike retail card payments, the banking standards applied to terminals in an unprotected environment are more stringent.
- 2.9 To lower the costs for card payment fees, the council has the option to add a minimum value for card use e.g. £1.40, which is the proposed 1 hour car park tariff for 2022/23. This would mean any transactions below £1.40 will not incur a fee. Around 10% of the 700,000 annual transactions are for tariffs below 1 hour so the potential savings from having a cap is significant.

AUTOMATIC NUMBER PLATE RECOGNITION (ANPR)

- 2.10 ANPR allows cameras to identify and record the vehicle number plate as the motorist approaches the car park. The barrier automatically raises and admits the customer. The customer then goes about their business and returns to make payment. As the motorist approaches the exit, the ANPR camera will identify the vehicle, confirm the payment has been made, and allow the vehicle to exit. As an added feature, users can also register online, drive in and out of the carpark, and the payment calculated and taken from their registered card details.
- 2.11 The benefits of the ANPR system includes:
- Increased revenue (motorists are obliged to pay for the exact period they have parked in order to exit);
 - Ticketless system;
 - Savings in staff costs due to reduced enforcement;
 - Fewer appeals (huge reduction in penalty charge notices);
 - Greater flexibility (Exempt list to allow certain vehicles).
- 2.12 Clearly not all car parks will be suitable for ANPR due to difficulties with access. Another challenge is the huge capital outlay (£40k - ~£100k) per car park. Car parks that do not generate significant revenue will not be suitable for this level of investment. Officers have identified 17 of the 26 pay & display car parks that could potential benefit from an ANPR system. The list of potential car parks (subject to further investigations) is shown in appendix 3.

- 2.13 Sandgate Road car park is the most suitable car park for an ANPR system due to it having clearly defined entry/exit points, and significant annual revenues. Officers have sought quotations for ANPR to be installed in this car park. The total costs quoted for this project is **£41k**. Officers believe the introduction of ANPR in this car park will certainly be worth the investment.

3. RECOMMENDATIONS

- 3.1 There is already £75k capital provision in 2022/23 for costs towards further parking payment options (£60K), and 5 replacement machines (£15k).

Officers recommend the following:

- 3.2 That the existing payment options (coin machines and RingGo) are continued in all on and off-street sites.
- 3.3 To upgrade 35 of the existing pay & display machines to accept card payments. The total cost for this upgrade is **£27k**. Officers will ensure that at least one card payment machine is located in all heavily used car parks.
- 3.4 That an ANPR system costing **£41k** be trialed in Sandgate Road car park for a period of 12 months. Officers will report back to Cabinet after this trial on the benefits of the new system, with potential recommendations to:
- a) roll out ANPR to further car parks; and/or
 - b) replace the remaining 20 machines with new ones that will accept card payments.
- 3.5 That the 5 new replacement machines be upgraded to units accepting card payments costing a total **£20k**.
- 3.6 That the overspend of £13k to accommodate the card payment option be met from net revenue saving within Parking Services.
- 3.7 That savings from cash collections, and increased revenue, be used to cover the new annual credit and debit transaction fees (estimated around £13.5k) under the new card payment system.
- 3.8 That the minimum value for card payment be set at £1.40 in order to reduce the card payment fees. Customers wishing to spend below £1.40 for their parking will still have the option to pay with cash or RingGo.
- 3.9 The rollout of a contactless card payment option in on and off street sites, and ANPR in Sandgate Road car park, would result in further reduction in cash payments. It is therefore proposed that officers also review the use of the cash payment option 12 months after the introduction of the contactless card facility, and recommend whether or not the alternative to pay with coins should still be offered.

4. RISK MANAGEMENT ISSUES

4.1 There following risks have been identified:

Perceived risk	Seriousness	Likelihood	Preventative action
ANPR system failures	Medium	Medium	Officers to have access to Intercom system to allow motorists in and out. System will be trialed for 12 months.
Sufficient savings not realised to cover increased maintenance and card transaction fees	Low	Medium	Officers to work with Comms to ensure adequate publicity is given to the additional card payment facilities. Signage within car parks will be enhanced to reflect this.

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 Legal Officer's Comments (TH)

There are no legal implications arising from the contents of this report. Following the trial should the Council wish to proceed with the rollout of ANPR into further car parks and/or replace the remaining 20 pay & display machines with card payment units, a procurement exercise will need be considered.

5.2 Finance Officer's Comments (TM)

As stated this report is requesting an additional £13k for the ANPR project. The £13k can be funded by the existing revenue budget for cash collections, plus any additional income generated as outlined by this report.

5.3 Diversities and Equalities Implications (FM)

There are no equality and diversity implications in this report. Disabled badge holders will continue to have 3 hours free parking in all car parks. Blue Badge holders wishing to continue using Sandgate Road car park will be asked to register so that their vehicle details will be included in the exempt list for 3 hours free parking. All pay & display machines will be disability compliant.

5.4 Climate Change Implications (OF)

Greenhouse gas emissions e.g. reducing emissions from travel, increasing energy efficiencies etc. Cashless, ANPR and RingGo alternatives lead to reduction in emissions from reduced emissions from cash collections.

Waste: Reduce, reuse, recycle and compost e.g. reducing use of single use plastic – some of the alternatives proposed will result in reduction in paper used for printing parking tickets, which will reduce waste production.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting.

Frederick Miller- Transportation Lead Specialist
Telephone: 01303 853207
Email: frederick.miller@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

Appendices:

- Appendix 1: Cost comparison sheet
- Appendix 2: RingGo penetration for off-street
- Appendix 3: Potential ANPR sites

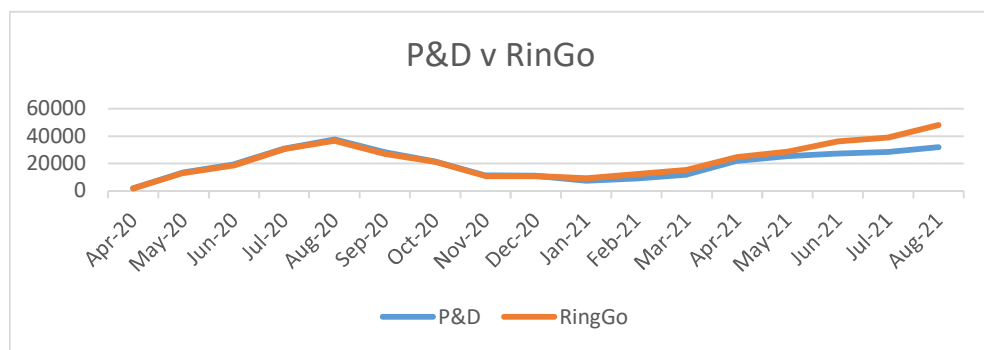
Appendix 1- Cost Comparison

Costs	Coin-only machines	RingGo	Coin & contactless machines	ANPR
Total number of machines	60	-	-	-
New machine cost	£3,200	-	£4,100	£40k-~£100k
Retrofitting cost per machine (35 suitable)	-	-	£771	-
Card processing fees per transaction	-	12p	14p	14p
Maintenance fees per machine per annum	£485	-	£528	£3,215
Connectivity fees per machine per annum	£216	-	£216	£216
Annual cash collection costs per machine	£380	-	£380	£190
Average repair costs per machine (estimated)	£150	-	£200	£200
Annual down days	2.3	-	2.3	2.3

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Appendix 2- RingGo and P&D Comparison- Off Street Only

Month	Income				Transactions			
	P&D	RingGo	Total	RingGo % of Total	P&D	RingGo	Total	RingGo % of Total
Apr-20	£ 3,007.90	£ 2,155.30	£ 5,163.20	41.7%	1923	1872	3,795	49.3%
May-20	£ 36,586.55	£ 53,326.74	£ 89,913.29	59.3%	13648	13098	26,746	49.0%
Jun-20	£ 50,865.85	£ 74,751.69	£ 125,617.54	59.5%	19389	18617	38,006	49.0%
Jul-20	£ 77,998.40	£ 97,238.27	£ 175,236.67	55.5%	30843	30554	61,397	49.8%
Aug-20	£ 100,753.50	£ 153,506.77	£ 254,260.27	60.4%	37620	36769	74,389	49.4%
Sep-20	£ 62,798.40	£ 70,171.57	£ 132,969.97	52.8%	28162	27096	55,258	49.0%
Oct-20	£ 43,362.20	£ 44,903.55	£ 88,265.75	50.9%	21357	21115	42,472	49.7%
Nov-20	£ 21,423.55	£ 25,966.18	£ 47,389.73	54.8%	11259	10897	22,156	49.2%
Dec-20	£ 19,961.95	£ 22,721.02	£ 42,682.97	53.2%	10994	10717	21,711	49.4%
Jan-21	£ 12,582.55	£ 18,285.54	£ 30,868.09	59.2%	7394	9280	16,674	55.7%
Feb-21	£ 16,856.80	£ 24,435.98	£ 41,292.78	59.2%	9301	12162	21,463	56.7%
Mar-21	£ 22,308.75	£ 32,290.80	£ 54,599.55	59.1%	11969	15363	27,332	56.2%
Apr-21	£ 48,355.50	£ 67,461.85	£ 115,817.35	58.2%	22107	24907	47,014	53.0%
May-21	£ 56,826.25	£ 78,531.28	£ 135,357.53	58.0%	25572	28669	54,241	52.9%
Jun-21	£ 65,447.15	£ 110,894.32	£ 176,341.47	62.9%	27266	36173	63,439	57.0%
Jul-21	£ 67,404.90	£ 113,435.27	£ 180,840.17	62.7%	28411	38908	67,319	57.8%
Aug-21	£ 80,399.85	£ 145,724.75	£ 226,124.60	64.4%	31993	48039	80,032	60.0%
Total	£ 786,940.05	£ 1,135,800.88	£1,922,740.93	59.1%	339208	384236	723,444	53.1%



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Appendix 3- Potential ANPR Sites

Car Park	No of Spaces	Gross Income- 2021/22	ANPR Suitability	Comments
Lower Sandgate Road	70	£90,852.54	☑	
Coastal Park	32	£52,489.21	☒	Small entrance/exit
East Cliff Pavilion	20	£12,120.11	☒	Very small car park/limited income
Foresters Way	27	£46,841.68	☑	
Tram Road	66	£169,204.66	☑	
Harbourside	10	£22,944.99	☒	Very small car park/limited income
Upper Payers	47	£100,104.76	☑	
Shellons Street	64	£95,617.61	☑	
Pleydell Gardens	41	£75,543.82	☑	
Sandgate Road	176	£145,195.00	☑	
Mount Street	87	£115,194.03	☑	
Military Road	49	£57,278.95	☑	
The Paddocks	21	£31,173.72	☑	
Battery Point	23	£12,425.19	☒	Very small car park/limited income
Sea Point	36	£9,484.13	☒	Will soon be redeveloped
Twiss Fort	17	£9,467.39	☒	Very small car park/limited income
Castle Road	42	£28,104.20	☒	Entrance/exit unsuitable
West Street	30	£20,645.47	☑	
Church Road	36	£31,975.43	☑	
Jolly Fisherman, Greatstone	165	£52,349.56	☑	
Coast Drive	100	£20,469.49	☑	
High Knocke	400	£56,058.76	☑	
Martello	179	£114,281.05	☑	
Dymchurch Central	142	£131,193.23	☑	
The Lade	35	£19,653.14	☒	Currently too small with limited income. Proposed extension will make it more viable.
Wilberforce Road	35	£7,665.00	☒	Steep slope and limited access/egress/income. Too small.
West Hythe?	30	-	☒	Too small, limited access/egress

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This Report will be made public on 14 April 2022



Report Number

C/21/107

To: Cabinet
Date: 26 April 2022
Status: Non key decision
Responsible Officer: Andy Blaszkowicz – Director, Housing & Operations
Cabinet Member: Councillor David Godfrey - Cabinet Member for Housing and Special Projects

SUBJECT: SOCIAL HOUSING DECARBONISATION FUND – AWARD UPDATE AND NEXT STEPS

SUMMARY: This report provides an update to Cabinet on the successful award of the Social Housing Decarbonisation Fund Wave 1 (SHDF) application and outlines the next steps to deliver the project. The project is designed to improve the energy efficiency and thermal performance of 109 of the Council's worst performing housing properties using a 'fabric first' approach. The project also includes a complete retrofit of Ross House to deliver a 'zero carbon in use' flag ship building.

REASONS FOR RECOMMENDATIONS:

Cabinet are asked to note the Social Housing Decarbonisation Fund award and the outline programme and approach to deliver the project. Cabinet are asked to approve the issue of a tender for the works and acceptance of the subsequent winning bid. Further to this Cabinet are asked to provide approval for Officers to submit a bid later this year for Wave 2 of the Social Housing Decarbonisation Fund which will allow further works to the Council's housing stock.

RECOMMENDATIONS:

1. To receive and note the report.
2. To accept the award of the Social Housing Decarbonisation Fund (SHDF) Wave 1 totaling £1,989,090.
3. To note the proposed programme of works to deliver the project.
4. To approve that Officers issue a tender for the required works and enter into a contract with the successful bidder.
5. To provide delegated authority to the Director – Housing & Operations to undertake any tasks to conclude the project within the agreed budget framework.
6. To note that Officers intend to submit a further bid for Wave 2 of the Social Housing Decarbonisation Fund (SHDF), the detail of which will be reported separately to cabinet.

1. BACKGROUND – WHAT IS THE FUND

- 1.1 The 2019 Conservative Manifesto committed to a £3.8bn Social Housing Decarbonisation Fund (SHDF) over a 10-year period to improve the energy performance of social rented homes, on the pathway to Net Zero 2050. The SHDF aims to deliver warm, energy-efficient homes, reduce carbon emissions and fuel bills, tackle fuel poverty, and support green jobs. The SHDF supports the aims of the Prime Minister’s Ten Point Plan for a Green Industrial Revolution.
- 1.2 Up to £160m has been made available to Registered Providers (RPs) of Social Housing, including Private and Local Authority (LA) providers in England through Wave 1 of the SHDF to support the installation of energy performance measures in social homes by 31st March 2023 taking a worst first, fabric first, lowest regrets approach.

2. GRANT AWARD

- 2.1 Following a Wave 1 bid submission on 15th October 2021 the authority received confirmation from BEIS on 7th February 2022 that the bid had been successful and a grant awarded of £1,989,090. F&H DC’s contribution of £994,545 was included in the 2022/23 budget setting activities.
- 2.2 To secure the grant payment a Memorandum of Understanding (MoU) was required to be completed and submitted to BEIS by 28th February 2022.
- 2.3 The MoU was approved by BEIS on 23 March 2022 with funds being deposited on 25th March 2022.
- 2.4 The details of the breakdown of the match funding and grant award are outlined in the following table:

	BEIS Award	FHDC Contribution
Works	£1,668,000	£834,000
Ancillary and Administration	£321,090	£160,545
Total	£1,989,090	£994,545

3. PROGRAMME

- 3.1 The Wave 1 rollout commenced on 1st April 2022 and has a deadline of 31st March 2023 for delivery.
- 3.2 The following table gives an indicative programme timeline for delivery

Annex 6b - Baseline Milestone Schedule																	
Milestone	Date Completed	Units	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
MS1 - Project Team Establishment	30/04/2022 30/01/2022	% Complete				100%											
MS2 - PAS 2035 Risk Assessment Stage Completed	15/11/2022 30/09/2022	No. homes			16		16	16	16	16	16	16	16	13			
MS3 - Dwelling Assessment Stage Completed	15/12/2022 30/09/2022	No. homes				16		16	16	16	16	16	16	13			
MS4 - Design and Coordination Stage Completed	31/12/2022 30/09/2022	No. homes				16		16	16	16	16	16	16	13			
MS5 - Procurement Activity Completed	30/04/2022 30/01/2022	% Complete				100%											
MS6 & MS7 - Installation started and completed	28/02/2023 30/11/2022	No. homes							16	16	16	32	16	16	13	Float	
MS8 - Handover & Data Lodgment Completed	31/03/2023 31/12/2022	No. homes								16	16	16	32	16	16	13	Float

3.3 The programme includes the retrofitting of Ross House and bringing 109 of our worst performing HRA properties to an EPC rating of C.

4. NEXT STEPS

4.1 The following tasks are required to be completed before installation works can commence and these are currently being progressed:

- Finalise Project Plan & Project Initiation Documents
- Update Risk Register
- Recruit Delivery Team (Project Manager, Energy Surveyor/COW & RLO/Administrator)
- Recruit PAS 2023 Assessors, Designers and Coordinator
- Test and source Procurement supply chain options (Frameworks considering Direct Call Offs for fast-track)
- Confirm 109 list of properties to be included in the programme with a backup list
- Commence Resident Engagement
- Finalise Communication Plan
- Agree Data Sharing Agreement with BEIS
- Schedule Monthly meeting with Monitoring Officer
- Schedule monthly data submission meetings
- Schedule Quarterly meeting with BEIS

5. WAVE 2 SOCIAL HOUSING DECARBONISATION FUND (SHDF) BID SUBMISSION

5.1 A Wave 2 bid application process has been announced and the bid window will open on 30th August 2022. Wave 1 funding was £179 million but Wave 2 is likely to be circa £800 million.

5.2 The Wave 2 bid if successful can be rolled out over a 2-3 year period and it is intended to create a bid based on all other properties within FHDC's HRA portfolio currently below EPC rating of C.

6. RISK MANAGEMENT ISSUES

6.1 A summary of the perceived risks to the Council is shown below:

Perceived risk	Seriousness	Likelihood	Preventative action
Costs being higher than estimated budget	High	Low	A detailed budget analysis has been carried out and the final approval of the works will be subject to competitive tender
The specified technology not providing the expected output performance upon completion	High	Low	The recommendations have been developed by industry specialists and the proposed technology is tried and tested.
Data sharing between the Council and BEIS	High	Low	A property data sharing agreement will be put in place, agreed by our Information Officer
Non Delivery	High	Low	Delivery Team resources identified

7. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

7.1 Legal Officer's Comments (NM)

The Council must comply with the terms of the Memorandum of Understanding otherwise there is a risk that the grant will be repayable.

7.2 Finance Officer's Comments (ST)

I can confirm that this SHDF grant of £1,989,090.00 was received on 25/03/2022. In addition the match funding element to be provided by FHDC is included in this year's HRA capital budget.

7.3 Climate Change Implications (OF)

Climate Change Implications arising from report will be overall positive such as:

- Greenhouse Gas emissions - the proposed works will improve energy efficiency and thermal performance of the properties which is expected to reduce greenhouse gas emissions.
- Resilience – improving the energy performance of the properties will improve resilience of the homes to the impacts of climate change.
- Social and economic impacts – the proposed works should lead to a reduction in domestic energy use and alleviating fuel poverty.

7.4 **Diversities and Equalities Implications (AB)**

There are no diversities or equalities implications arising directly from this report.

8. **CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officers prior to the meeting:

Andy Blaszkowicz, Director, Housing & Operations
andy.blaszkowicz@folkestone-hythe.gov.uk

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