

To: Deputy Leader and Members of the Resources Board

Councillors Symonds, A Clews, D Clews, Davey, Deakin, Dirveiks, D Humphreys, Lees, Morson, Moss, O Phillips and Simpson

For the information of other Members of the Council

For general enquiries please contact Democratic Services on 01827 719237 or via email – democraticservices@northwarks.gov.

For enquiries about specific reports please contact the Officer named in the reports.

This document can be made available in large print and electronic accessible formats if requested.

RESOURCES BOARD AGENDA

8 November 2021

The Resources Board will meet on Monday 8 November 2021 at 7.00 pm in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire.

The meeting can also be viewed on the Council's YouTube channel at [NorthWarks - YouTube](#).

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

- 4 **Minutes of the Resources Board held on 21 September 2021** – copy herewith, to be approved as a correct record and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members.

Members of the public wishing to address the Board must register their intention to do so by 9:30am two working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by email to democraticservices@northwarks.gov.uk or telephone 01827 719221/719226/719237.

Once registered to speak, the person asking the question has the option to either:

- (a) attend the meeting in person at the Council Chamber;
- (b) attend remotely via Teams; or
- (c) request that the Chair reads out their written question.

If attending in person, precautions will be in place in the Council Chamber to protect those who are present however this will limit the number of people who can be accommodated so it may be more convenient to attend remotely.

If attending remotely an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able to hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so, they made need to mute the sound on YouTube when they speak on the phone to prevent feedback).

**ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

- 6 **Atherstone Sports Club and Royal Meadow Drive Recreation Ground** – Report of the Director of Leisure and Community Development

Summary

This report presents a request from Atherstone Sports Club to enter into a long-term lease in respect of its management, development, maintenance and use of part of Royal Meadow Drive Recreation Ground, Atherstone, further to the matter having received the initial consideration of the Community and Environment Board at its meeting held in October 2021.

The Contact Officers for this report are Simon Powell (719352) and Evan Ross (719270).

7 **Housing Task and Finish Group** – Report of the Director of Housing

Summary

A Housing Task and Finish Group to consider the Council's landlord services has been established and will report to the Resources Board. This report provides feedback from the first two meetings of the Group.

The Contact Officer for this report is Angela Coates (719369).

8 **Parking** - Report of the Corporate Director – Streetscape

Summary

This report updates Members on the consultation responses to the revised Parking Places Order and associated Schedule(s) covering all the Borough Council owned and operated off-street car parks. The revised Order and Schedule(s) which were consulted on proposed the introduction of parking charges across all Council car parks with a minimum charge free period of one hour. Members are asked to review the consultation responses and to decide on any subsequent changes to either the Parking Places Order or Schedule(s) in advance of the implementation of Civil Parking Enforcement on 1 February 2022.

The Contact Officer for this report is Richard Dobbs (719440)

9 **Internal Audit Half Yearly Report** – Report of the Corporate Director – Resources

Summary

This report allows the Board to monitor the progress of the Council's Internal Audit function against the agreed plan of work for the year. It also provides the Board with a summary of the work completed by the Council's Counter Fraud Officer.

The Contact Officer for this report is Linda Downes (719416).

10 **General Fund Budgetary Control Report 2021/22 Period Ended 30 September 2021**– Report of the Corporate Director – Resources

Summary

This report covers revenue expenditure and income for the period from 1 April 2021 to 30 September 2021. The 2021/22 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371).

- 11 **Housing Revenue Account Budgetary Control Report 2021/2022
Period Ended 30 September 2021**– Report of the Corporate Director –
Resources

Summary

The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2021.

The Contact Officer for this report is Nigel Lane (719371).

- 12 **Capital Programme 2021/22 Period 6 Update** – Report of the Corporate
Director – Resources

Summary

The report updates Members on the progress of the 2021/22 Capital Programme in terms of expenditure up to the end of September 2021.

The Contact Officer for this report is Daniel Hogan (719337).

- 13 **Treasury Management Update 2021/22** – Report of the Corporate Director –
Resources

Summary

This report shows the Treasury Management activity for the period up to the end of September 2021.

The Contact Officer for this report is Daniel Hogan (719337).

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE
RESOURCES BOARD**

21 SEPTEMBER 2021

Present: Councillor Symonds in the Chair

Councillors D Clews, Davey, Dirveiks, D Humphreys, Jarvis, Lees, Morson, Moss, H Phillips and O Phillips.

Apologies for absence were received from Councillors A Clews (Substitute Jarvis), Deakin (Substitute H Phillips) and Simpson

10 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

11 Minutes of the Resources Board held on 14 June 2021

The minutes of the Resources Board held on 14 June 2021, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

12 Grendon Football Club and Boot Hill Recreation Ground

The Director of Leisure and Community Development reported on a request from Grendon Football Club to enter into a Tenancy at Will in respect of its use of Boot Hill Recreation Ground, Grendon, further to the matter having received the initial consideration of the Community and Environment Board at its meeting held in July 2021.

Resolved:

That the request from Grendon Football Club to enter into a Tenancy at Will in respect of its use of Boot Hill Recreation Ground, Grendon, be approved.

13 Domestic Abuse – Warwickshire Safer Accommodation Strategy

The Director of Housing presented a draft Warwickshire Safer Accommodation Strategy to the Board for consideration, comment and approval.

Resolved:

- a That the Domestic Abuse Act 2021 – Draft Warwickshire Safer Accommodation Strategy 2021-2024 be approved; and**
- b That the option to pool the grant funding provided by Government is supported.**

14 Capital Programme 2021/22 Period Ended 31 July 2021

The Corporate Director – Resources updated Members on the progress of the 2021/22 Capital Programme in terms of expenditure up to the end of July 2021

Resolved:

- a That the virements set out in paragraph 4.12 (Table 1) of the report of the Corporate Director – Resources be approved; and**

Recommendation to Executive Board

- b That the additional capital allocations as set out in paragraph 4.12 (Table 2) of the report of the Corporate Director – Resources be approved.**

15 General Fund Budgetary Control Report 2021/22 Period Ended 31 July 2021

The Corporate Director – Resources reported on the revenue expenditure and income for the period from 1 April 2021 to 31 July 2021. The 2021/22 budget and the actual position for the period compared with the estimate at that date were given, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

16 Housing Revenue Account Budgetary Control Report 2021/2022 Period Ended 31 July 2021

The Corporate Director – Resources reported on the total Housing Revenue Account revenue expenditure and income for the period from 1 April to 31 July 2021.

Resolved:

That the report be noted.

C Symonds
Chairman

Agenda Item No 6

Resources Board

8 November 2021

**Report of the Director of
Leisure and Community Development**

**Atherstone Sports Club and Royal
Meadow Drive Recreation Ground**

1 Summary

- 1.1 This report presents a request from Atherstone Sports Club to enter into a long-term lease in respect of its management, development, maintenance and use of part of Royal Meadow Drive Recreation Ground, Atherstone, further to the matter having received the initial consideration of the Community and Environment Board at its meeting held in October 2021.

Recommendation to the Board

That the request from Atherstone Sports Club to enter into a long-term lease in respect of its management, development, maintenance and use of part of Royal Meadow Drive Recreation Ground be approved, and that the terms of the draft lease, as attached at Appendix B to the report, be used as the basis for negotiation of the final agreement with the Sports Club.

2 Consultation

- 2.1 Consultation has taken place with relevant Councillors, including Ward Members, and any comments received will be reported at the meeting.

3 Introduction

- 3.1 The Board is aware that, in 2018, the Authority determined to enter into a Tenancy at Will with Atherstone Sports Club in respect of its use of part of Royal Meadow Drive Recreation Ground. The Tenancy at Will, which was signed in January 2019, was seen as the first step towards a long-term lease agreement through which the Club would assume responsibility for the management, development and maintenance of part of the Recreation Ground and for the creation of a multi-sports hub, as recommended within the adopted Playing Pitch Strategy. In June, representatives from Atherstone Sports Club met with Members and Officers to outline its larger facility development plans and to request that it be granted a long-term lease for use of part of the site. The Club's ambitious plans, which were shared with and discussed by the Board in September 2018, will require significant external funding, for which a long-term lease agreement will be required. As advised at the meeting held with Members and Officers in June of this year, the Sports Club submitted a formal letter of request for a long-term (30 year) lease in

... August. The letter was accompanied by a document that detailed the need and case for a lease agreement. The document, a copy of which is attached at Appendix A, outlines the following:

- The legal entity with which the Authority would enter into a lease agreement
- Progress in the implementation of the Development Plan during the period of the Tenancy at Will
- The phases of the Development Plan, including a timeline for the proposal, the indicative costs of the project and an outline of potential sources of funding
- An outline of how the project supports the Borough Council's Corporate Objectives, Playing Pitch and Green Space Strategies
- An outline of how the project supports the Football Foundation Local Plan for North Warwickshire and how it links with Sport England's new "Uniting the Movement" Strategy
- An indication of the benefits of the project to the local and wider community of North Warwickshire

3.2 Atherstone Sports Club has aspirations to expand on the already significant range of opportunities that it provides within the local community. The overarching Sports Club includes Atherstone Rugby Club, Atherstone Town Cricket Club, Atherstone Hockey Club and Atherstone Rangers Football Club. Each of the clubs enjoys a long and proud local history, as well as large memberships of local people of all ages and sporting abilities. Whilst the Sports Club is based in Ratcliffe Road, Atherstone, its teams, due to their number, play at venues across and outside the Borough.

3.3 Further to having been in discussions with local Members and Officers for a number of years (the project was first reported to the Community and Environment Board in 2013), Atherstone Sports Club produced a 15-year Development Plan, which has three Key Objectives:

- To develop the playing space at Royal Meadow Drive and Atherstone Sports Club to meet the current and future needs of all sections
- To develop the existing changing and social facilities at Atherstone Sports Club to ensure that they can accommodate current and future needs and meet regulatory and legislative requirements
- To ensure the sustainability, financial viability and continued growth of a multi-sports facility in Atherstone and the surrounding area

3.4 In addition, the Sports Club is committed to ensuring that its development of part of Royal Meadow Drive Recreation Ground and the proposed new changing and clubhouse facilities enhances the area for Atherstone and the wider community.

3.5 The Key Objectives identified above are compatible with a number of the conclusions and recommendations identified within the Playing Pitch Strategy. Their realisation, however, is dependent upon securing external funding, which itself is dependent upon securing a formal lease agreement with the

Borough Council through which to develop the quality and quantity of playing pitch space and ancillary services at Royal Meadow Drive Recreation Ground.

- 3.6 Atherstone Sports Club understands that the provision of a long-term (30 year) lease on an open, publicly accessible Recreation Ground would represent a significant undertaking, both for the Borough Council and the Club itself. This undertaking received the detailed consideration of the Community and Environment Board at its meeting held in October. At that meeting, the Board approved the principle of the Authority entering into a long-term lease agreement with the Sports Club, subject to it being clear to all parties that any future agreement would require public access to the Recreation Ground to be maintained. The Sports Club is entirely supportive of this requirement and has worked hard to develop a positive relationship with the local community and, most especially, those residents that live adjacent to the Recreation Ground. Whilst the Community and Environment Board is responsible for the development and implementation of the Playing Pitch and Green Space Strategies, it is, however, for the Resources Board to determine whether or not to grant a long-term lease to Atherstone Sports Club.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 Entering into a long-term lease with Atherstone Sports Club in respect of its proposed management, development and use of part of Royal Meadow Drive Recreation Ground would realise a nominal saving of £2,500 per annum on the revenue budget.

4.2 Safer Communities Implications

- 4.2.1 Projects advanced through the Playing Pitch Strategy, including the proposals in respect of Royal Meadow Drive Recreation Ground, contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

4.3 Legal, Data Protection and Human Rights Implications

- 4.3.1 The detailed provisions of a long-term lease have not yet been discussed with the Sports Club. Legal Services, however, has drafted the terms of a proposed lease, a copy of which is attached at Appendix B. Subject to Board approval to enter into such an agreement, these terms will be used as the basis for negotiation with Atherstone Sports Club Limited. The draft expressly sets out the requirement to allow continued public access for use as a sports club.

- 4.3.2 There are no data protection or human rights implications arising directly out of this report.

4.4 Environment, Sustainability and Health Implications

4.4.1 Delivery of projects identified in the Playing Pitch Strategy has a positive impact on the health and wellbeing of individuals and communities by providing opportunities for formal and informal outdoor recreation and by contributing to an improved quality of life.

4.5 Human Resources Implications

4.5.1 There are no human resource implications arising directly out of this report.

4.6 Risk Management Implications

4.6.1 The risk management implications of each project are assessed when detailed proposals are finalised. In this regard, there will be provision within any future lease to ensure that there is appropriate risk management / assessment of any Sports Club activity undertaken at Royal Meadow Drive Recreation Ground and that any risks to the Authority are kept to a minimum.

4.6.2 The Board is aware that an inability for the Sports Club to develop its activity in accordance with the provisions of its Development Plan, including in respect of its proposed expansion at Royal Meadow Drive Recreation Ground, will adversely impact on its growth potential and, therefore, its ability to meet local demand for opportunities to participate in pitch sports. It would also have a negative impact on the Authority's ability to deliver on related priorities in the Playing Pitch Strategy.

4.7 Equalities Implications

4.7.1 The provisions of the Playing Pitch Strategy are targeted at reducing inequalities in access to good quality outdoor sports provision.

4.8 Links to Council's Priorities

4.8.1 The proposal that is the subject of this report will have direct and positive links to the corporate priorities in respect of:

- Responsible financial and resource management
- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

4.8.2 The proposed lease with Atherstone Sports Club in respect of its future use of Royal Meadow Drive Recreation Ground will also contribute directly to the following priorities of the Sustainable Community Strategy:

- Raising aspirations, educational attainment and skills
- Developing healthier communities
- Improving access to services

The Contact Officers for this report are Simon Powell (719352) and Evan Ross (719270).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	North Warwickshire Borough Council	Playing Pitch Strategy	2018 to 2031
2	North Warwickshire Borough Council	Green Space Strategy	2020 to 2033

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure / Service	Atherstone Sports Club and Royal Meadow Drive Recreation Ground
Officer Responsible for Assessment	Community Development Officer (CS)

Does this policy / procedure / service have any differential impact on the following equality groups / people

- (a) Is there a positive impact on any of the equality target groups or contribution to promoting equal opportunities and improve relations or:
- (b) Could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way?

Equality Group	Positive Impact	Negative Impact	Reasons / Comments
Racial			
Gender	X		Atherstone Sports Club has reported an intention to encourage more participation by women and girls, who are under-represented in pitch sports. Realisation of its Development Plan would support this commitment
Disabled People			
Gay, Lesbian and Bisexual People			
Older / Younger People	X		Atherstone Sports Club is committed to encouraging greater levels of participation by young people. Realisation of its Development Plan would support this commitment
Religion and Beliefs			
People Having Dependents Caring Responsibilities			
People Having an Offending Past			

Transgender People			
Armed Forces Covenant			

If you have answered **No** to any of the above please give your reasons below

Please indicate if you believe that this document should proceed to a further Impact Assessment

Needs no further action.

ROYAL MEADOW DRIVE LEASE REQUEST

This document has been produced for consideration of North Warwickshire Borough Council's Community and Environment Board and Resources Board. The document consists of a formal request for NWBC to enter into a Lease agreement for part of Royal Meadow Drive to enable the development of Sports and Community Hub.

Legal Entity with whom the Authority will enter into Lease Agreements

The legal entity with whom the Authority will enter into a lease agreement is Atherstone Sports Club Ltd, a not-for-profit registered society under the Co-operative and Community Benefit Society Act 2014.

Atherstone Sports Club Ltd is made up of four constituent clubs; Atherstone Cricket Club; Atherstone Rangers FC; Atherstone Rugby Club; Atherstone Hockey Club.

Representatives from each of the constituent clubs form the Management Committee of Atherstone Sports Club Ltd. Within the Committee structure, a Sub-Committee will be created with a specific remit for the development and management of that part of Royal Meadow Drive subject to the terms of the lease. The Sub-Committee will report progress, recommendations and decisions to the Management Committee for ratification.

Progress of Development of RMD under the Tenancy at Will (Phase 1)

In January 2019, North Warwickshire Borough Council granted Atherstone Sports Club Ltd a Tenancy at Will for part of Royal Meadow Drive to enable the club to develop the area, creating additional playing pitches in the first instance for Junior Football and Junior and Senior Rugby and in the longer term for Cricket and Hockey.

The document produced for consideration of the Resources Board in September 2018, outlined the planned activity for each phase of the project. The focus of development activity for the period of the Tenancy at Will was Phase 1. The progress in achievement of those activities is as follows:

- *Consultation with the local community* – an extensive consultation took place including an online survey managed by NWBC and a consultation event hosted by Atherstone Sports Club. In addition, leaflets were delivered residents within the vicinity providing detail of the planned development. Social media was used to further communicate with the local population.
- *Removal of concrete skatepark area and removal of trees and undergrowth within the playing pitch area* – **Completed March 2019**. During the consultation process, concerns were expressed regarding the removal of the copse areas and the skateboard park. These concerns were addressed in conjunction with NWBC. Since the removal of both the trees and the concrete skateboard park, rather than there being adverse comments, residents have been positive about the improvement made to the green space and the view. Residents have commented that the improvement has helped to reduce anti-social behaviour in the area.

- *Construction of a bridge between existing cricket pitch and Royal Meadow Drive to facilitate footfall and machinery – Completed November 2020.* A bridge between Royal Meadow Drive and Atherstone Sports Club ground to accommodate access for maintenance equipment as well as providing a safer public access route has been installed. The bridge has been constructed and installed in compliance with all regulations relating to weight and material.
- *Construction of a pathway from the existing changing facilities to Royal Meadow Drive –* this has not yet been completed. The revised plan has superseded the need for the pathway as originally planned
- *Relocation of existing rugby pitches to accommodate additional pitches for football and cricket – In progress.* The reorientation of the rugby pitch has been delayed due to the reported issues surrounding groundworks however the pitch will have been reorientated for the start of the Season 21/22
- *Securing of the playing pitch space in a manner which is sensitive to the area providing an appropriate level of protection to the playing pitches, but which still enables continued access for the local community – Not yet complete.* The delay to groundworks and the revision of the original planned development has delayed the completion of this activity. Public access to the site has been retained throughout this period.
- *Groundworks to ensure the pitch areas are fit for purpose – In progress.* The extent of the undertaking combined with the impact of the Coronavirus pandemic delayed the commencement of groundwork to level the green space. The work completed on RMD has been undertaken with due regard to the local community. Access to RMD was not limited despite a large section having to be fenced off for the works to be carried out. Atherstone Sports Club Ltd has continued to work with NWBC and local residents to minimise the impact of the development activity. It is acknowledged that this work has not yet been completed and that it has not been without its difficulties. Remedial work required to ensure the playing surface is to the required standard is planned to take place during Autumn 2021. It is expected that from September 2021 to December 2021 there will be one additional football pitch on Royal Meadow Drive. Following the completion of remedial work on the South end of the area, by May 2022 there will be three additional pitches. This number will increase once additional remedial work including drainage has been completed on the North end of the area.
- *On-going maintenance of the pitch areas to maximise the potential of playing pitches – Not yet complete.* The delay to the groundworks and the need to undertake remedial works has prohibited Atherstone Sports Club from actively undertaking the maintenance on Royal Meadow Drive however Atherstone Rangers have liaised with the FA and have had a Pitch Improvement Plan produced which provides a detailed schedule of maintenance work. The section is using this plan to support an application for a maintenance grant which would include the purchase of additional equipment. Atherstone Sports Club are reviewing the ground maintenance programme to identify staffing needs and associated costs

- *Securing funding to facilitate the development plan from a range of sources including constituent bodies, Sports Funding and where possible Section 106 Funding – In progress* Fundraising activity has been undertaken and grants have been secured from the RFU and North Warwickshire Borough Councillors for Atherstone North, Atherstone Central and Atherstone South and Mancetter. Two sections of the Club, Atherstone Rangers and Atherstone RFC, used their own funds to support the initial works associated with the removal of the copses and the skateboard park. North Warwickshire Mayor, Ray Jarvis, has adopted Atherstone Sports Club Ltd as one of his charities during his term of office. Local businesses have supported the Club to address concerns raised during the consultation process regarding parking. 3Ms and MR Tools have enabled visitors to the Club to use their car parking facilities. Atherstone Sports Club Ltd has received no complaints regarding parking on Royal Meadow Drive or Ratcliffe Road as a result of increased sporting activity on Royal Meadow Drive. The Club is continuing to monitor the situation as sport activity returns after Covid restrictions.

Development Plan Progress

The constituent sections of the Club agreed a 15-year development plan with three key objectives:

- To develop the playing space at Royal Meadow Drive and the Club to meet the current and future needs of all sections associated with the Club
- To develop the existing changing and social facilities at the Club to ensure the facilities provided can accommodate current and future needs and meet regulatory and legislative requirements
- To ensure the sustainability, financial viability and continued growth of a multi-sports and community facility within Atherstone and surrounding areas

In addition to these stated objectives, Atherstone Sports Club is committed to ensuring that the development of part of Royal Meadow Drive and the new changing / clubhouse facilities enhances the area for community use for Atherstone and for the wider community. The Club sees the opportunity within this proposed development to create a Sport and Community Hub with all facilities being available for use by the community. The ethos of the club is to work with the community to facilitate access to a range of sporting activities. The proposed development will enable the club to build on the current practice of hosting events for the benefit of the local community.

To progress the objectives set out in the plan, Atherstone Sports Club has engaged with an architect to produce a schematic of the proposed development (Appendix 1). The plan has been sub-sectioned into phases to allow for milestones to be identified and progress towards the achievement of these milestones to be measured.

Phase 4 of the plan utilises surrounding fields not currently owned by North Warwickshire Borough Council nor Atherstone Sports Club Ltd however the area has been included to demonstrate the potential for development. It is acknowledged that achievement of the final

phase of development will depend on successfully negotiating a lease with existing landowners.

Since the initial development of the plan, further investigation into the space available on Royal Meadow Drive and consideration of the geography has led Atherstone Sports Club to revise Phase 2 as outlined in the application for the Tenancy at Will. It has been identified additional land will be required to fully meet the needs of all sections in the club, particularly to provide space for a 2G pitch primarily for the use of the hockey section. Subsequently this phase of the development has been moved to Phase 4. Phase 2 commenced in the third year of the plan, January 2021.

As part of an overall review of the development plan, Phase 2 now includes a floodlit 3G/4G 11 vs 11 pitch and a floodlit full sized rugby pitch on Royal Meadow Drive in addition to smaller pitches for both rugby and football, an additional square and practice nets for cricket.

To progress this aspect of the plan, Atherstone Sports Club has engaged with sub-contractors to provide initial costings for the whole project. Atherstone Sports Club is in the process of reviewing costs and funding opportunities for Phase 2 development.

Informal discussions have taken place with the Football Foundation regarding support for the development plan and the possibility of funding. Discussions have also taken place with the RFU regarding the development and support available. These discussions are on-going. Restrictions relating to Coronavirus have limited the ability of the hockey and cricket sections to continue initial discussions with their respective Governing Bodies however these are planned to take place during 2021.

Atherstone Sports Club Ltd is in the process of preparing a planning application for the 3G/4G pitch and for the floodlights on both the artificial pitch and the grass pitch. It expected this will be submitted in the fourth quarter of 2021.

During Phase 2, Atherstone Sports Club Ltd is reviewing the design of the new facility. It is anticipated that the facility will be built in phases with the initial build allowing for expansion. Architectural plans for the building are being produced to allow for a detailed cost analysis to be prepared in readiness for funding applications. The plan will also be used to facilitate internal and external consultation to ensure the facility meets the needs of existing and potential users.

In reviewing the plans for the new facility, consideration has been given to developing the facility to provide an alternative education experience for young people with a passion for sport, in particular football. Existing arrangements for post 16 activity in football is limited, the club seeks to improve opportunities for young people to continue building their skills in sport while enhancing their education. To support this activity, the facility needs to be able to provide strength and fitness facilities, outdoor training and playing facilities in addition to classroom-based training facilities.

Phase 3 will focus on works associated with alteration of the existing club facilities including demolition, revised car parking arrangements, creation of storage facilities and additional pitches.

Phase 4 is reliant on securing additional land however will focus on expanding the number of football and rugby pitches available as well as a 2G pitch for hockey. To enable Atherstone Hockey Club to continue their growth and expansion, there is an urgent need to facilitate additional pitch facilities. Currently the facility at Queen Elizabeth Academy is at maximum capacity which is likely to mean that the club will have to source facilities for both matches and post-match activity outside of the Borough. This is not an ideal situation for Atherstone Hockey and has the potential to risk a fracturing of the club. Atherstone Sports Club would value the support of North Warwickshire Borough Council to acquire additional land to facilitate the 2G pitch to ensure that Atherstone Hockey needs can be met within the development plan.

Phase 4 will also include working with NWBC Green Space Officer to develop a wildlife walk - way complementary to the priority for Atherstone and Mancetter identified in Green Space Strategy 2019-2033: *'Develop Atherstone Riverside Open Space as a Local Nature Reserve'*

A timeline for the development plan is provided in Appendix 2. It is anticipated that the project will be completed in the fourth quarter of 2026. It is felt that this is a realistic timescale for the implementation of the plan and it is hoped that the timescale may be reduced dependant on progress with land acquisition, planning permission and generation of funding.

Atherstone Development Plan - Indicative Costs

The following information is provided to give an initial indication of the budget required for the Atherstone Sports Club Development project. All figures provided will be subject to VAT, survey, ground, planning, detailed tenders and specification and market conditions. It is recognised that costs are likely to rise during the lifespan of the project in line with industry predictions. The Building Cost Information Service predicts a rise in construction costs of 17% and a tender price rise of 21% by the first quarter of 2025.

The figures outlined have been provided by contractors who are members of the Sport and Play Construction Associates. A comparison exercise has been undertaken to ensure that the costs are realistic and in line with published costs for similar developments. Details of the contractors providing financial information have not been included in this document however can be provided should this be necessary.

Club House and Changing Room Costs

Club house/changing room costs are currently £2960 per sq.m for changing rooms and £2700 per square metre for the club house. At this stage, the budget costs have been based on an average of the two as the design of the building is still to be finalised. The average being £2830 per square metre.

	Budget Cost
New build club house and changing rooms @ £2830/sq.m -745 sq.m	£2,108,350
Alterations to existing club house	£100,000

Incoming services including supply to flood lights	£50,000
External paving around club house	£30,000
Landscaping	£20,000
Fees	£115,417
Total	£2,423,767
Contingency	£150,000
Overall Budget	£2,573,767

Budget cost for pitches and external works

The figures provided below do not include any works associated with the Phase 4 of the development. Costs for this phase of the development are dependent on a range of factors which are not within the control of Atherstone Sports Club Ltd. It is therefore felt to be appropriate to deal with these costings separately.

	Budget Cost
Works as described in Appendix 3	£1,433,005
Flood lighting to Rugby and football pitches	£87,443
External Lighting	£13,470
Provisional sum for 2 bay Cricket practice area	£70,000
Fees	£82,696
Landscaping	£50,000
Total	£1,736,614
Contingency	£100,000.00
Overall Budget	£1,836,614

Estimated Total Project Cost (Excluding Phase 4)

	Estimated Costs
Changing Facilities and Clubhouse	£2,573,767
Pitches and External Works	£1,836,614
Total Project (Excluding Phase 4) Estimated Cost	£4,410,381

Raising Funding

In terms of raising the capital for the whole project, Atherstone Sports Club Ltd has identified the following routes:

1. Sport England Grant application – the value of this grant will depend on the grants available at the time of applying. Currently many of the standard grants are on hold as Sport England focuses finances on supporting clubs to return to play after Covid however the *Uniting the Movement* strategy published by Sport England January 2021 identifies significant investment in sport and physical activity which may be accessed to support this development. The Sports Club's proposals are consistent with the key objectives of this Strategy (see page 10).

2. Football Foundation Grants – informal discussions have taken place with the Football Foundation regarding the feasibility of applying for a grant. The window re-opens in January 2022. The club hopes to have secured the long-term lease by this date to facilitate a timely application
3. Small grant opportunities – throughout any given period there are a range of smaller grants available to support development activities in sports clubs. As an example, the RFU provides a useful on-line tool to support clubs to identify funding opportunities.
4. National Governing Bodies – although currently many of the grants available relate to supporting clubs to return to activity after Covid, most Governing Bodies provide a range of grants or loans to support club development
5. Business Sponsorship – all businesses have a corporate responsibility and most seek to work in partnership with the local community. All constituent members of Atherstone Sports Club Ltd receive sponsorship from local and in some instances national businesses. It is intended to host a sponsorship event to communicate the vision and development plan directly to organisations to seek their support. This support may be financial but may also be in terms of labour, materials, equipment and professional advice.
6. Fundraising activity – The four constituent members of Atherstone Sports Club Ltd are committed to the implementation of the development plan. It has been shown through the initial stages of the project that the club is able to raise funds through this type of activity to supplement larger grant applications

This is not an exhaustive list of sources of funding however it identifies funding opportunities which would not necessarily be available to NWBC to fund this type of development.

Synergy with NWBC's Corporate Objectives

Atherstone Sports Club Ltd will continue to work with NWBC to ensure the expected outcomes of the proposed development meet identified needs as outlined in the Playing Pitch Strategy 2018 and the Green Space Strategy 2019.

NWBC vision is:

'Protecting the rurality of North Warwickshire, supporting its communities and promoting the wellbeing of residents and business'

Atherstone Sports Club Ltd's proposed development of Royal Meadow Drive and surrounding area will create a Sports and Community Hub which links closely to this vision particularly through promoting the wellbeing of residents.

The proposed development has synergy with two of the six objectives identified in **NWBC's Corporate Plan 2019-20:**

- *Providing opportunities to enable local people to enjoy their leisure and recreation and to improve their health and wellbeing* Atherstone Sports Club's proposed plan for the development of a Sports and Community Hub creates an environment in which individuals

and groups will be encouraged to engage in activities beneficial to their health and well-being. Through the development of the facilities and playing pitches, Atherstone Sports Club Ltd aims to create a culture where sport is a life-style choice.

- *Making the best use of our resources (including keeping both Council Tax and debt as low as possible) to provide high-quality services to our communities* It is recognised that there are limitations on the amount of public money available for the development of sports facilities. As more housing is approved as per the Local Plan, there is a further strain on monies available for infrastructure developments. The Playing Pitch Strategy identifies a need for facility improvements at the Atherstone Sports Club. In addition to this the Playing Pitch Strategy identifies improvement needs relating to the rugby pitch on Royal Meadow Drive and the ongoing maintenance of the AGP at Queen Elizabeth Academy. There is a desire to improve facilities for sport and physical activity within the Borough however resources are limited. By granting a long-term lease to Atherstone Sports Club, NWBC would enable the generation of income from alternative sources. In addition, the cost of maintenance of the playing pitches will be borne by the Club thus creating a saving for the Authority. The proposed plan would facilitate the development of a high-quality sport and physical activity venue in the local community without major financial impact on other services.

Synergy with NWBC's Playing Pitch Strategy (December 2018)

The Development Proposal put forward by Atherstone Sports Club Ltd addresses many of the issues identified in the Playing Pitch Strategy (PPS) relating to sport provision for football, cricket, hockey and rugby. The plan is complementary to the overall strategy for North Warwickshire and is designed to support NWBC to implement the recommendations outlined within the PPS. That Atherstone Sports Club Ltd has provided a holistic development plan covering the four main sports analysed in the PPS, demonstrating an ability of all sections to work together to create a high-quality Sports and Community Hub for the benefit of Atherstone and the wider catchment area.

The Playing Pitch Strategy identifies a range of issues relating to the existing sport provision for football, cricket, hockey and rugby. It identifies that the FA considers high quality 3G pitches as essential in promoting coach and player development across all age groups. In analysing the existing availability and usage of 3G AGPs in North Warwickshire, the PPS projects that 3 full sized 3G AGPs will be required to be accessible to the community by 2031 in North Warwickshire. On the assumption that the existing facilities remain open and secured for community use, the PPS identifies that there will be a deficit of 2 full sized pitches. For sites to be considered for 3G AGP development, the PPS identifies the following characteristics:

- Be available for significant use by local community clubs
- Have good access and ancillary facilities to service the pitch(es)
- Be financially sustainable
- Be able to be maximised for training and match play provision during peak time

- Be well positioned to deliver wider football development programmes, including coach education and a recreational football offer, using spare off peak capacity to deliver this
- Be able to explore shared projects with the Rugby Football Union (RFU) and school sites where infrastructure and vision align.

The PPS identified Atherstone and Polesworth as potential areas for development of new 3G AGP provision, with Atherstone Sports Club identified as a potential location due to the existing established demand at this site.

In terms of cricket, the PPS identifies that the outfield and grass wicket of the cricket pitch both scored 100% quality scores in the non-technical site assessment. Atherstone Sports Club work with Atherstone Town Cricket Club to maintain. This high score is indicative of the maintenance carried out on the playing area. This demonstrates Atherstone Sports Club's ability to implement a high standard maintenance regime.

In terms of rugby, the PPS identifies that Royal Meadow Drive is over capacity by three matches per season and therefore is in need of improved provision. The PPS also states that there is no rugby compliant AGP in the study area, and this is causing further deterioration of grass pitch quality due to match pitches being used for training. It identifies that Atherstone RFC should be supported to improve the security of the site in order to deter informal use of the pitches and extend the weekly carrying capacity of the pitches. Expansion of the clubhouse, drainage and maintenance of the pitches should also be improved once the pitches are fenced off. The pitch carrying capacity could be enhanced by one match per week, meaning the demand is being met by the supply.

In terms of hockey, the PPS identifies that although there is an overall over-supply of hockey provision in North Warwickshire, the only hockey suitable pitch in the area is almost at capacity on Saturdays, when the majority of fixtures are played. The PPS identifies that the lack of good quality changing facilities and social facility capacity, severely limits the capabilities of the club. The club currently uses ancillary facilities at Atherstone Sports Club.

The PPS states that the current AGP surface is five years old and is likely to require resurfacing in another five years (now two years given it is now 2021). The PPS recommends that a 'sinking fund' is put in place to cover the cost of resurfacing. Ancillary facilities at the site were identified as poor and a full refurbishment of the changing facilities is recommended.

Subsequent to the analysis of existing provision in the Playing Pitch Strategy, a range of recommendations are made. Those recommendations specifically relevant to Atherstone Sports Club and its constituent member sections are:

- Invest and develop in multi-sport hubs, such as Atherstone Sports Club. Extend, refurbish or replace changing and ancillary provision that are not fit-for-purpose to enable for all demand to be accommodated.
- Increase the provision of 3G AGP provision across the study area, with the development of at least 2 full size pitches. Opportunities to deliver the recommended provision of full size AGPs should be explored. Atherstone Sports Club has been identified as a potential location of one of the new AGPs

- Queen Elizabeth School and Sports College current full-sized sand based AGP surface is five years old and is likely to require resurfacing in another five years. The costs of resurfacing this pitch should be ensured to protect the development of Hockey in the borough
- The general maintenance of rugby pitches should be improved in order to increase carrying capacity of pitches in high demand

It is clear that there is a need for improvement in the sports facilities in North Warwickshire, however it is acknowledged that funding to implement the recommendations in the Playing Pitch Strategy is limited. Granting a Long-Term Lease to Atherstone Sports Club Ltd will enable NWBC to implement elements of the PPS within the time parameters identified.

Synergy with Football Foundation Local Football Facility Plan North Warwickshire (December 2018)

In terms of 3G pitches, one of the five priority projects identified in the Local Football Facility Plan (LFFP) is for a new 11 vs 11 Floodlit 3G Football Pitch for the Atherstone Area.

For Royal Meadow Recreation Ground the LFFP identifies works to natural grass pitches and the provision of storage facilities to support the creation of three full size grass pitch equivalents. In addition, the LFFP identifies providing new changing and storage facilities as another priority for Royal Meadow Recreation Ground and it is one of three opportunities identified for a Multi-Use Games Area.

The LFFP identifies that this investment will support participation growth in junior football, girls football, recreational football, informal football, lower socioeconomic communities and BAME communities.

Queen Elizabeth Academy has also been identified for priority investment in the LFFP. It is felt that the priorities identified relate to Atherstone Rangers' current use of this facility however the development of Royal Meadow Drive and new changing facilities as identified in the Atherstone Sports Club Development plan will eliminate or substantially reduce Atherstone Rangers' reliance on Queen Elizabeth Academy as a venue. It is felt that the funding identified for Queen Elizabeth Academy may be reallocated to further support the development of Royal Meadow Drive.

Synergy with Uniting the Movement, Sport England (January 2021)

Sport England published *Uniting the Movement* in January 2021 which is its 10 -year strategy to transform lives and communities through sport and physical activity in England. Sport England have identified three key objectives:

- Advocating for movement, sport and physical activity
- Joining forces on five big issues
- Creating the catalysts for change

The five big issues identified are:

1. **Recover and reinvent** relating to the impact of the pandemic on individuals, sport and communities
2. **Connecting communities** focusing on sport and physical activity's ability to make better places to live and bring people together
3. **Connecting with health and wellbeing**, strengthening the connections between sport, physical activity, health and wellbeing, so more people can feel the benefits of, and advocate for, an active life
4. **Active Environments**, creating and protecting the places and spaces that make it easier for people to be active
5. **Positive experiences for children and young people** focusing on positive experiences for all children and young people as the foundations for a long and healthy life

To support this strategy, Sport England has identified an estimated budget of £531m for 2021 – 2022 to support capital and revenue projects.

Atherstone Sports Club and its constituent members have presented a development plan which aims to provide a multi-sport facility at Royal Meadow Drive which is designed to create a culture where sport and physical activity is a life-style choice. This vision is synonymous with the *Uniting the Movement* strategy particularly in providing positive experiences for children and young people as well as providing an environment which will make it easier for people to be active.

The proposed project's consistency with Sport England's strategy is likely to enable Atherstone Sport Club to access grant funding to support the development.

Benefits

The improvements to Royal Meadow Drive as identified in the Club's development plan are expected to yield the following benefits to the Authority, the Community and the Club:

- Some of the recommendations identified within the Playing Pitch Strategy December 2018 and the Local Football Facilities Plan December 2018 will be addressed within the development plan. In addition, the proposed development seeks to deliver a multi-sport facility which supports the objectives identified by Sport England's *Uniting the Movement* strategy
- The lease will enable the Club to access a greater number of sources of income to fund development of part of Royal Meadow Drive
- The cost of maintenance of the playing pitches will be borne by the Club creating a saving for the Authority.
- On-going pitch maintenance and protection of playing surfaces will enhance the sports provision within the Authority
- The development plan will create a recreational space which can be enjoyed by the local and wider community whilst giving Royal Meadow Drive a clear identity as a protected sports area. As has been demonstrated during the initial phase of development, the public have been able to continue enjoying the benefits of the green space provided by

Royal Meadow Drive. The inclusion of further landscaping and the creation of wildlife walkways as identified in the plan will further enhance the area for the local community and wider catchment area. Continued engagement with NWBC and the community will inform the on-going development to ensure that the needs of sport are met without being detrimental to the public access to or enjoyment of Royal Meadow Drive

- Increased opportunities to engage in a variety of sport is likely to have a positive impact on the health and welfare of the community and support strategies to address the issue of childhood obesity
- The development of Royal Meadow Drive as a multi-sport provision is likely to help reduce the anti-social behaviour which currently impacts on the community's enjoyment and use of the space
- The Local Area Plan requirement to ensure an appropriate infrastructure to support the growth in population will be strengthened through increased access to high quality sport and physical activity opportunities
- The lease and development plan will ensure the sustainability of the Club through increased participation resulting in increased income in the long-term

The Need for a Long-Term Lease

To continue the development a Sports and Community Hub operating out of Atherstone Sports Club Ltd, there is a need to be able to access capital grant funding. A condition of capital grant funding is that the site for which funding is applied for is either owned by the applicant or the applicant holds a long-term lease of not less than 25 years. It is felt that granting Atherstone Sports Club Ltd a **30-year lease** would provide the opportunity to apply for grants over the lifetime of the development plan and to procure land to expand the provision.

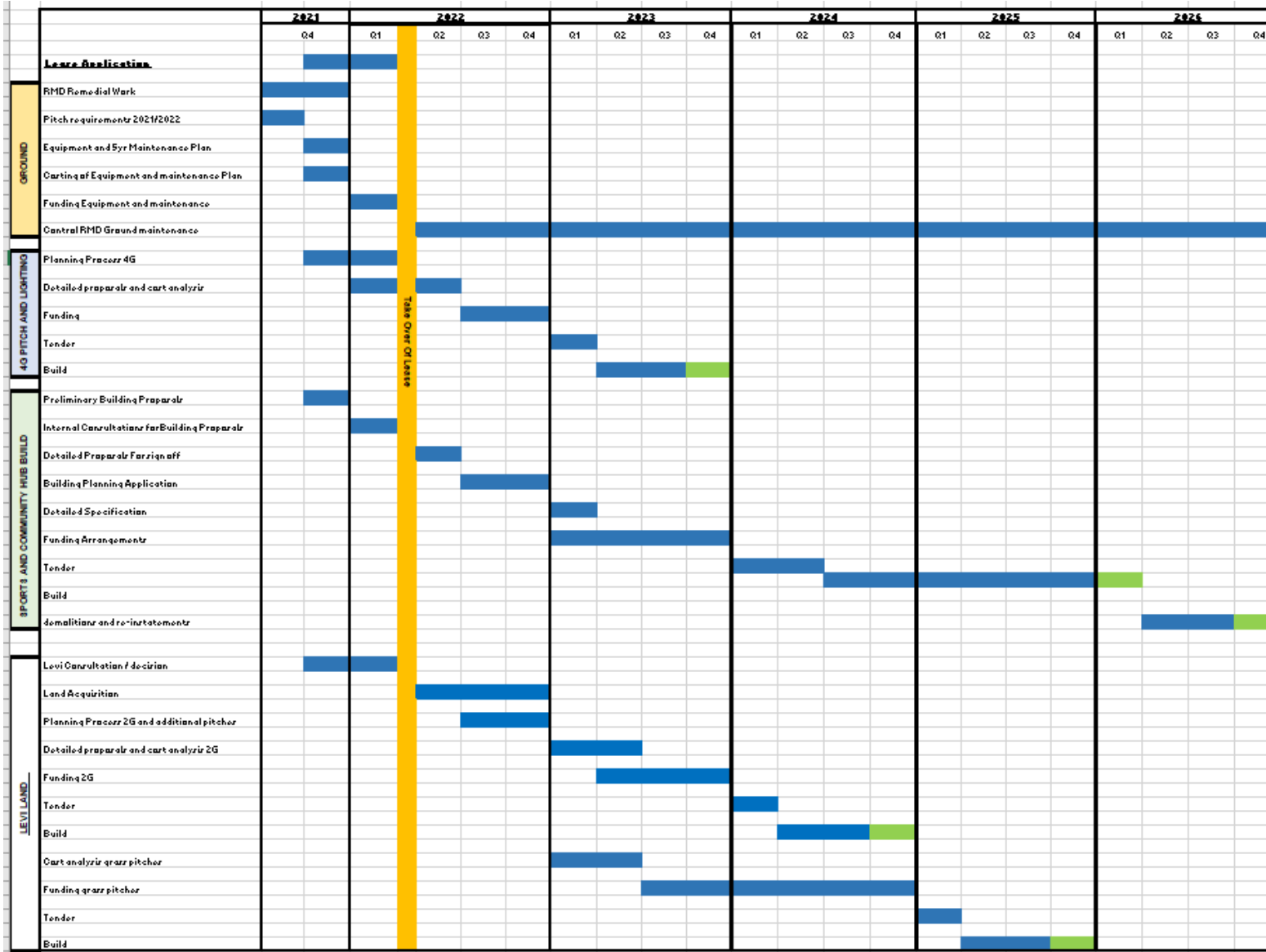
The granting of the lease would provide a level of security to the sections within the club and enable the members to take ownership of improving the space, investing time and money into creating a Sports and Community Hub for the benefit of their members as well as for the benefit of the local and wider community of North Warwickshire.

Atherstone Sports Club Ltd is committed to continuing to work with North Warwickshire Borough Council and its Officers throughout the lifetime of the development plan and in the future to continually work to improve sporting and community facilities for North Warwickshire.

It is recognised that at the end of the lease term it may not be feasible to enter into another agreement however it is hoped that achievement of the development plan would ensure that all parties were amenable to maintaining the arrangement.

Appendix A

APPENDIX 2 PROPOSED TIMELINE



Appendix A

APPENDIX 3

12/08/2021					
Item	Description	Quantity	Unit	Rate	Total
	WORKS TO BE PROVIDED BY OTHERS				
	Access for plant and material deliveries				
	CLS WORKS				
1	PRELIMINARIES				62,709.00
2	EARTHWORKS				39,177.00
3	DRAINAGE				49,740.00
4	SUB BASES				232,394.00
5	KERBS				8,139.00
6	MACADAM				77,616.00
7	SYNTHETICS - FOOTBALL				176,028.00
9	FENCING - FOOTBALL				109,475.00
11	FLOODLIGHTING TO NATURAL RUGBY & AGP - CIVILS ONLY				26,599.00
12	REINSTATEMENTS				11,000.00
13	SPORTS EQUIPMENT				16,940.00
14	MAINTENANCE				12,815.00
16	NEW PLANTING				11,000.00
17	CAR PARK AREAS & NEW MAIN ENTRANCE				237,677.00
18	NATURAL TURF PITCH WORKS				361,696.00
	GRAND TOTAL				1,433,005.00

DATED _____ 2021

NORTH WARWICKSHIRE BOROUGH COUNCIL

-to-

ATHERSTONE SPORTS CLUB

LEASE

of

ROYAL MEADOW DRIVE RECREATION GROUND

ROYAL MEADOW DRIVE
ATHERSTONE

Not applicable

LR9.2 Tenant's covenant to (or offer to) surrender this lease

Not applicable

LR9.3 Landlord's contractual rights to acquire this lease

Not applicable

LR10. Restrictive covenants given in respect of land other than the Property

None

LR11. Easements

LR11.1 Easements granted by this Lease for the Benefit of the Property

See Clause 2

LR11.2 Easements granted or reserved by this Lease over the property for the benefit of other property

See Clause 2

LR12. Estate rentcharge burdening the Property

Not applicable

LR13. Application for standard form of Restriction

None

LR14. Declaration of Trust where there is More than one person comprising The Tenant

Not applicable

1.12 any undertaking by the Tenant not to do an act or thing shall be deemed to include an obligation not to permit or suffer such act or thing to be done by another person

2. DEMISE

The Landlord lets the Premises to the Tenant with full title guarantee together with the rights specified in schedule 1 but excepting and reserving to the Landlord the rights specified in schedule 2 to hold the Premises to the Tenant for the Term subject to yielding and paying to the Landlord:

2.1 the Rent by annual payments in advance by BACS or standing order , the first such payment being due on the date of this lease, and shall be reviewable every five years on the anniversary of the commencement date hereof with reference to the general index of retail prices ("the Retail Price Index") utilising the Retail Price Index published in the month immediately preceding the commencement of the term hereby granted

2.2 The Rent could be reduced by up to, but no more than, 50% if the Club can evidence the achievement of objectives which have been set out in a separate Service Level Agreement with the Landlord

2.3 All VAT that may from time to time be payable on the Rent or other sums payable by the Tenant under this Lease.

3. **Tenant's Covenants**

The Tenant covenants with the Landlord to observe and perform the requirements of this clause

3.1 Rent

To pay the rent in accordance with clause 2 of this Lease

3.2 Outgoings

To pay and indemnify the landlord against all rates taxes assessments duties charges impositions and outgoings of an annual or other periodically recurring nature which are now or during the Term shall be charged assessed or imposed upon the Premises or upon the owner or occupier of them

3.3 Repair and cleaning

3.3.1 To keep in good and proper repair and condition the Premises and the fences and gates in and around the Premises and the hard surfaces and to keep gates for vehicular access always locked when the Premises are not in use

3.3.2 to keep the Premises and the area of land forming a 2 metre wide perimeter surrounding the Premises clean and tidy and free from deposits and waste rubbish or refuse

3.3.3 to provide all grounds maintenance and line marking in respect of the whole site, including provision of equipment, materials and consumables

3.4 User

3.4.1 Not to carry on any trade or business whatsoever on or from the Premises or use the Premises for any illegal or immoral purpose but to use the Premises purely for the private purposes of the Club and not for any purpose other than as a sports club

3.4.2 The Tenant must comply with all reasonable regulations made by the Landlord from time to time for the management of the Building provided that nothing in the regulations may purport to amend the terms of this Lease and, in the event of any inconsistency between the terms of this Lease and the regulations, the terms of this Lease are to prevail.

3.4.3 The Tenant must not do anything on the Premises or allow anything to remain on them that may be or become a nuisance, or cause annoyance, disturbance, inconvenience, injury or damage to the Landlord or his tenants or the owners or occupiers of the Building or any other adjacent or neighbouring premises

3.5 Indemnity and insurance

3.5.1 To be answerable for and indemnify the Landlord against all actions costs claims demands and liability whatsoever in respect of any damage to any property or the death of or injury to any person arising out of the use by the Tenant of the Premises

3.5.2 The Tenant shall be responsible for the costs of insuring the Property against the Insured Risks and public Liability insurance in respect of the premises and activities held there and in respect of which the Tenant shall comply with the terms relating to insurance set out under clause 3.5.1 of this Lease

3.5.3 to produce to the Landlord on demand every policy of such insurance and the receipt for the then current year's premium

3.6 Prohibitions

3.6.1 The Tenant shall not make any structural alterations to the Premises and shall not make any non-structural alterations to the Premises (to include internal partitioning works) without the prior written consent of the Landlord (not to be unreasonably withheld)

3.6.2 The Tenant shall not erect any signs, notices, advertisements, lettering or announcement of any kind, which can be seen from outside the Premises except in a form approved by the Landlord save for statutory notices such as those relating to tobacco-smoking or fire safety

3.7 Reinstatement

On or before the end of the Term, the Tenant shall;

3.7.1 replace any Landlord's fixtures which are damaged by the Tenant and which cannot be repaired (fair wear and tear excepted) or are missing or destroyed with new ones of a similar type and quality; and

3.7.2 remove any signs and all tenant's fixtures and fittings, furniture and belongings and repair to the reasonable satisfaction of the Landlord all damage cause by removing them

3.8 Disposals

3.8.1 The Tenant shall not assign, charge, underlet or part with possession or share the occupation of, or permit any person to occupy, or create any trust in respect of the Tenant's interest in the whole or any part of the Premises

3.9 Entry by Landlord or public

3.9.1 The Tenant shall allow a suitably-authorized and security-cleared representative of the Landlord to enter the Premises annually to view their condition by prior written agreement with the Landlord's Property Services Manager

3.9.2 The Tenant acknowledges and agrees that the general public shall have the right to full access to the Property in order to carry out any activities connected to the Permitted Use of the Property

3.10 Yielding up the Premises

3.10.1 At the end of the Term, the Tenant shall yield up the Premises to the Landlord in line with the Tenant's obligations in this Lease

3.11 Encroachments

3.11.1 to take all reasonable steps to prevent any new window light opening doorway path passage pipe or other encroachment or easement being made or acquired in against out of or upon the Premises and to notify the Landlord immediately if any such encroachment or easement shall be made or acquired (or attempted to be made or acquired) and at the request of the Landlord to adopt such means as shall reasonably be required to prevent such encroachment or the acquisition of any such easement

3.12 Costs

Within 30 days of written demand, the Tenant shall pay all costs and expenses properly incurred by the Landlord;

3.12.1 in the reasonable contemplation of, and the preparation and service of, a notice under Section 146 of the Law of Property Act 1925 or any proceedings under Section 146 or Section 147 of that Act (whether or not any right of re-entry or forfeiture has been waived by the Landlord or a notice served under Section 146 is complied with by the Tenant or the Tenant has been relieved under the provisions of that Act and even though forfeiture may be avoided otherwise than by relief granted by the Court)

3.12.2 in remedying any breach of covenant by the Tenant;

3.12.3 in respect of any application for consent under this Lease whether or not it is granted (except in cases where the Landlord is obliged not to withhold its consent unreasonably and the withholding of its consent is held by the Court to be unreasonable) or the application is withdrawn

3.13 Interest

3.13.1 If the Rent is not paid within 30 days of written demand the Tenant shall pay interest calculated on a daily basis on the unpaid sum at the Interest Rate for the period from and including the date when payment was demanded until the date the Landlord receives payment (both before and after any judgement).

3.14 Statutory Obligations

3.14.1 The Tenant must comply in all respects with the requirements of any statutes, and any other obligations imposed by law or by any byelaws, applicable to the Premises or the trade or business for the time being carried on there.

3.14.2 The Tenant must give full particulars to the Landlord of any notice, direction, order or proposal relating to the Premises made, given or issued to the Tenant by any government department or local, public, regulatory or other authority or court within 14 day of receipt, and if so reasonably requested by the Landlord must produce it to the Landlord. The Tenant must without delay take all necessary steps to comply with the notice direction or order. At the request and cost of the Landlord, the Tenant must make or join with the Landlord in making any objection or representation the Landlord deems expedient against or in respect of any notice, direction, order or proposal.

4. Landlord's covenants

4.1.1 That the Tenant paying the rents hereby reserved and performing and observing the covenants on the part of the Tenant and the conditions herein contained shall peaceably hold and enjoy the demised premises during the said term without any interruption by the Council or any person rightfully claiming under or in trust for the Council

4.1.2 At all times during the said term to keep insured the demised premises (excluding the plate glass) against loss or damage by fire and loss of rent in some insurance office of repute in the full reinstatement value at lease and in the case of loss or damage as aforesaid (unless any of the insurance monies shall be irrecoverable by reason of any act or default of the Tenant his agents, servants or workmen or of any person occupying or being upon the demised premises or any part thereof with the authority or permission of the Tenant) with all convenient speed to rebuild or reinstate the demised premises (excluding the plate glass) so that the same may be as commodious and convenient in all respects as they were before such loss or damage took place in respect of which such monies shall have been received

4.2 PROVIDED always and it is hereby agreed and declared as follows:

4.2.1 That the Council shall have power at all times without obtaining any consent from or making any compensation to the Tenant to deal as to the Council may think fit with any other property belonging to the Council and to erect or suffer to be erected on such neighbouring

property any buildings whatsoever whether such buildings shall or shall not affect or diminish the light or air which may now or at any time during the term hereby granted be enjoyed by the Tenant or any Tenants or occupiers of the premises or any part thereof

4.2.2 If the rents hereby reserved or any part thereof shall remain unpaid for twenty one days after becoming payable (whether formally demanded or not) or if any of the covenants on the part of the Tenant hereinbefore contained shall not be performed or observed or if the Tenant shall become bankrupt or being a company go into liquidation whether compulsory or voluntary (except for purposes of reconstruction, amalgamation or other similar purposes not involving a realisation of assets) or if the Tenant shall make any assignment or composition for the benefit of the Tenants, creditors or suffer any distress or process of execution to be levied upon goods of the Tenant then and in any such case it shall be lawful for the Council at any time thereafter to re-enter upon the demised premises or upon any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to any right of action of the Council in respect of any antecedent breach or non-observance of the covenants on the part of the Tenant hereinbefore contained

4.3 That in the event of the service of any statutory notice requiring the execution of works at the premises the following provision shall (notwithstanding anything hereinbefore contained) have effect

(a) if such notice is to be served upon the Tenant the Tenant shall forthwith forward the same to the Council and shall (unless a certificate of exemption be obtained from the authority serving the notice) forthwith at his expense execute to the satisfaction of the Council such works as the Council may approve in order to comply with the requirements of the said notice

(b) if such notice is served upon the Council the Council shall immediately notify the Tenant and thereupon the Tenant shall at his own expense forthwith execute to

the satisfaction of the Council such works as the Council may require in order to comply with such notice or as such notice may require to be executed by the Tenant Provided that in either case the Council may if it so desires itself execute such works and the Tenant shall afford to the Council all necessary access to the premises and other facilities for this purpose and shall on demand refund to the Council all costs and expenses thereby incurred and any sums payable by virtue of this proviso shall be recoverable from the Tenant as rent in arrear

4.4 In the event of the demised premises or any part thereof at any time during the term hereby granted being destroyed or damaged by fire so as to be unfit for occupation and use and provided that the policy or policies effected by the Council shall not have been vitiated or payment of the policy money refused in whole or in part in consequence of some act of default of the Tenant, his agents, servants or workmen or any person occupying or being on the demised premises or any part thereof with the authority or permission of the Tenant then the rent hereby reserved or a fair proportion thereof according to the nature and extent of the damage sustained shall be suspended until the demised premises shall again be rendered fit for occupation and use and any dispute concerning this Clause shall be referred to arbitration as hereinafter provided

4.5 The expression "the Director of Leisure and Community Development" in this Lease shall mean the Director of Leisure and Community Development for the time being of the Council or such other person as shall be nominated for that purpose by the Council

4.6 Any consent, approval, determination, authority or notice required to be given by the Council shall be in writing and shall (except where the context otherwise provides or requires) be given under the hand of the Chief Executive for the time being of the Council and any notice to the Council shall be in writing and shall be deemed to be sufficient served if sent by prepaid post and addressed to the Chief Executive at the Council House,

Atherstone aforesaid and any notice to the Tenant shall be deemed to be sufficiently served if left or sent by prepaid post to him at his last known address

4.7 That in cases of dispute or difference arising out of or touching upon the rights, duties or liabilities of the parties under this Lease the dispute shall be referred to the determination of a single arbitrator to be agreed upon by the parties or failing agreement to a person nominated by the President of the Law Society in the manner provided by the Arbitration Act 1950 or any statutory modification or re-enactment thereof for the time being in force no estate or interest in the soil of the road or roads or footpaths adjacent to the demised premises is or shall be deemed to be included in the demise except as hereinbefore contained

5 It is hereby certified between the parties hereto that there is no Agreement for Lease to which this Lease gives effect

IN WITNESS whereof the Council has caused its Common Seal to be hereunto affixed and the Tenant has to a Counterpart hereof set his hand and seal the day and year first before written

FIRST SCHEDULE

The Premises

All that land situate at Royal Meadow Drive Recreation Ground, Royal Meadow Drive, Atherstone, Warwickshire as shown edged red on the annexed plan ("the Plan") and any building which may be constructed on that land during the Term of the Lease, with the prior consent of the Landlord

SECOND SCHEDULE

Rights Granted

1. A right of way on foot only over the land providing access between the Premises and the land coloured brown on the Plan for obtaining access to the Premises for the purpose of use as a sports club
2. The right to park motor cars for such purpose in such places as the Landlord may designate from time to time (subject to availability of spaces)

IN WITNESS whereof the Landlord has caused its Common Seal to be hereunto affixed and the Tenant has set his hand and seal the day and year first before written

EXECUTED AS A DEED by affixing THE COMMON SEAL)
of NORTH WARWICKSHIRE BOROUGH COUNCIL)
hereto in the presence of:)

Designated Officer:

EXECUTED AS A DEED by
ATHERSTONE SPORTS CLUB
Acting by

)
)
)

Director

Secretary

Agenda Item 7

Resources Board

8 November 2021

Report of the Director of Housing

Housing Task and Finish Group

1 Summary

- 1.1 A Housing Task and Finish Group to consider the Council's landlord services has been established and will report to the Resources Board. This report provides feedback from the first two meetings of the Group.

Recommendation to the Resources Board

- a That the proposed purpose of the Housing Task and Finish Group be considered and agreed; and**
- b That the Terms of Reference for the Group be approved.**

2 Consultation

- 2.1 The Task and Finish Group consists of Councillors Lees (Chair), Symonds, Smith (S), Clews (D), Phillips (H) and Gosling. The Members of the Task and Finish Group have agreed the proposals made to the Resources Board about the purpose of the Group.

3 Terms of Reference and Purpose of the Group

- ... 3.1 The draft terms of reference for the Group are attached at Appendix A. Comments, amendments and approval are sought from the Board.
- 3.2 The Group has had two meetings. One took place on 11 August 2021 and the other on 7 October 2021. Both meetings have been relatively informal with wide ranging discussions about the services the Council provides for its tenants and the strategic purpose of the Housing Division.
- 3.3 At the October meeting the Group considered the four main service areas of the Housing Division – Housing Options & Lettings, Tenancy Management and Neighbourhoods, Response Repairs and Improvement Programmes. Members were also provided with information about the regulatory framework for social housing, the role of the Housing Ombudsman and some of the extensive legislation that underpins service delivery which all act to define how services

are delivered in combination with the Council's priorities. The Group are also aware of the Government's White Paper and its implications for future legislation for social housing.

- 3.4 The recommended purpose of the Task Group is defined in the attached draft terms of reference. Having considered the information provided the Group are suggesting to the Resources Board that their purpose is to receive sufficient information about the four main areas of the Council's landlord services to be able to offer assurance to the Resources Board and Social Housing Regulator, when required, about the quality and efficiency of their delivery.
- 3.5 In order to progress this purpose the Group agreed to invite the Corporate Director of Resources to their next meeting to discuss the Housing Revenue Account Business Plan in order to understand how the financial position will support future investment in the stock and new homes. As the Lettings Scheme is the gateway to accessing social housing in the Borough the Group are also proposing to review the scheme to ensure it is meeting housing needs. Reflecting on the role of the Social Housing Regulator the Group also want to develop a framework for oversight which allows them to understand how the landlord services are performing in terms of the regulatory requirements.

4 Report Implications

4.1 Finance and Value for Money

- 4.1.1 The Housing Task and Finish Group reports to the Resources Board. It cannot make decisions on funding (or other matters – see 4.2.2). If it makes a recommendation to the Resources Board about a particular service and there are financial implications these will be identified, and implications considered as part of the reporting arrangements.

4.2 Legal Implications

- 4.2.1 The Housing Task and Finish Group are aware that the work of the Housing Division is dictated by legislation. This defines how it can act with regard to assessing homelessness, letting properties and how to maintain our stock. With regard to the latter examples are the 'Right to Repair' legislation, the Landlord and Tenant Act and the Homes (Fitness for Habitation) Act 2018 which came into force on 20 March 2019. In addition, there is health and safety legislation which includes specific requirement for legionella, asbestos, gas and electrical installations and fire risk assessments.
- 4.2.2 It is important for Members to note that the Housing Task and Finish Group is an informal body and, as such, has no power to make decisions on any matter. This means that meetings of the Group are not open to the public nor must its reports and minutes be published. It should also be noted however, that those documents may form background papers to reports to the Resources Board, other Boards, or the Council.

4.2.3 If Members wish the Group to have power to make decisions it will need to establish it as a Sub-committee and delegate specific areas of responsibility to it, in which case its meetings, reports and minutes will be open to the public.

The Contact Officer for this report is Angela Coates (719369).

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
Social Housing White Paper	Ministry of Housing Communities and Local Government	Government document which will define future legislation for social housing	17 November 2020

Housing Task and Finish Group DRAFT - Terms of Reference

Purpose

To receive sufficient information about the four main areas of the Council's landlord services to be able to offer assurance to the Resources Board and Social Housing Regulator, when required, about the quality and efficiency of their delivery.

In consideration of the information provided to make recommendations to the Resources Board about the services provided for the Council's landlord stock.

To consider the performance of landlord services and keep under review the Asset Management Plan for its stock.

The Task and Finish Group will bring focus and co-ordination to services provided to tenants and leaseholders and in doing so will have regard to the requirements set out in the Social Housing White Paper and any forthcoming legislation.

Objectives for 2022/2023

1. To review the Lettings Scheme to ensure that it is meeting housing needs in the Borough.
2. To develop a framework for oversight which allows the Group to understand how the landlord services are performing in terms of the regulatory requirements.
3. To understand the financial position for the Council's stock as reflected in the Housing Revenue Account Business Plan and in doing so provide direction for the review of the Asset Management Plan.
4. To be aware of new Government legislation with regard to social housing generally and the Council's own stock particularly and bring any specific matters to the attention of the Resources Board.

Membership

1. The Task and Finish Group shall consist of:
 - a. Representatives from the Resources Board
 - b. Representatives from other Boards as approved by Resources Board.
2. It will be Chaired by a Councillor from the majority party.
3. Non-members will be invited to the Task and Finish Group where expert advice is required.

Review

On an annual basis, the Task and Finish Group will review the focus and value of its work and set out its objectives for the year and ask Resources Board to approve those objectives.

Task and Finish Group Meetings

- 1 Meetings will take place once per Board cycle in advance of the Resources Board (*Approximately four weeks in advance of the Board*).
- 2 Meetings will be chaired by the appointed Chair and will be organised by the Director of Housing.
- 3 Agenda items will be set by the Task and Finish Group and / or the Resources Board.
- 4 The notes of each meeting will be reported to the Resources Board.

The Contact Officer for this report is Angela Coates (719369).

Agenda Item No 8

Resources Board

8 November 2021

**Report of the Corporate Director -
Streetscape**

Parking

1 Summary

- 1.1 This report updates Members on the consultation responses to the revised Parking Places Order and associated Schedule(s) covering all the Borough Council owned and operated off-street car parks. The revised Order and Schedule(s) which were consulted on proposed the introduction of parking charges across all Council car parks with a minimum charge free period of one hour. Members are asked to review the consultation responses and to decide on any subsequent changes to either the Parking Places Order or Schedule(s) in advance of the implementation of Civil Parking Enforcement (CPE) on 1 February, 2022.

Recommendation to the Board

- ...
- a That the Board endorses the final wording of the revised Parking Places Order and associated Schedule(s) set out in the appendices to this report;**
 - b That the Board gives delegated authority to the Solicitor to the Council (provided there are no substantive changes) to make, publish and implement the Order and Schedule(s) in line with The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 once all necessary consultations have concluded; and**
 - c That further reports be brought to the Board on a regular basis setting out the Council's proposed approach to season ticket provision and overnight resident parking permits and that a comprehensive review of off-street parking and the impact of CPE is undertaken after twelve months.**

Recommendation to Council

- d That the Council approves a capital budget of £465,000 to cover the cost of all necessary surface improvements, capacity increases, charging infrastructure and signage ahead of the implementation of the new PPO and Schedule(s).**

2 Consultation

- 2.1 The proposed Parking Places Order and associated Schedule(s) have been out to public consultation from 8 July, 2021 until 20 August, 2021. The initial statutory consultation period was extended by three weeks to enable Parish and Town Councils whose meeting cycles fell outside the initial consultation period to submit formal responses for consideration. In total, 474 responses were received and those have been collated and placed in each Group room for Members' information. A summary of the responses is set out in the main body of the report. The outcome of the consultation process has been reviewed by the Parking Task and Finish Group and the Group's recommendations are detailed below.
- 2.2 Under the Road Traffic Regulation Act 1984, the Borough Council is required to submit a draft of the order to the County Council, who (without prejudice to their power to give or withhold consent to the making of the order) may require such modifications of the terms of the proposed order as they think appropriate. The Borough Council may not enact the Order without the consent of the County Council. The County Council will consider the final draft of the Order approved by this Board on or around 10 December, 2021. Should the County Council propose any substantive modifications to the Parking Places Order a further report setting out the proposed changes will be brought back to this Board. It is recommended that delegated authority be given to the Solicitor to the Council to undertake all necessary measures to bring the Order in to force with effect from 1 February, 2022 in the event that no amendments are proposed by the County Council, or if any amendments proposed are purely typographical, grammatical or relate to the layout, and do not alter the nature or effect of the Order.

3 Consultation Responses

- 3.1 The majority of the 474 consultation responses objected to the proposal to introduce charges for off-street parking in the Council's car parks. About half of respondents simply objected to the proposals without explanation. Of those who specified their reasons for objecting, the following sets out the main areas of concern:

3.1.1 Parking Displacement

Around three quarters of these objectors stated that cars would park in nearby residential streets rather than pay to park, causing traffic disruption to local residents.

3.1.2 Effect on Trade

Around two thirds of the objections stated that the proposals would affect trade in the areas where parking charges were to be made.

They would affect all shops, but especially those that relied on browsing such as charity shops, hospitality venues such as cafes, food outlets and pubs.

Many objectors stated that they would go elsewhere where parking was free, such as Ventura Park.

They also stated that the charges would kill the towns resulting in them going the way that Nuneaton, Bedworth or Tamworth have gone.

3.1.3 Residents

Approximately half of the respondents asked what would happen to local residents who have nowhere else to park.

They were especially concerned around the Cattle Market and Sheepy Road car parks in Atherstone, Pear Tree Avenue in Kingsbury and the car parks in Coleshill.

3.1.4 Workers

A similar number of objections related to town centre workers, many of whom were highlighted as being on low levels of pay. Respondents calculated that it would cost up to £900 a year to park in town during the working week.

3.1.5 Railway Users

Another third of the objections related to charging for parking to travel onwards by train.

Respondents questioned the Council's commitment to the Environment by charging rail users to park when they might find it cheaper to drive to Birmingham instead.

3.1.6 Leisure Centres

A quarter of objections related to visitors to leisure centres and outdoor spaces asking about our commitment to healthy living by charging visitors to leisure centres and public open spaces.

3.1.7 Free Parking

Around a third of objections stated that the one hour's free parking was not long enough, as this would not enable visitors sufficient time to visit the doctors, hairdressers, leisure centre, and leave sufficient time to browse or visit a café.

Many of those objecting to this suggested that a 2 or 3 hour free parking period would be better.

3.2 Questions have also been raised about season tickets and resident parking permits (for overnight stays in Council car parks where there is no private off-street or residential on-street parking available).

3.3 The majority of responses and objections received were from Atherstone but responses also came in from residents and businesses in Coleshill (mainly focussed on trade and the effect on residents), Dordon, Kingsbury (objecting to the proposals on the grounds of displaced parking, especially those that use the car park to visit Kingsbury Water Park, doctors, dentists, the church and community/youth centre), Polesworth (focussed on parking displacement,

especially in the area across the bridge, and for visitors to Abbey Green Park and Water Orton (which covered the issues of residents parking and the railway station).

4 Background and Justification

- 4.1 In response to many of the issues and objections raised, the reasons for the introduction of charging are set out below and are in response to the continuous and increasing pressure on parking, particularly within Atherstone but also elsewhere within the Borough and the conclusions and recommendations drawn from various surveys and studies which have been carried out.
- 4.2 A major factor in the decision to implement the suggested changes is the introduction of Civil Parking Enforcement. From 1 February 2022 parking on the Borough's adopted roads and streets within all towns and villages across North Warwickshire will be managed and enforced by the Highways Authority, Warwickshire County Council. The new PPO and Schedule are designed to ensure that the impact of the implementation of Civil Parking Enforcement on on-street parking is managed through greater effective capacity in the Council's off-street car parks. The variable charging and waiting times set out in the revised schedule are designed to make sufficient parking capacity available at peak times in both short stay and long stay car parks.
- 4.3 As previously stated, owning and operating car parks places a significant budgetary strain on the Council's finances and, with the exception of a limited amount of fixed penalty notice (FPN) revenue (approx. £13,000), the Council has borne the full cost of maintaining its off-street car parks with no income to offset those costs. From February 2022 onwards, it is estimated that the cost of providing off-street parking across the Borough will be around £257,000 per annum. In order to safely maintain the Council's car parks, increase their capacity to cope with predicted housing growth, provide the necessary levels of enforcement and roll-out the required EV charging infrastructure as demand increases, income levels will need to rise to meet the level of expenditure. The Council's budgets are already under severe pressure and the Council can no longer afford to subsidise this service to the degree it has done to date.

5 Parking Surveys and Reviews

- 5.1 The conclusions and recommendations drawn from various surveys and studies on off-street parking in North Warwickshire which have been carried out over previous years are set out below.

5.2 Euro Car Parks Capacity Survey – 2006

- 5.2.1 This survey carried out by the Council's parking enforcement contractor was perhaps the most comprehensive surveys of off-street parking capacity in Atherstone undertaken being done over a whole week from Monday to Saturday (other surveys drop in on one or two days).

5.2.2 That survey found 31 free spaces in total at 11am on Monday, 9 at the same time on Tuesday, 30 on Wednesday, 19 on Thursday and 19 on Friday (out of 345 total spaces). Capacity was higher at the weekend (105 + NWBC staff parking). This means that mid-morning on average on weekdays, the Council's car parks in Atherstone were at 94% capacity. At times, Cattle Market and Sheepy Road were full on most weekdays. Woolpack Way (the main short stay car park) was also full at 10am on Tuesday and Wednesday morning. This survey reflects the experience of Council staff working and parking in the town during the week. Since the survey was carried out the Council has lost parking capacity at both Sheepy Road and (on weekdays), Woolpack Way.

5.3 Atherstone Town Centre Parking Review – 2009

5.3.1 Recommended, as a medium-term objective, the introduction of on-street enforcement and off-street charging to influence parking behaviour, to make best use of resources and to ensure parking capacity. Other recommendations such as increased signage, coordination between on-street and off-street enforcement, free-periods for parking, permits for residents and discounted season tickets are all currently under consideration and their implementation is planned once the impact of the proposed measures is fully understood.

5.3.2 Peak weekday demand of 88% of off-street capacity was observed while on-street parking consistently exceeded capacity (and the designated waiting limits). 70 on-street spaces are provided in Atherstone. The review estimated 50 vehicles would effectively be displaced if current restrictions were enforced and 2/3 of parking acts on Long Street (weekday and weekends) were < 1 hour with half under 30mins.

5.3.3 Since the study was undertaken the town has lost off-street parking capacity at both Sheepy Road (long stay – affected all week) and Woolpack Way (short stay – weekdays only).

5.4 North Warwickshire Parking Review – 2016/17

5.4.1 M-EC's report again produced a snapshot of capacity in Atherstone. Weekday demand was shown to exceed capacity at Cattle Market (something predicted by earlier reports). Memorial hall was, at times, at or near capacity midweek. Sheepy Road was at or near capacity weekdays and weekends as was Station Street. Woolpack Way was also near capacity in the week during the middle of the day. Woolpack Way (85% to 90% full). Woolpack Way, as the main short stay car park in the town would be expected to take the bulk of any displaced parking from Long Street once Civil Parking Enforcement is implemented.

5.4.2 The review concludes that there is sufficient overall off-street parking capacity. However, this is based on the average number of free spaces across the day. Capacity is much greater at 9am and after 4pm. The tables in the same report show that, at peak times during the day (between 10am and 2pm) the car parks have much higher occupancy levels.

5.5 Summary and Conclusions

5.5.1 As numerous wider surveys on the provision of off-street parking have argued, parking is never free, regardless of whether the provider makes a charge or not. In addition reports on parking suggest it is the management of parking rather than charging which has the most impact on footfall in places. It is clear that the Council needs to increase the amount of off-street car parking capacity over time (especially long stay and not just in Atherstone) as well as installing the infrastructure which will enable the necessary shift to Ultra-Low and Zero Emission Vehicles. Increasing overall capacity and providing the necessary infrastructure requires investment. A proven way of increasing effective capacity through greater churn (ensuring cars are parked only for as long as they need to be) is through appropriate management of parking with charging being a key tool for this. Different tariffs for long stay and short stay support different parking needs. Parking income then provides the necessary funding to invest in improving the condition and capacity of the car parks along with better signage which in turn provides greater parking capacity in town centres which can support economic activity and accommodate residential and business growth in the Borough.

6 Task and Finish Group Recommendations and Subsequent Revisions

6.1 The Parking Task and Finish Group met on 7 September, 2021 to consider the responses to the consultation on the proposed Parking Places Order and Schedule. The Group noted that the majority of objections raised, both formally and in discussion with local Members focussed on the length of time that parking would be permitted without charge in town centre car parks and the potential effect on local trade. The impact of the charges on local workers and the need to accommodate overnight parking for residents was also highlighted. While the Group recognised that charging was necessary to mitigate the impact of CPE and to secure greater investment in parking services, they made the following recommendations:

- That the originally proposed minimum charge-free period in all Council car parks should be reviewed in light of the consultation responses received.
- That ahead of implementation in February, 2022 options should be brought to Resources Board for the introduction of season tickets (with the specific needs of local residents, businesses and town centre workers addressed) and residents' off-street parking permits.
- That options to increase parking capacity in Atherstone, Coleshill and elsewhere should be brought to a future meeting of the Resources Board for further discussion.
- That a full review of waiting times and charges should be undertaken after the new scheme has been in place for twelve months; and

- That discussions should continue with Warwickshire County Council about the introduction of resident parking schemes and other measures designed to mitigate the impact of Civil Parking Enforcement.

6.2 Following the consultation process and taking in to account a variety of views expressed, the Parking Places Order and Schedule(s) have been amended (as set out in the appendices to this report). Most significantly:

- The charge-free period has been extended to two hours.
- Electric vehicles drivers will be required to pay for parking as well as for the charging of their vehicle.
- Season tickets for a period of three months (valid in any car park) will be available to purchase at an initial cost of £150 (a saving of up to one third of the full cost for long stay users).
- Blue badge holders will be able to park at no charge for up to three hours in any Council car park.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 The annual cost of operating the Council's off-street car parks is estimated to be £257,000 from February, 2022 onwards. While it is difficult to estimate the exact level of income from parking charges and parking fines, preliminary estimates anticipate that the originally proposed schedule of parking charges (with one hour free of charge) could raise around £166,000 per annum. This would produce an estimated net expenditure of £91,000 compared to the current budget of £107,610. In addition there could be parking penalties for non compliance estimated to be between £26,000 and £70,000. Extending the charge free period from one hour to two, is estimated to reduce the level of revenue income by around £95,000 per annum. It is likely that the amount raised from parking penalties would also fall as a result of the proposed changes.

7.1.2 To summarise, the impact of the options is set out in the table below:

	Option 1 1 free hour £	Option 2 2 free hours £
Expenditure	257,000	257,000
Income	(166,000)	(71,000)
Net Cost	91,000	186,000
Current budget provision	107,610	107,610
(Saving) / Increase against current budget	(16,610)	78,390

Both options would be improved by any income from penalty notices.

7.1.3 Further reports will be brought back to Board setting out the detail on how parking charges and enforcement will be implemented. Capital expenditure on parking improvements will be reported to Executive Board for approval in due course. The additional revenue implications of extending the charge-free period will be a growth item on the Council's current budget and will increase the Council's need to make budget reductions in other areas.

7.2 Legal and Risk Management Implications

7.2.1 The proposed changes will tighten up some areas of enforcement and reflect present day and anticipated car park usage and management more accurately, thus reducing the risk of FPN appeals. In making the Order the Council must follow the procedure prescribed by the Road Traffic Regulation Act 1984 and regulations which, in particular require publicity and Consultation, including giving notice of the making of any Order in a local newspaper and displaying notices in areas affected by the Order prior to implementation.

7.2.2 As indicated above, the County Council must consent to the final content of any Order once approved by this Council and may give that consent subject to conditions or restrictions. If the County Council gives consent subject to any conditions or restrictions this Board will be able to reconsider whether it wishes to make the Order in light of the terms suggested.

7.2.3 If the Order is made then, following the recommended review after 12 months, any changes which relate solely to the charges set out in the Schedule may be made by a streamlined notice procedure. Any changes which related to the broader terms of the Order, e.g. the places to which it applied, would however, be subject to the full procedure followed in relation to introduction of the Order.

7.3 Environment, Climate Change and Sustainability Implications

7.3.1 Private vehicle journeys will continue to be a mainstay of the region's transport system over the coming decade and beyond. A well-managed and adequately resourced parking service is essential in small market towns such as Atherstone, Coleshill and Polesworth and in their surrounding villages. Well managed off-street car parks should aim to provide sufficient parking capacity to reduce idling times and unnecessary or abortive journeys. Sufficient parking should also be provided near other, more sustainable transport hubs. Finally, the transition from ICE vehicles to EV and other ULEV (Ultra Low Emissions Vehicles) needs to be supported. The proposed PPO and associated Schedule(s) is designed to support these aims sustainably.

7.3.2 Several respondents have highlighted the fact that off-street long-stay parking charges will increase the cost to workers of parking in town. It is anticipated that the proposed charges will encourage such workers to look at other forms of transport, including public transport, walking and cycling which, where practicable, will have a beneficial effect on the Environment.

7.4 Safer Communities Implications

- 7.4.1 On street parking issues are regularly raised as a community safety issue to the North Warwickshire Safer Neighbourhood Team. The consultation about the proposed order and schedule may identify specific locations where there are pressures and concerns regarding parking.

The Contact Officer for this report is Richard Dobbs (719440)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1. Consultation responses	Collated by Keith Evans	Printed copies of all responses to the PPO consultation.	27.8.21
2. Atherstone Town Centre Parking Review	Colin Buchanan & Partners	Review of car parking capacity in Atherstone and future options.	12.01.2009
3. North Warwickshire Parking Review	M-EC	Further review of car parking capacity in Atherstone and future options.	Feb 2017
4. 16 Good Reasons for Parking Management	push-pull-parking.eu	Paper on Parking management and incentives as successful and proven strategies for energy-efficient urban transport.	Jan 2015

**NORTH WARWICKSHIRE BOROUGH COUNCIL
(OFF-STREET PARKING PLACES) ORDER 2021**

North Warwickshire Borough Council ("the Council") in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended ("the 1984 Act") and under the Traffic Management Act 2004 as amended ("the 2004 Act") and of all other enabling powers, with the consent of Warwickshire County Council in accordance with Section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

PART I

GENERAL

Commencement and Citation

1. This Order shall come into operation on 1 November 2021 and may be cited as the North Warwickshire Borough Council (Off-Street Parking Places) Order 2021. The North Warwickshire Borough Council (Off-Street Parking Places Order) 2021 Plans ('the Plans') are incorporated into this Order.

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

"the Act" means the Road Traffic Regulation Act 1984;

"Bank Holiday" has the same meaning as described in the Banking and Financial Dealings Act 1971. The first Monday of May shall be treated as if it were a Bank Holiday for the purposes of this Order;

"Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise the Parking Places and enforce the restrictions imposed by this Order;

"Charging Days", means those days specified at each Parking Place and specified in the Schedule of Parking Places other than Christmas Day and Easter Sunday;

"Charging Hours", means the period as specified at each Parking Place and specified in the Schedule of Parking Places on all Charging Days;

"Council" means North Warwickshire Borough Council;

"Disabled Person's Badge" means a badge issued by any Local Authority in accordance with the provisions of the Local Authorities' Traffic Orders (Exemptions for Disabled Person's) (England) Regulations 2000 or a badge having effect under those regulations as if it were a Disabled Person's Badge;

"Driver" in relation to a Parking Place means the person driving the Vehicle at the time it was left in the Parking Place;

"Expiry Time" is the time indicated on the Pay and Display Ticket or Voucher and is the time by which the parking period for which the parking ticket, Voucher or Electronic Payment period has expired;

"Electronic Payment" means a cashless parking payment method of charges for use in a Parking Place where facilities at that Parking Place allow payment by telephone or electronic means, allowing Vehicles of such classes, in such positions, on such days, during such hours and for such period as are specified at each Parking Place and specified in the Schedule of Parking Places to be parked for the period of time for which Electronic Payment has been made. A transaction fee (convenience charge) may be incurred in addition to the scale of current charges as specified on site and specified in the Schedule of Parking Places, for the use of this Electronic Payment method;

"Free Period" means a period of parking for which a Voucher (free parking ticket) must be obtained but for which there is no charge as specified on site and which is specified in the Schedule of Parking Places as being at a charge of £0.00;

"Goods Vehicle" has the same meaning as that ascribed to it in Schedule 6 of the Road Traffic Act 1988 ('RTA 1 988');

"Loading / Unloading" refers to when a Vehicle is parked wholly in a Parking Place or Parking Bay marked for that purpose on site, for the purpose of delivering or collecting goods or merchandise or loading or unloading the Vehicle at premises adjacent to the Parking Place or Parking Bay and the Vehicle does not park for more than twenty minutes or such longer period as a duly authorised officer of the Council may authorise;

"Loading Bay" means an area of a Parking Place which is provided for the temporary parking of Vehicles of a class specified and indicated by markings on the surface of the Parking Place or signed or otherwise indicated by notices in the Parking Place for the purpose of Loading and Unloading of goods;

"Motor car" and "trailer" have respectively the same meaning as in Sections 136 and 137 of the Act;

"Motorcycle" refers to a solo motorcycle only and excludes any motorcycle which has a side-car or trailer, or which has more than two wheels;

"Owner" in relation to a Vehicle means the person who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency on the date on which the Vehicle was left in the Parking Place in question;

"Parking Bay" means an area of a Parking Place, which is provided for the leaving of a Vehicle of a class specified and indicated by markings on the surface of the Parking Place or signed or otherwise indicated by signs in the Parking Place;

"Parking Permit" means a season ticket, contract permit, business permit, employee permit or resident's permit of a type and design issued by the Council;

"Parking Place" means an area of land shown on the Plans and provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of Vehicle parking and not closed (in part or in whole) by a notice sign or barrier erected or displayed thereon by authority of the Council in accordance with Article 12 of this Order;

"Parking Space" means any area of a parking place which is provided for the leaving of a vehicle and is indicated by markings on the surface of the parking place or by any such other suitable means as may be practicable;

"Parking Ticket" means a ticket receipt for payment of the appropriate parking charge (if any) purchased or obtained in accordance with Part III of this Order ('CHARGES FOR PARKING');

"Pay and Display" means for the purpose of this order a type of Parking Place where upon parking the Vehicle in a Parking Bay and prior to leaving the Parking Place a Pay and Display Ticket must be purchased or Electronic Payment must be made at the appropriate level of charge (if any) or a Voucher obtained for any Free Period in accordance with the scale of charges specified at that Parking Place and specified in the Schedule of Parking Places, as described in Article 22 of this Order;

"Pay and Display Ticket" means a ticket either purchased or obtained for a period and issued by a Ticket Machine located in the Parking Place in which the Vehicle has been left or a ticket issued by a person nominated by the Council and valid for a parking period as specified at that Parking Place and specified in the Schedule of Parking Places in accordance with Article 22 of this Order. The Pay and Display Ticket must be displayed prominently on the Vehicle, where appropriate, in accordance with Article 24 of this Order;

"Voucher" means a free parking ticket obtained for a Free Period and issued by a Ticket Machine located in the Parking Place in which the Vehicle has been left or a free parking ticket issued by a person nominated by the Council and valid for a parking period as specified at that Parking Place and specified in the Schedule of Parking Places in accordance with Article 22 of this Order. The Voucher must be displayed prominently on the Vehicle, where appropriate, in accordance with Article 24 of this Order;

"Penalty Charge" means the charge as defined in Band 2 of Schedule 1, Article 2 of The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007;

"Penalty Charge Notice" means a notice issued by or served by a Civil Enforcement Officer pursuant to the provisions of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

"Plans" means the North Warwickshire Borough Council Off-Street Parking Places Order 2021 Plans and numbered Plans annexed to this Order, which identify the Parking Places affected by this Order;

"Public Holiday" means Christmas Day, Good Friday and any other day designated by the Government as a public holiday;

"Relevant Position" means:

(a) in respect of a Vehicle displaying a valid Disabled Person's Badge

(i) in the case of a Vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 (the front of the badge), is legible from outside the Vehicle; or

(ii) in the case of a Vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the Vehicle so that Part 1 of the badge is legible from outside the Vehicle

(b) in respect of a Vehicle displaying a Pay and Display Ticket, Voucher or Parking Permit

(i) the ticket, Voucher or permit is exhibited on the inside surface of the windscreen or in a clearly visible position so that it is facing forwards and can be easily seen and read, whereby the purchase amount, Expiry Time, date of purchase, and serial number should be visible on inspection from the front or side of the Vehicle; or

(ii) in the case of a Vehicle that is not fitted with a transparent windscreen, the ticket, Voucher or permit is exhibited on the front of the Vehicle facing forwards and clearly visible, whereby the purchase amount, Expiry Time, date of purchase, and serial number should be visible on inspection .

(c) in respect of a Vehicle displaying a Hackney Carriage plate

(i) the plate must be affixed to the Vehicle in accordance with the instructions given within the licence as issued by the Council

"Schedule of Parking Places" means a schedule of Parking Places, locations, times of use of the said Parking Places, parking tariffs and charges including Free Periods (if any) attached to this Order as may be amended or varied from time to time;

"Specified Proportion" means such proportion, applicable to all cases where a Penalty Charge Notice has been issued, as may be determined by the Local Authorities acting through the Joint Committee of the National Parking Adjudication Service or any such successor organisation carrying out the same function;

"Ticket Machine" means an apparatus of a type and design approved by the appropriate Minister for the purpose of this Order, being apparatus designed to indicate the time by a clock and to issue Parking Tickets or Vouchers each of which permits the parking of a vehicle in the Parking Place for the period specified thereon;

"Toddler" means a child at or below the age of 5 years;

"Vehicle" means any motorcar, Motorcycle or other mechanically propelled automobile.

3. Except where the context requires otherwise, any reference in this Order to a numbered Article shall be construed as a reference to the Article bearing that number in this Order and any reference to a plan is a reference to the Plans incorporated into this Order.

4. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment. Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting persons shall include either gender, bodies corporate, unincorporated associations and partnerships.

5. The Interpretation Act 1978 shall apply for the interpretation of this Order.

PART II

DESIGNATION AND USE OF PARKING PLACES

Designation

6. Each area of land or buildings, as shown on the Plans, may be used, subject to the provisions of this Order, as a place to leave Vehicles of such classes, in such positions, on such days, during such hours and for such period as are specified at each Parking Place and specified in the Schedule of Parking Places.

Class and position of Vehicle

7. Where by notice at a Parking Place, a Parking Place is described as available for Vehicles of a specified class or Vehicles to be left in a specified location, no person shall permit a Vehicle to park in that Parking Place or as the case may be in any Parking Bay within the Parking Place:

- (i) unless it is of the specified class;
- (ii) that is parked beyond the Parking Bay markings; or
- (iii) in a position other than that specified.

Disabled Person's Parking Bays

8. No person shall cause or permit a Vehicle to park in a Parking Bay marked for disabled persons unless the Vehicle displays a valid Disabled Person's Badge in the Relevant Position and unless the Vehicle has been or is about to be used by the person(s) in respect of whom the Disabled Person's Badge has been issued either immediately before or immediately after the act of parking. Where required the Vehicle shall also display the Disabled Person's Badge clock in accordance with local regulations.

Parking Permit Bays

9. No person shall cause or permit a vehicle to park in a Parking Bay marked for Permit Holders Only unless the vehicle displays a valid Parking Permit issued by the Council in the relevant position.

Parent and Toddler Parking Bays

10. No person shall cause or permit a vehicle to park in a Parking Bay marked for Parent and Toddlers only unless a toddler has been or will be a passenger in the vehicle immediately before or after the act of parking.

Taxi Ranks

11. No person shall cause or permit a Vehicle to park in a Parking Bay marked for Taxis unless the Vehicle displays a valid Hackney Carriage plate issued by the Council in the relevant position.

Loading and Unloading Bays

12. No person shall cause or permit a Vehicle to park in a Parking Bay marked as a Loading Bay unless the Vehicle is being used for the purpose of Loading or Unloading.

Motorcycle parking bays

13. No person shall cause or permit a Vehicle to park in a Parking Bay marked for Motorcycles unless the Vehicle is a Motorcycle.

Power to close or suspend Parking Places

14. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed in a Parking Place:

- (i) from closing a Parking Place or any part thereof for any period; and/or
- (ii) from suspending by setting aside a Parking Place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular Vehicles or organisations.

15. Any person closing or suspending the use of a Parking Place or any part thereof in accordance with the provisions of Article 12 shall thereupon place or cause to be placed in or adjacent to that Parking Place or that part thereof a notice or sign indicating that the use of that Parking Place or that part thereof is closed or suspended and that parking by Vehicles is prohibited.

16. No person shall cause or permit a Vehicle to be left in a Parking Place or any part thereof during such periods that the use of that Parking Place or that part thereof is closed or suspended or during such period as there is in or adjacent thereto a notice or sign placed by or on behalf of the Council in pursuance of Article 16.

Use of Parking Place

17. No person shall while a Vehicle is in a Parking Place use the Parking Place for any purpose other than parking the Vehicle, boarding or alighting from the Vehicle or taking articles out of or into the Vehicle and in particular but without prejudice to the generality of the foregoing provisions of this Article no person shall:

- (i) Carry out any work of construction overhauling cleaning or repair in respect of the Vehicle except as may be necessary to enable the Vehicle to be moved from the Parking Place;
- (ii) Use the parking place to make deliveries except where authorisation is granted by an authorised officer from the council
- (iii) Use a Vehicle while it is in a Parking Place in connection with the sale of any article (including the Vehicle itself) to persons in or near the Parking Place or in connection with the selling or offering for hire of his or another person's skills or services in any capacity, unless with the express written permission of the Council;
- (iv) Except with the permission of an authorised officer of the Council or Civil Enforcement Officer drive any Vehicle in a Parking Place other than for the purpose of leaving that Vehicle in the Parking Place or for the purpose of departing from the Parking Place in accordance with the provisions of this Order.

Maximum Period of Stay

18. Where a Parking Place is described by a notice displayed within it or specified in the Schedule of Parking Places as being available for use on specified days during specified hours or as being available for use for a maximum period of stay no person shall permit a Vehicle to park in that Parking Place on any day during such hours or for any period longer than that specified.

Period of no return

19. Where by notice on site or specified in the Schedule of Parking Places a Parking Place is described as having a period within which a Vehicle may not return no person shall permit a Vehicle to park in that Parking Place on any day during such period.

Parked with engine running

20. The Driver of a motor Vehicle using a Parking Place shall stop the engine as soon as the Vehicle is in position in the Parking Bay and shall not start the engine except when about to change the position of the Vehicle in or to depart from the Parking Place.

Parked causing an obstruction

21. The Driver of a Vehicle using a Parking Place shall not park the Vehicle in such a manner or place where it causes an obstruction to any other users of the Parking Place.

Payment

22. The Driver of a Vehicle using a Pay and Display Parking Place shall upon parking the Vehicle in the Parking Place purchase or obtain a Pay and Display Ticket at the appropriate charge (if any) or make payment by Electronic Payment method at the level of charges in accordance with the scale of current charges as specified on site and specified in the Schedule of Parking Places. Where a Free Period of parking is specified on site and specified in the Schedule of Parking Places for which a Voucher (free parking ticket) is required a Voucher must be obtained but for which there is no charge as specified on site and which is specified in the Schedule of Parking Places as being at a charge of £0.00.

PART III

CHARGES FOR PARKING

Pay and Display Parking Places

23. The Driver of a Vehicle using a Pay and Display Parking Place, or any Parking Bay within the Pay and Display Parking Place shall upon parking the Vehicle in a Parking Bay and prior to leaving the Parking Place purchase or obtain a Pay and Display Ticket at the appropriate level of charge (if any), make payment by Electronic Payment method or obtain a Voucher for the period required, all in accordance with the scale of charges as specified at that Parking Place and specified in the Schedule of Parking Places.

Means of payment

24. The charges (if any) referred to in Articles 23 and 24 shall be payable in the manner as specified at that Parking Place and specified in the Schedule of Parking Places or by payment to a person nominated by the Council.

Display of Parking Ticket or Voucher

25. Save for payment by Electronic Payment method, once a Vehicle has been parked within a Pay and Display Parking Place the Driver of the Vehicle shall:

(i) ensure that a valid Pay and Display Ticket or Voucher has been obtained and is displayed at all times the Vehicle is parked, to cover the entire period that the Vehicle is parked in the Parking Place; and

(ii) display the Pay and Display Ticket or Voucher issued at that Parking Place in the Relevant Position on the Vehicle in respect of which it was issued.

Article 25 (i) and (ii) does not apply if payment is made by the Electronic Payment method.

Validity of Pay and Display Tickets or Voucher

26. A Pay and Display Ticket or Voucher is not transferable from one Vehicle to another and on transfer the ticket ceases to be valid.

27. A Pay and Display Ticket or Voucher is valid only in the Pay and Display Parking Place in which it was issued. This is defined by the reference code of the Ticket Machine located in that Parking Place printed on the Pay and Display Ticket or Voucher.

Expiry of parking period

28. The expiry of the period of parking at a Parking Place (as specified at the Parking Place and specified in the Schedule of Parking Places) shall be indicated when there is exhibited on the Vehicle a Pay and Display Ticket or Voucher and the expiry date and time printed on the Pay and Display Ticket or Voucher is earlier than the date and time displayed on the clock of the issuing Ticket Machine or where payment has been made by the Electronic Payment method and the time period for which payment has been made and recorded is obtained and that period is earlier than the date and time displayed on the clock of the Ticket Machine .

No Pay and Display Ticket or Voucher displayed

29. If at any time while a Vehicle is left in a Pay and Display Parking Place no Pay and Display Ticket or Voucher is displayed on that Vehicle in the Relevant Position and in accordance with the provisions of Article 25, or where Electronic Payment is in operation and this system confirms non-payment or expiry of time purchased by Electronic Payment method it shall be deemed that the charge (if any) has not been paid or an appropriate Parking Ticket, Electronic Payment or Voucher has not been obtained.

30. If at the time when a Vehicle is left during the Charging Hours in a Pay and Display Parking Place and on the nearest Ticket Machine in that Parking Place there is a notice placed by any person duly authorised by the Council indicating that the said Ticket Machine is out of order then a Parking Ticket or Voucher shall be obtained from another Ticket Machine within the same Parking Place (where another Ticket Machine is so provided) or obtained from a person nominated by the Council to issue such tickets or by use of the Electronic Payment method (where this facility is available). Otherwise Article 31 shall prevail where there is no Ticket Machine or all Ticket Machines are out of order, whether signed as such or not, or where no person has been so nominated by the Council.

31. Where no valid Pay and Display Ticket, Voucher or Electronic Payment method can be obtained and or displayed pursuant to the circumstances described in Article 30, Vehicles may be left in a Parking Place but may not be left for longer than the maximum period of parking in that Parking Place specified at that Parking Place and specified in the Schedule of Parking Places.

Parking Permits

32 . Parking Permits may be available from the Council at the appropriate fee, for a Vehicle of a specific class and for a specific Parking Place subject to terms and conditions determined by the Council.

33. The Driver shall abide by the terms and conditions stipulated by the Council for the use of the Parking Permit.

34. A Parking Permit is only valid in the Parking Place in respect of which it was issued and up to the date of expiry shown on the Parking Permit.

35. A Parking Permit remains the property of the Council and must be surrendered on request. In such instances where a refund fee is appropriate this will be provided in accordance with the Council's policies.

Display of Parking Permit

36. The Driver of the Vehicle shall display the Parking Permit in the Relevant Position on the Vehicle in respect of which it was issued at all times during which the Vehicle is left in the Parking Place. Electronic permits are exempt from the need to display.

Replacement Parking Permits

37. Damaged or lost Parking Permits will be replaced on application to the Council and on payment of an administration fee. The damaged or lost Parking Permit will then become immediately invalid.

Surrender of Parking Permit

38. The holder of an annual Parking Permit shall on surrendering the Parking Permit be entitled to a refund based upon the number of complete months remaining un-expired from the beginning of the calendar month following the date on which the Council receives the surrendered Parking Permit. The refund will be one twelfth of the annual rate for each un-expired calendar month less an administration fee. The Council may accept the transfer of a Parking Permit to a new Vehicle on the surrender of the existing Parking Permit to the Council subject to the relevant administration fee and subject to the procedure stated in the conditions of holding such a permit.

Restriction on removal

39. When a Pay and Display Ticket, Voucher or Parking Permit has been exhibited on a Vehicle in the relevant position no person shall remove the Pay and Display Ticket, Voucher or Parking Permit from the Vehicle until the Vehicle is removed from the Parking Place.

PART IV

EXEMPTIONS FROM DAILY CHARGES

40. No charge shall be payable in respect of:

(i) a Vehicle which displays in the relevant position a valid Disabled Person's Badge provided that the Vehicle has been used or is about to be used by the person(s) in respect of whom the badge is issued immediately before or immediately after the Vehicle was parked in the Parking Bay;

(ii) a Motorcycle which is left in a Parking Bay specified for such Vehicles (if any); or

(iii) a Vehicle left displaying in a relevant position a valid Parking Permit valid for that Parking Place; or

(iv) a vehicle left displaying in a Relevant Position a valid Voucher valid for that Parking Place in accordance with Article 26 and used in association with a Free Period.

(a) An exempt Vehicle may be left in a Parking Place without payment of a daily charge, but may not be left for longer than the maximum period of parking in that Parking Place specified at that Parking Place and specified in the Schedule of Parking Places.

Absence of Ticket Machine.

41. If at the time when a Vehicle is left in a Parking Place during the charging hours there is no Ticket Machine at the Parking Place, or all the Ticket Machines at that Parking Place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the

Driver of that Vehicle shall be exempt from purchasing or obtaining a Pay and Display Ticket or Voucher. Otherwise Article 31 shall prevail where there is no Ticket Machine or all Ticket Machines are out of order whether signed as such or not.

PART V

RELOCATION AND REMOVAL OF VEHICLES

Emergencies

42 . A Civil Enforcement Officer, a person authorised by the Council or a Police Constable in uniform may, using such measures as are appropriate, move or cause to be moved in the case of an emergency to any place he/she thinks fit, any Vehicle left in a Parking Place.

Safe keeping

43. Any person removing a Vehicle from a Parking Place under Article 42 shall make such arrangements as may be reasonably necessary to provide for the safe keeping of the Vehicle.

PART VI

LIABILITIES I PENALTIES

Liability

44. The Council accepts no liability for the loss or damage to Vehicles or other property left in any of the Parking Places to which this Order applies.

Wilful damage

45. Any person who with intent to defraud interferes with the Ticket Machine or operates or attempts to operate it by the insertion of objects other than approved method of payment, shall be liable to prosecution.

PART VII

CONTRAVENTION AND PENALTY CHARGE

Contravention

46. If a Vehicle is parked in a Parking Place without complying with the requirements of this Order a contravention shall have occurred, and a Penalty Charge shall be payable. A Penalty Charge Notice showing the information required by the 2004 Act may then be issued by a Civil Enforcement Officer in accordance with the requirements of the 2004 Act or any subsequent applicable legislation.

Penalty Charge Notice

47. In the case of a Vehicle in respect of which the Penalty Charge may have been incurred it shall be the duty of a Civil Enforcement Officer to either hand the Penalty Charge Notice to the Driver of the Vehicle, post the Penalty Charge Notice to the Owner of the Vehicle or attach the Penalty Charge Notice to the Vehicle in a conspicuous position.

Restriction on removal of notices

48. A Penalty Charge Notice attached to a Vehicle in accordance with Article 48 shall not be removed or interfered with except by or under the authority of:

- (i) the Owner or person in charge of the Vehicle;
- (ii) the Council for the Parking Place in which the Vehicle in question was found.

Manner of Payment of Penalty Charge

49. The Penalty Charge shall be paid in accordance with the instructions contained on the Penalty Charge Notice. The recipient of a Penalty Charge Notice may be eligible to make representations or appeal against the Penalty Charge Notice issued, as detailed on the Penalty Charge Notice and in accordance with the requirements and procedures set out in the 2004 Act and its subordinate legislation.

50. If the Driver fails to pay the Penalty Charge by the end of a period of 28 days a Notice to the Owner may be served. If the charge is then not paid within a further 28 days, the charge may be increased by 50% on the issue of a charge certificate in accordance with the provisions of Section 21 of Part 5 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007, or such other percentage increase of charge as may be determined by amendments to the legislation from time to time. Continued failure to pay the Penalty Charge may result in a judgement in the County Court against the Owner to enable the Council to recover the payments due.

51. Payment shall be received not later than 16:00 hours on the 28th day following the day on which such Penalty Charge was incurred or the 14th day following the day on which the Charge was incurred if the Specified Proportion is paid.

Indications as Evidence

52. The particulars given in the Penalty Charge Notice attached to a Vehicle in accordance with this Order shall be treated as evidence in any proceedings relating to failure to pay such Penalty Charge.

PART VIII

DISPOSAL OF VEHICLES

Disposal of Vehicles abandoned in Parking Places

53. The Council may sell or otherwise dispose of a Vehicle which has been, or could at any time be, removed from a Parking Place pursuant to Article 41 if the Vehicle appears to have been abandoned, provided that this power of disposal shall not be exercisable unless the Council has taken such of the following steps as are applicable to the Vehicle in question, and there has elapsed a period of six weeks beginning with the taking of the first of those steps.

54. Where the Vehicle carries a registration mark the Council shall ascertain from the appropriate body the name and address of the person who is the Registered Keeper of the Vehicle pursuant to the Vehicles (Excise) Act 1971, unless the Council is satisfied that the true owner of the Vehicle has identified himself to them.

55. The Council shall, where by virtue of Articles 54, 55 and 57, it is aware of the name and address of a person who it appears may be the Owner of the Vehicle, send a notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the Vehicle (which shall be sufficiently described in the notice) on or after a specified date (which shall not be less than two weeks from the date of the notice and in any event not earlier than six weeks from the

date of the first step taken by the Council under this Part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said notice or from such place as may be subsequently notified in writing by the Council to that person.

56. If any person to whom a notice is sent in accordance with Article 55 informs the Council of the name and address of some other person who he/she alleges may be the Owner of the Vehicle, a notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the notice to the said other person be led to believe may be the Owner of the Vehicle.

57. Where a Vehicle does not carry a registration mark the first step to be taken by the Council shall be to apply in writing to the Chief Officer of Police in whose area the Parking Place is situated enquiring whom that officer considers is the Owner of the Vehicle and the address of that person.

58. The Council shall then make such further enquiries as to ownership as it thinks fit.

59. Upon the sale of a Vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by it in connection with the disposal thereof and of any charge or payment to which it is entitled.

60. In the event that any such costs incurred by the Council in connection with the disposal of the Vehicle are not satisfied by virtue of the last preceding Article, the Council may recover those costs from the person who was the Owner of the Vehicle immediately before it was removed from the Parking Place, provided that that person was sent by the Council a notice under Article 55.

61. Any sums received by the Council on the sale of a Vehicle shall, after deducting any sum applied by virtue of Article 59, be payable within a period of one year from receipt hereof to any person to whom, but for such sale, the Vehicle would have belonged and insofar as any such sums are not claimed within the said period they shall be paid into the General Rate Fund of the Council.

62. Where under the foregoing provisions of this Order a notice is required to be or may be sent to a person the notice shall be sent by recorded delivery post.

PART IX

REVOCATIONS

Revocations

63. The Borough of North Warwickshire (Off Street Parking Places) Order 2015 is hereby revoked.

PART X

SCHEDULE OF PARKING PLACES

SCHEDULE 1

Long Stay Car Parks

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>	
<u>Name of Parking Place</u>	<u>Position in which vehicle may wait</u>	<u>Classes of vehicle</u>	<u>Days of operation of parking place</u>	<u>Charging Hours</u>	<u>Maximum period for which vehicle may wait</u>	<u>Scale of charging</u>	
L1 Council House Woolpack Way ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	(Staff Permit Holders) Monday to Friday	All hours	24 hours		£0.00
			(Public) Saturday	All hours	14 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00
			Sunday	All hours	24 hours		£0.00
			(Public) Saturday	All hours	14 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00
			Sunday	All hours	24 hours		£0.00
L2 Council House South Street ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	(Staff Permit Holders) Monday to Friday	All hours	24 hours		£0.00
			(Public) Saturday	At any hour	14 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00
			Sunday	At any hour	24 hours		£0.00
			(Public) Saturday	At any hour	14 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00
			Sunday	At any hour	24 hours		£0.00

L3 Cattle Market ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	10 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00		
			Sunday	1800-0800	14 hours	£0.00			
	Monday to Saturday			At any hour	24 hours	£0.00			
	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	10 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00		
			Sunday	At any hour	24 hours	£0.00			
	L4 Memorial Hall ATHERSTONE		Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	4 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours No return within 2 hours	£0.00 £0.00 £1.50 £2.00
					Sunday	1800-0800	14 hours	£0.00	
			Monday to Saturday			At any hour	24 hours	£0.00	
Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800		4 hours	Up to 3 hours Up to 4 hours No return within 2 hours	£0.00 £2.00		
		Sunday	1800-0800		14 hours	£0.00			
		Sunday	At any hour		24 hours	£0.00			

L5 Sheepy Road ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	10 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00
				1800-0800	14 hours		£0.00
			At any hour	24 hours	£0.00		
	Monday to Saturday		0800-1800	10 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00	
			1800-0800	14 hours		£0.00	
			At any hour	24 hours	£0.00		
L6 Carlyon Road (Sandwich Factory) ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	At any hour	14 hours		£0.00
				At any hour	24 hours		£0.00
			At any hour	14 hours	£0.00		
	Monday to Saturday		At any hour	14 hours		£0.00	
			At any hour	24 hours		£0.00	
			At any hour	24 hours	£0.00		

L7 Bus Station Station Street ATHERSTONE	In front of bus stands or elsewhere within the bus station, provided that no obstruction is caused to other public service vehicles	Public Service Vehicles	Monday to Sunday	At any hour	3 hours		£0.00
L8 Church Hill COLESHILL	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday Sunday Monday to Saturday Sunday	0800-1800 1800-0800 At any hour 0800-1800 1800-0800 At any hour	10 hours 14 hours 24 hours 10 hours 14 hours 24 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00 £0.00 £2.50 £3.00 £0.00 £0.00
L9 Parkfield Road COLESHILL	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday Sunday	0800-1800 1800-0800 At any hour	10 hours 14 hours 24 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00 £0.00 £0.00

	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	10 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00
			Sunday	1800-0800 At any hour	14 hours 24 hours		£0.00 £0.00
L10 Long Street DORDON	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles AND Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Sunday	At any hour	14 hours		£0.00
L11 Derek Avenue DORDON	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Sunday	At any hour	24 hours		£0.00

	AND Within the spaces marked for holders of a disabled person's badge						
L12 Pear Tree Avenue KINGSBURY	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday Sunday Monday to Saturday Sunday	0800-1800 1800-0800 At any hour 0800-1800 1800-0800 At any hour	10 hours 14 hours 24 hours 10 hours 14 hours 24 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00 £0.00 £0.00 £0.00 £2.50 £3.00 £0.00 £0.00
L13 Birmingham Road WATER ORTON	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday Sunday	0800-1800 1800-0800 At any hour	10 hours 14 hours 24 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00 £0.00 £0.00

	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	10 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours		£0.00
	Within the spaces marked SHORT STAY ONLY	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	2 hours 14 hours	Up to 1 hour Up to 2 hours	£0.00 £0.00
				1800-0800	24 hours		£0.00
			Sunday	At any time			£0.00
L14 Grendon Road POLESWORTH	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles Within the spaces marked for holders of a disabled person's badge	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	10 hours	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £0.00 £2.00 £2.50 £3.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours		£0.00
			Monday to Saturday	0800-1800	10 hours	Up to 3 hours Up to 4 hours More than 4 hours	£0.00 £2.50 £3.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours		£0.00

SCHEDULE 2
Short Stay Car Parks

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>	<u>Column 6</u>	<u>Column 7</u>	
<u>Name of Parking Place</u>	<u>Position in which vehicle may wait</u>	<u>Classes of vehicle</u>	<u>Days of operation of parking place</u>	<u>Charging Hours</u>	<u>Maximum period for which vehicle may wait</u>	<u>Scale of charging</u>	
S1 Station Street (rear of bus station) ATHERSTONE	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	1 hour	No return within 2 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	All hours	24 hours	£0.00	
	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	3 hours	No return within 2 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	All hours	24 hours	£0.00	
S2 Woolpack Way ATHERSTONE	Within the spaces marked by white lines on the surface AND For spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	2 hours	Up to 1 hour Up to 2 hours No return within 2 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours	£0.00	
	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	3 hours	Up to 3 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours	£0.00	

SCHEDULE 2

Short Stay Car Parks

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	
<u>Name of Parking Place</u>	<u>Position in which vehicle may wait</u>	<u>Classes of vehicle</u>	<u>Days of operation of parking place</u>	<u>Charging Hours</u>	<u>Maximum period for which vehicle may wait</u>	<u>Scale of charging</u>	
S3 Station Street Access Road ATHERSTONE	Within right hand lane and layby marked TAXIS ONLY	Hackney Carriages	Monday to Sunday	At any hour	1 hours		£0.00
	Loading bay marked LOADING/ UNLOADING ONLY	All vehicles loading or unloading	Monday to Sunday	At any hour	30 minutes		£0.00
S4 Rickyard Close POLESWORTH	Within the spaces marked by white lines on the surface AND Within the spaces marked for use by Electric Vehicles	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Saturday	0800-1800	2 hours	No return within 2 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours		£0.00
	Within the spaces marked for holders of a disabled person's badge		Monday to Saturday	0800-1800	3 hours	No return within 2 hours	£0.00
				1800-0800	14 hours		£0.00
			Sunday	At any hour	24 hours		£0.00

S5 Packington Lane Leisure Centre COLESHILL	Within the spaces marked by white lines on the surface	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 3050kg, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 410kg	Monday to Sunday	At any hour	3 hours		£0.00
	AND Within the spaces marked for use by Electric Vehicles		Monday to Sunday	At any hour	3 hours		£0.00
	Within the spaces marked for holders of a disabled person's badge		Monday to Sunday	At any hour	3 hours		£0.00

SCHEDULE 3**Season Tickets**

Car Park Season Tickets	Period of season ticket	Charge
For use in all Short Stay and Long Stay car parks	3 Monthly	£150

Agenda Item No 9

Resources Board

8 November 2021

**Report of the
Corporate Director - Resources**

**Internal Audit Half Yearly
Report**

1 Summary

- 1.1 The report allows the Board to monitor the progress of the Council's Internal Audit function against the agreed plan of work for the year. It also provides the Board with a summary of the work completed by the Council's Counter Fraud Officer.

Recommendation to the Board

That progress against the approved plan at Appendices A and B and the work of the Counter Fraud Officer be noted.

2 Progress Against the Internal Audit Plan

- 2.1 The Internal Audit Plan for the current year was approved by the Resources Board in March 2021. A copy of the Plan and the progress to date is attached at Appendix A.

- 2.2 The work of the team has been affected due to staff turnover and sickness absence, which has reduced the staff resource available to carry out audits. Ongoing recruitment and retention issues have further exacerbated the problem, in addition to which a family bereavement has also reduced the audit team. Currently just one member of the team is available to work on audits.

- 2.3 A summary of work completed, and the findings is shown in Appendix B, but it should be noted that this is only a snapshot of the position at the time of the audit. Where areas for improvement are identified an action plan is agreed which sets out the changes that will be introduced, the responsible officer and the target date for completion. The team carry out follow-up reviews to ensure that agreed actions have been implemented and, where necessary, they will revise the internal audit opinion to reflect the change in the overall control system.

3 Counter Fraud Activity

3.1 The current Counter Fraud Officer has been employed by the Council since June 2018. This is a shared role with Nuneaton and Bedworth Borough Council (NBBC), with the Officer spending 40% of his time investigating fraud allegations at NWBC and 60% at NBBC. The types of fraud allegations that he investigates include:

- Right to Buy;
- Tenancy fraud such as sub-letting and abandonment of the property;
- Council Tax and housing Benefit; and
- Single Persons Discount.

3.2 The Counter Fraud Officer has continued to use a pro-active approach to investigations. So far this financial year, he has received and opened 48 fraud investigations and reviewed a further 32 Right-to-Buy applications. To date he has identified cashable savings to the public purse of approximately £51,666 and notional savings of £111,598, mainly in relation to Housing Benefit and Council Tax Fraud. With regard to Right-to-Buy applications, around half have either had a visit or telephone interview to investigate issues arising, which has resulted in 4 applications being withdrawn and 3 denied.

4 Report Implications

4.1 Risk Management Implications

4.1.1 Failure to provide an effective Internal Audit Service may adversely affect the level of internal control operating within the Council and will attract criticism from external assessors.

4.1.2 Failure to investigate allegations of fraud could result in poor publicity for the Council and some reputational damage.

4.2 Links to Council's Priorities

4.2.1 The audit programme and the counter fraud activity are aligned to both the priorities of the Council and the requirements of external assessors.

The Contact Officer for this report is Sue Garner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Internal Audit Plan 2021/22

System Reviews	Timing of Review
Contaminated Land	Quarter 1
Discretionary Grant Scheme Payments	In progress
Self-Isolation Scheme Payments	<i>Completed see Appendix B</i>
Environmental Protection	Quarter 1
Economic Development	<i>Completed see Appendix B</i>
Housing Repairs (excluding voids)	Quarter 1
Leaseholder Management	In progress
Cesspool Emptying Service	In progress
Housing Lettings	In progress
Recycling	Quarter 2
Civic Silver and Security	Quarter 3
Cleaning (HRA)	Quarter 3
Environmental Protection	Quarter 3
Petty Cash Procedures – Leisure Centres	Quarter 3
Stores	Quarter 3
Community Centres	Quarter 4
Events and Publicity	Quarter 4
Annual Reviews	
Leisure	Quarter 4
Follow-up Reviews	
Corporate Governance	In progress
Domestic Refuse	Quarter 1
Corporate Feedback (Complaints and Compliments)	In progress
Risk Management	In progress
Council Tax	Quarter 3
Food Hygiene and Inspection	Quarter 3
Insurance	Quarter 3
Partnerships and Shared Services	Quarter 3
Transport	Quarter 3
Equalities	Quarter 4
Fly Tipping	Quarter 4

Summary of Internal Audit Findings

Audits Brought Forward from 2020/21

Council Tax

Audit Scope

The audit work was structured to establish the effectiveness of the controls in place to mitigate the key risks to the Council's Council Tax [CT] (Revenues) arrangements.

Audit Findings

A '**Satisfactory Assurance**' level was given. Generally, the controls in place for the Council's CT arrangements are adequate and operating satisfactorily. A few areas for improvement were identified, including annual review of the CT information on the website, such as discounts and exemptions, tightening access controls where staff have declared an Interest with regard to a business, friend or family, and more frequent review of NFI data reports which are followed up in a timely manner.

Insurance

Audit Scope

The audit work was structured to review the design and operating effectiveness of controls in place, to mitigate key risks for the Council's insurance arrangements to protect the Council against risk exposures to its key assets, employees, operations, reputation and the public. This needs to be achieved at the best cost.

Audit Findings

Our overall audit opinion is '**Satisfactory Assurance**'. Generally, the controls in place over the Council's insurance arrangements are adequate and operating satisfactorily, however there are a few areas where internal controls can be strengthened. Existing guidance notes need to be updated to reflect some staffing and procedural changes, including the recent move to an online hub by the Council's Insurers. Increased detail is also recommended in some areas. Increased use of claim analysis and more structured use of inventories will aid decision making. Work being undertaken on cyber insurance needs to be progressed.

Planned Audits 2021/22

Covid 19 Test & Trace (Self Isolation) Payments

Audit Scope

This audit looked at the Benefits team processes to ensure that only applicants that meet the eligibility criteria set by central Government under the NHS Covid-19 Test & Trace Support Payments Scheme, or under the Council's Test & Trace Support Payments Scheme, are paid and that clear management / audit trails are retained of all applications, transactions and payments.

Audit Findings

Our overall audit opinion is '**Significant Assurance**'. Sample audit testing identified that there is a sound system of internal controls that are being consistently applied.

Economic Development

Audit Scope

The audit was structured to establish the effectiveness of the controls in place to mitigate the key risks to the Council's Economic Development [ED] arrangements. ED is one of the primary roles of the Forward Planning & Economic Development section, supported by the Policy Support and Community Development teams.

Audit Findings

Our overall opinion is '**satisfactory**' assurance on the controls in place for the Council's economic development arrangements. Ensuring emerging priorities are included in future updates and the use of more up to date assessments of the impact of national economic conditions on the local economy would improve the process further.

Assurance Level	Definition
Significant	There is a sound system of internal controls that are being consistently applied
Satisfactory	There is basically a sound system of internal controls although there are some minor weaknesses and/or there is evidence that the level of non-compliance may put some minor system objectives at risk.
Limited	There are some weaknesses in the adequacy of the internal control system and/or the level of non-compliance puts some of the system objectives at risk.
No Assurance	Control is weak leaving the system open to significant error or abuse and/or there is significant non-compliance with basic controls.

Agenda Item 10

Resources Board

8 November 2021

Report of the Corporate Director - Resources

General Fund Budgetary Control Report 2021/22 Period Ended 30 September 2021

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2021 to 30 September 2021. The 2021/22 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Resources Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Introduction

- 2.1 Resources Board is responsible for monitoring the Council's overall financial position on the General Fund, and this report gives details of the position at 30 September 2021.
- 2.2 The Board is also directly responsible for several internal and frontline services. Accounting rules require frontline services to show the total cost of providing the service, which includes support costs such as finance and IT services, as well as costs and income directly incurred.
- 2.3 Internal service costs are therefore recharged to all the services they support, both those that remain within Resources Board and those which are the responsibility of other Boards. This report provides some detail on both the frontline services relating to this Board and the internal service costs that are recharged, on 30 September 2021.
- 2.4 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, to give a better comparison with actual figures.

3 Services Remaining Within Resources Board

- 3.1 The total expenditure for those services that remain within Resources as of 30 September 2021 is £1,578,134 compared with a profiled budgetary position of £1,358,109; giving an overspend of £220,025 for the period. Appendix A to this

...

report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

3.2 Democratic Process

3.2.1 The current underspend is mainly due to lower spend on mayoral activity, transport, and telephone costs, as normal activity has been affected by the pandemic.

3.3 Registration of Electors

3.3.1 There has been lower spending on printing, postage, and telephone registration due to delays in electoral registration activities. This is expected to catch up in the coming months.

3.4 Council Tax Collection

3.4.1 The current overspend is mainly due to lower than profiled income from the recovery of legal costs. This is because debt recovery action was put on hold by the Authority due to Covid-19 and therefore summons or liability orders have not been issued. Recovery action has commenced, but the Council will work with customers where they are struggling with current payments due to Covid-19.

3.5 Rent Allowances, and Rent Rebates and Administration

3.5.1 The current overspend on Rent Allowances and Rent Rebates relates to lower income from the recovery of housing benefit overpayments. Debt recovery action was put on hold by the Authority due to Covid-19 and therefore liability orders or attachment of benefit orders were not issued. Normal working has now resumed. The benefits team have also been dealing with fluctuations in Council Tax Support claims and change in circumstances forms due to Covid-19. This has been partially offset by an under spend in Housing Rent Allowances and Rebates due to a reduction in the net cost of benefits paid out.

3.6 Borough Care

3.6.1 Continuing to operate Borough Care between April and June was not included within the budget, so is an additional in year cost.

4 Services Recharged to Other Directorates and Services

4.1 Net expenditure for those services that are recharged to other Directorates and Services, as at 30 September 2021, is (£265,080) compared with a profiled budgetary position of £4,873 giving an underspend of £269,953 for the period. However, the Council's budget requirement for 2021/22 assumed that there would be a salary vacancy saving in the year of £210,000 and this was included as a central amount. The assumed pay award of 2% has also been included to allow a better comparison. When the appropriate proportion of this is considered there is an underspend of £115,849.

... 4.2 Appendix B shows each service profiled and actual positions for the period, together with the variance. The central vacancy factor has been added into the

budget columns shown in Appendix B to enable easier comparison with the actual position.

4.3 The underspend on Council Offices is due to lower utility costs, supplies and services and employee costs due to vacancies.

4.4 The underspend on Printing and Stationery relates to lower usage of stationery and lower photocopier usage charges.

4.5 Directorate Budgets

4.5.1 Current vacancy levels within the Directorates are slightly ahead of the profile budget after allowing for the use of agency staff to cover some key duties, any recruitment costs resulting from these vacancies and excluding vacancies that relate to the Housing Revenue Account.

4.5.2 The areas with vacancies are Democratic Services, Environmental Health, Central Services, Landscape Management, Community Development, Financial Services, Customer Contact and Procurement. This level of vacancies will not continue, following the successful recruitment to some posts. The table below relates to the General Fund only.

	£
Current agency staff variance	212,022
Current salaries underspend	(393,961)
Assumed pay award at 2%	49,104
Sub Total	(132,835)
Less Central vacancy factor	105,000
TOTAL	(27,835)

4.5.3 In addition to the salary variations identified above there are underspends on officer travel expenses due to the reduction in travel undertaken due to Covid-19, postage costs and some additional income.

5 Performance Indicators

5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix C.

5.2 The majority of the Performance Indicators are comparable with the profiled position.

5.3 The main reason for the variance in the performance figures for council tax collection is due to lower recovery of legal costs.

5.4 The main reason for the variance in the performance figures for both rent allowances and rent rebates is due to lower recovery of overpayments. In addition, there has been a lower number of claimants', therefore resulting in a higher net administration cost per claimant.

6 Overall General Fund Position

- ...
- 6.1 Appendix D provides an analysis of Board expenditure and the overall position for the General Fund for this report.
- 6.2 The actual level of Board expenditure for the period to 30 September 2021 is £3,974,164 compared with a profiled budgetary position of £4,099,298 an underspend of £125,134.
- 6.3 Within the Executive Board expenditure is currently less than expected. Approval of the Local Plan has taken longer than expected and this has delayed the future work programme.
- 6.4 The Planning and Development Board is broadly in line with the budget.
- 6.5 Within the Community and Environment Board, there has been a higher take up of the green waste collection service than expected, together with additional trade refuse and clinical waste income. This has been partially offset by additional employee costs across Refuse and Recycling as a result of Covid-19 restrictions generating higher volumes of waste to be collected and driver/loader vacancies.
- 6.6 Resources Board variances are as detailed earlier in this report.
- 6.7 As well as expenditure directly attributable to services, and included in the Board totals, there are several other amounts that need to be considered that provide the total net expenditure for the General Fund. This includes investment income, external interest payments and adjustments to reverse capital charges included within Board expenditure, from out of Council expenditure. Investment income is currently less than expected, due to the low rates currently available.
- 6.8 Taking these amounts into account, net expenditure for the Council to the end of September 2021 totals £3,572,429 compared with a profiled position of £3,677,723. This decreases the general underspend for the period to £105,294.

7 Risks to Services

- 7.1 In setting the budget in January 2021, a number of key risks to the overall budgetary position of the Council were highlighted and these are shown below:
- A pay award of 2% has been assumed in preparing the budgets. Any settlement above or below this would affect the financial position of the Authority. A ½% variation would equate to £56,980.
 - A vacancy factor has been included within the overall estimates. Should vacancies be less than expected, additional costs will be borne by the Authority.
 - There are potential additional costs for the Council in carrying out its planning function. If the Council loses a planning appeal, an award of costs can be made against the Council (the appellants costs for the appeal). If the

Council consistently loses appeals it will become a designated authority, which means that prospective applicants can submit their applications directly to the planning directorate. This would mean the Council would lose the accompanying planning fee. In addition, any downturn in planning applications would impact on the fee income received.

- Council expenditure on housing benefit is significant, although the majority is recouped through grant. Any reduction in performance can lead to a loss of grant and/or increase in the non-recovery of overpayments. The transfer of housing benefit into the universal credit administered nationally will impact on council resources.
- A downturn in the current economic situation could have an impact on the industrial rent income that the Council can obtain. In addition, the NDR on vacant commercial properties will impact directly on the Council's costs.
- Legislation, as well as the economic situation, could also impact on other Council services such as Homelessness, with increased demand leading to additional expenditure.
- The Council is promoting recycling activities across the Borough. Reductions in income for recycling materials could add to the existing costs of the service.
- Limited budgetary provision is available for one off spending on areas such as public enquiries on planning, un-adopted roads, and contaminated land issues.
- Deterioration of the Council's assets could require costly remedial action and could also impact on the ability of some services to generate income. Income generation could also be affected more widely by the current economic position.

8 Estimated Out-turn for the General Fund

8.1 The anticipated out-turn for the General Fund is detailed in the table below: -

Board		£
	Approved Budget 2021/22	8,145,890
Resources	Reduced legal cost income - CT	50,000
Resources	Reduced recovery of housing benefit overpayments	138,000
Resources	Borough Care – Additional 3 months of service delivery	101,740
C&E	Greater take up of the green waste service	(155,000)
	Loss of Investment Income	10,000
	Reduced financing charges	(151,480)
	Expected Out-turn 2021/22	8,139,150

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 The Council's original budgeted contribution from General Fund balances for the 2021/22 financial year was £569,200. This is expected to decrease by £6,740 as shown above in section 8.1.

9.1.2 Income and expenditure will continue to be closely managed and any further issues that arise will be reported to this Board at future meetings.

9.2 Environment and Sustainability Implications

9.2.1 The Council must ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
Executive Board – Agenda item 10	Corporate Director - Resources	General Fund Revenue Estimates and Setting the Council 2021-22	15 th Feb 2021
Executive Board – Agenda Item 6	Corporate Director - Resources	Financial Strategy 2021 -2026	20 th September 2021

SERVICE REMAINING WITHIN RESOURCES BOARD
Budgetary Control Report 2021/22 as at 30 September 2021

Description	Approved Budget 2021/22	Profiled Budget to September 2021	Actuals to end September 2021	Variance to Date	Comments
Cost of Democratic Process	493,450	247,136	230,469	(16,667)	Comment 3.2
Election Expenses	23,350	14,430	14,766	336	
Registration of Electors	70,640	40,484	25,297	(15,188)	Comment 3.3
Business Rates	103,340	112,860	115,485	2,625	
Council Tax Collection	337,540	179,650	238,912	59,262	Comment 3.4
Miscellaneous Finance	550	275	41	(234)	
Compensation and Pension Increases	273,250	90,272	87,690	(2,582)	
Assisted Car Purchases	120	235	235	-	
Electricity at Work	24,590	8,295	9,575	1,280	
Finance Unused Land and Assets	1,090	518	3,569	3,050	
Corporate and Democratic Core	645,470	344,534	343,834	(700)	
Unallocated Central Support Services	110,570	17,720	17,715	(5)	
Coleshill Shops and Flats	(64,350)	(26,211)	(26,495)	(284)	
The Pavilions, Holly Lane	(82,310)	(39,005)	(39,074)	(69)	
Carlyon Road Industrial Estate	(126,950)	(62,101)	(61,334)	767	
Innage Park Industrial Estate	(55,250)	(95,087)	(93,001)	2,086	
Polesworth Workspace Units	(1,860)	(1,028)	343	1,371	
Maya Bar and Restaurant	(13,000)	(6,130)	(6,906)	(776)	
Football Stadium	-	-	475	475	
Homeless Persons	118,410	60,925	63,311	2,386	
Meadow House Young People Support	-	15,321	15,252	(69)	
Homeless Project Watling Street Dordon	-	36,091	36,367	276	
Public Conveniences	56,890	18,795	15,116	(3,679)	
Customer Contact (Service Budget)	123,840	61,965	61,705	(260)	
Rent Allowances and Administration	120,600	43,725	104,322	60,597	Comment 3.5
Housing Rent Rebates and Administration	153,140	66,825	85,068	18,243	Comment 3.5
Council Tax Support	250,310	(11,320)	(11,703)	(383)	
Car Parks	107,610	73,474	75,548	2,074	
Private Sector Housing Assistance	59,690	28,746	31,895	3,149	
CCTV	148,640	59,236	60,436	1,201	
Borough Care	130,860	77,480	179,222	101,742	Comment 3.6
TOTALS	3,010,230	1,358,109	1,578,134	220,025	

RECHARGED SERVICES
Budgetary Control Report 2021/22 as at 30 September 2021

Description	Approved Budget 2021/22	Profiled Budget to September 2021	Actuals to end September 2021	Variance to Date	Comments
Building Maintenance Fund	-	(0)	(0)	0	
Central Telephones	-	9,695	9,653	(43)	
Council Offices	60	26,571	6,647	(19,924)	Comment 4.3
Depot and Stores	10	13,494	11,305	(2,189)	
Recruitment	-	1,840	38	(1,802)	
Training	-	(2,777)	(596)	2,180	
Printing and Stationery	110	(2,989)	(15,077)	(12,088)	Comment 4.4
Chief Executive	70	450	(3,281)	(3,731)	
Corporate Director - Community Services	(128,330)	(77,650)	(74,950)	2,701	
Corporate Director - Environment	2,760	8,798	(19,844)	(28,642)	
Corporate Director - Resources	3,790	(46,775)	(142,318)	(95,543)	
Director of Corporate Services	(136,760)	121,597	110,589	(11,008)	
Director of Housing	(116,490)	(45,480)	(48,570)	(3,089)	
Director of Streetscape	890	3,433	(27,229)	(30,662)	
Director of Leisure & Community Development	590	3,198	(62,916)	(66,113)	
Transport	750	(8,532)	(8,532)	0	
TOTALS	(372,550)	4,873	(265,080)	(269,953)	
Central Vacancy Factor	(210,000)	(105,000)	-	105,000	
Assumed pay award @ 2%	-	-	49,104	49,104	
TOTALS	(582,550)	(100,127)	(215,976)	(115,849)	

Performance Indicators (PIs) for budgets reporting to the Resources Board

	Budgeted performance	Profiled Budgeted performance	Actual performance to Date
Registration of Electors			
Cost per registered elector	£1.41	£0.81	£0.51
Business Rates			
Business Rate Collection Rate	99.00%	50.00%	51.98%
Cost per NDR Property	£42.67	£46.60	£47.72
Council Tax Collection			
Council Tax Collection Rate	98.00%	49.00%	55.48%
Cost per Household	£11.68	£6.22	£8.22
Coleshill Shops and Flats			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Shop	(£9,193)	(£3,744)	(£3,785)
The Pavilions			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Unit	(£10,943)	(£5,473)	(£5,471)
Carlyon Road Industrial Estate			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Unit/Plot	(£9,609)	(£4,782)	(£4,757)
Innage Park Industrial Estate			
Occupancy Rate	97.56%	97.56%	97.56%
Annual Income per Unit	(£6,131)	(£3,264)	(£3,317)
Polesworth Workspaces			
Occupancy Rate	75.00%	75.00%	62.50%
Annual Income per Unit	(£1,567)	(£783)	(£809)
Rent Allowances			
Number of Claimants	1,150	1,150	997
Rent Allowances per Claimant	£4,454	£2,227	£2,449
Cost of Administration per Claimant	£104.87	£38.02	£104.64
Rent Rebates			
Number of Claimants	1,100	1,100	905
Rent Rebates per Claimant	£4,320	£2,160	£2,383
Cost of Administration per Claimant	£139.22	£60.75	£94.00
Council Tax Support			
Number of Claimants	4,150	4,150	4,049
Net Cost of Administration per Claimant	£60.32	-£2.73	-£2.89

CONSOLIDATED GENERAL FUND POSITION
Budgetary Control Report 2021/22 as at 30 September 2021

Board	Approved Budget 2021/22	Expected position at September 2021	Actual position at September 2021	Variance
Executive	749,550	375,880	312,731	(63,149)
Planning and Development	284,700	133,509	135,549	2,040
Licensing Committee	41,970	21,105	10,376	(10,729)
Community and Environment	6,221,340	2,861,330	2,703,858	(157,472)
Resources (including staff vacancies)	2,427,680	1,257,983	1,362,158	104,175
Covid-19 Lower Tier Grant	(81,840)	(40,929)	(40,929)	-
Covid-19 Grants	(359,580)	(359,580)	(359,579)	1
Use of Earmarked Reserves	(300,000)	(150,000)	(150,000)	-
Other Contingencies	4,660	-	-	-
Net Board Expenditure	8,988,480	4,099,298	3,974,164	(125,134)
Investment Income	(70,000)	(35,000)	(15,160)	19,840
Use of Balances				-
Financing Adjustment	(773,150)	(386,575)	(386,575)	-
Net Expenditure	8,145,330	3,677,723	3,572,429	(105,294)

Net Expenditure Per Budget Book	8,147,790
Add Supplementary Approved	
Virement of Recruitment to HRA	-
Virement of Corporate Training to HRA	(2,460)
Net Board Expenditure in Report	8,145,330

Agenda Item No 11

Resources Board

8 November 2021

**Report of the
Corporate Director - Resources**

**Housing Revenue Account
Budgetary Control Report 2021/2022
Period Ended 30 September 2021**

1 Summary

- 1.1 The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2021.

<p>Recommendation to the Board</p> <p>To consider if any further information is required.</p>

2 Introduction

- 2.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services and Member costs.

3 Overall Position

- 3.1 The Housing Revenue Account (HRA) includes all costs and income relating to the letting and management of the Council's housing stock. This has to be kept separate from General Fund expenditure. The actual position for the HRA for the period ended 30 September 2021 is a deficit of £1,131,270, compared with a forecast deficit position for the period of £1,123,901. Where possible, the forecast position has been profiled to reflect seasonal variations in expenditure and income, in order to give a better comparison with actual figures. The actual position is an unfavourable variance of £7,369 against the forecast position. Appendix A to this report provides details of the profiled and actual position for expenditure and income incurred by the HRA.

...

- 3.2 The contribution to the Repairs Fund is transferred from the Revenue Account on a monthly basis as profiled. The actual spend on repairs is shown within the Repairs Fund. Similarly, budget provision within the Revenue Account for capital expenditure is transferred to capital reserves, which are then utilised to fund HRA capital expenditure included in the capital programme.

- 3.3 The underspend within Supervision and Management General relates to recruitment costs.
- 3.4 The underspend within Supervision and Management Special Services is due to lower expenditure on utilities to date, as a result of changing suppliers and changing light fittings to LED's in communal areas in Flats and Community Centres. There are also underspends on supplies budgets due to the Coronavirus Pandemic and timing changes, although some of the spend may occur later in the year. In addition, income from community room hire is below budget due to the Coronavirus Pandemic.
- 3.5 Rental income is currently lower than expected as the new build properties at Hatters Close in Warton, expected to be signed over to the Council in February/March 2021 took place in July/August. This is in addition to income lost from a higher level of voids, 1.68% against a budgeted level of 1%, an increase in the time duration the properties are empty due to the level of repairs required to bring the properties back to accepted letting conditions.
- 3.6 Garage rental income is currently lower than expected, partially relating to the condition of some garages.
- 3.7 Investment income will not reach the level originally estimated, due to the low rates currently available.

4 Housing Repairs Fund

- 4.1 The Housing Repairs Fund covers expenditure on all repairs and maintenance, both day to day and programmed, whether carried out by Housing Direct Works or external contractors. This includes any surplus or deficit on the operation of Housing Direct Works.
- 4.2 The balance on the Fund estimated at the start of the year amounted to £1,238,262. The balance can be used to cover timing issues between years. In 2021/22 the contribution to the fund is £3,360,630. Any over-spend in the repairs fund would impact on the use of Housing Revenue Account balances if it exceeded the balance on the fund and the contribution in the year.

... 4.3 The position on the fund at the end of September is shown in Appendix B.

5 Housing Direct Works

- 5.1 There is an under spend on employee costs reflecting the current level of permanent employee vacancies against the agreed budget. Recruitment to some vacancies has stalled because of the difference in hourly rates in the private sector and strong demand for tradesmen. A number of vacancies have been temporarily filled with agency employees. There has been an increase in supplies and services due to a higher use and cost of materials. In addition, less work has been undertaken on capital schemes and for the General Fund reflected in the lower level of income. This has been partially offset by a decrease in transport fuel and maintenance costs.

... 5.2 Appendix C to this report provides the profiled and actual expenditure of Housing Direct Works in more detail.

6 Risks to the Budget

6.1 The key risks to the budgetary position of the Housing Revenue Account identified were identified when setting the budget in February 2021/22. The Coronavirus Pandemic has increased the risk to the Housing Revenue Account, exacerbating a number of the risks already identified.

The key risks identified at the time of setting the budget were:

- The potential ongoing impact of sustaining rent income levels with the changes from Universal Credit and the impact of the pandemic. Whilst rent collection in 2020/21 was good, the ongoing collection of rent remains challenging;
- The requirement on the Council to meet statutory housing needs and support tenants to sustain their tenancies;
- A change in interest rates if funds need to be borrowed.
- A reduction in the rent levels assumed in the Business Plan, as this could impact significantly on the expected surpluses. More attractive Right to Buy conditions could encourage higher sales;
- The requirements of an ageing stock and the need to meet the Decent Homes Standard are likely to continue to increase the demand for capital works. Work to keep the Council's assets in good condition will be prioritised and accommodated within existing budgets;
- Any reduction in the performance of Housing Direct Works will put pressure on the Council to use external contractors and therefore will impact on the level of expenditure;
- Asbestos removal is an ongoing cost pressure over the next few years until the full picture of the level of asbestos contained in council houses and the cost of removal is assessed;
- The impact of the Social Housing White Paper, which sets out the Government's intention to change and strengthen the regulatory framework in conjunction with enhancing the roles of the Regulator and Housing Ombudsman alongside the Building Safety Regulator. It also urges Councils to build more homes and specifically refers to Government's action to remove the borrowing cap for this purpose.

7 Estimated Out-turn

- 7.1 The anticipated out-turn for the Housing Revenue Account for 2021/22 is a deficit of £3,087,140 as agreed at Resources Board on 25 January 2021.
- 7.2 The estimated out-turn for the Repairs Fund remains the same as that included in the original budget.

8 Report Implications

8.1 Finance and Value for Money Implications

- 8.1.1 The Council is currently forecasting a contribution from the Housing Revenue Fund balance for the 2021/22 financial year of £3,087,140.
- 8.1.2 Income and expenditure will continue to be closely managed and any issues that arise will be reported to this committee for comment.

8.2 Environment and Sustainability Implications

- 8.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
Resources Board – Agenda item 12	Corporate Director - Resources	Housing Revenue Account Estimates 2021-22 and Rent Review	25 th Jan 2021

HOUSING REVENUE ACCOUNT

	Amended Budget 2021/2022	Expected Spend to September 2021/2022	Actual Spend to September 2021/2022	Variance	Comments
EXPENDITURE					
Repairs and Maintenance	3,360,630	1,698,008	1,698,008	-	Comment 3.2
Supervision and Management - General	1,632,480	858,143	855,340	(2,803)	Comment 3.3
Supervision and Management - Special Services	440,190	221,776	209,663	(12,114)	Comment 3.4
Provision for Bad Debts	233,270	116,635	116,635	-	
Interest on Loans	1,459,610	729,805	729,805	-	
Revenue Set Aside (debt Repayment)	2,250,000	1,125,000	1,125,000	-	
Capital Expenditure - New Build	1,255,070	627,535	627,535	-	Comment 3.2
Capital Expenditure	4,631,910	2,315,955	2,315,955	-	Comment 3.2
Total Expenditure	15,263,160	7,692,858	7,677,941	(14,917)	
INCOME					
Gross Rent Income from Dwellings	(11,663,700)	(6,317,837)	(6,301,065)	16,772	Comment 3.5
Gross Rent Income from Non-Dwellings	(391,530)	(207,842)	(203,895)	3,947	Comment 3.6
Charges for Services and Facilities	(108,550)	(37,158)	(38,651)	(1,493)	
Total Income	(12,163,780)	(6,562,837)	(6,543,611)	19,226	
NET COST OF SERVICES	3,099,380	1,130,021	1,134,330	4,309	
Investment Income- Other	(12,240)	(6,120)	(3,060)	3,060	Comment 3.7
TOTAL (SURPLUS)/DEFICIT FOR THE YEAR	3,087,140	1,123,901	1,131,270	7,369	

Appendix B

HOUSING REPAIRS FUND (to end of September 2021)

	£
Balance available at 1 April 2021 (Estimate)	1,238,262
Contribution 2021/22 (to September 2021)	1,698,008
Expected Use of Fund (to September 2021)	(1,763,713)
Surplus on the Fund at 30 September 2021	1,172,557

HOUSING DIRECT WORKS**Budgetary Control Report as at 30 September 2021**

	Original Budget 2021/2022	Expected Spend 2021/2022	Actual Spend 2021/2022	Variance
EXPENDITURE				
Employee Costs	880,960	444,185	392,680	(51,505)
Supplies and Services	402,900	200,325	235,048	34,723
Transport	96,110	52,792	47,407	(5,385)
Income	(20,870)	(10,435)	(3,559)	6,876
Gross controllable Expenditure	1,359,100	686,867	671,576	(15,291)
Central Support	244,500	122,250	122,250	-
Housing Direct Works Expenditure	1,603,600	809,117	793,826	(15,291)

Agenda Item No 12

Resources Board

8 November 2021

Report of the Corporate Director - Resources

Capital Programme 2021/22 Period 6 Update

1 Summary

- 1.1 The report updates Members on the progress of the 2021/22 Capital Programme in terms of expenditure up to the end of September 2021.

Recommendation to the Board

To approve the merging of the Innage Park Cladding and Pavilions Roof schemes, referred to at paragraph 5.3.

2 Introduction

- 2.1 The Council's Capital Programme for 2021/22 totals £15,598,105; a programme of work amounting to £12,307,060 was approved in February 2021; a further allocation of £205,000 was approved in March 2021 and at the Executive Board meeting on 20th September, it was agreed to carry forward £3,086,045 of committed and unspent 2020/21 budget.

3 Budget Profiling

- 3.1 A schedule of works is arranged by each budget holder and each of the schemes are timetabled for completion throughout the year. This schedule is monitored on a monthly basis and discussed with Budget Holders.

4 Housing Schemes

- 4.1 The original budget for 2021/22 was £6,746,860, a further allocation of £205,000 to the Insulation scheme was approved in March 2021 and there was an agreed carry forward of £2,271,720 from the 2020/21 budget, which provides a total Housing Capital budget of £9,223,580 (Appendix A).

...

- 4.2 There has been a total of £5,008,184 spent on the housing capital programme during the first six months of 2021/22; this is compared to a profiled budget of £4,492,030.

- 4.3 An extensive programme of works to provide external wall insulation, new windows and loft insulation to properties in Polesworth has now started. Work

has completed at 15 properties, with the first tranche of Green Homes funding works expected to complete by the end of November. The programme for a second funding stream will be completed by the end of March 2021. The programme of Air Source Heat Pump installation systems will be completed by the end of the current financial year. Work on electrical installations has continued, with 106 upgrades now completed within this financial year.

- 4.4 The works programme to replace kitchens and bathrooms to meet the Decent Homes Standard is due to begin in January, after the appointment of a new contractor. Whilst there were no further gas heating installations during the summer months, the programme has been increased since September. Contractors are now completing an average of 8 per week. Work has continued on the roofing scheme, with planning permission to provide the new roof at St Leonards, Dordon expected to be granted in November.
- 4.5 The Remedial Works to Flats scheme is progressing well, with work on flat to pitch roofing and new windows at Alexandra Court due to start early in November. Damp and structural works have been undertaken at 4 properties within the Multi Trade Contract, and these works are due to be completed by the end of December. A new door entry system is complete at Gramer Court, and work is due to begin shortly on the new door entry system at Alexandra Court. The Disabled Facilities Adaptations programme from recommendations from HEART has been delivered productively over the year. The extension at a property at Westwood Crescent will be completed in October.
- 4.6 The New Build programme consists of a number of schemes. The development at Trinity and Hatters Close, Warton is complete and the handover of the flats at Church Road, Warton took place in August. Further expenditure has been incurred in relation to the ongoing work to provide 4 town houses on Long Street and 8 flats at Coleshill Road, in Atherstone.
- 4.7 The Housing Vehicle replacement scheme is not scheduled to commence until later in the year.

5 General Fund Schemes

- 5.1 The original budget for 2021/22 was £5,560,200 and there is an agreed carry forward of £814,325. This gives a total General Fund Capital budget of £6,374,525 (Appendix A).
- 5.2 There has been a total of £857,402 spent against the general fund capital projects for 2021/22, compared to a profiled budget of £824,650.
- 5.3 While the roof of the Pavilions remains in good condition and is not in immediate need of refurbishment, significant works are required to the external fabric and structure of Phase II at Innage Park (including, but not limited to, the roof). To enable all necessary works on the Council's industrial properties to be completed at the appropriate time and in line with the Council's obligations, it is proposed that the two budgets are merged and that

the combined capital funding is allocated to “external works on industrial buildings” the bulk of which is anticipated to be spent in 2022/23.

- 5.4 The roof replacements at the Atherstone Leisure Complex and the Maya Restaurant are expected to occur in 2022/23, whilst the refurbishments of Council Owned Buildings and shops and flats at High Street, Coleshill are also not expected to take place in the current financial year. The electrical upgrade at the Old Bank House will also slip to 2022/23.
- 5.5 A further £193,414 has been committed on the project to develop the sub-regional Materials Recycling Facility for use by local authority partners, whilst work has continued on the remodelling of Water Orton Car Park. No further work has been carried out on the office refurbishment at the Sheepy Road Depot since the end of July.
- 5.6 Within the Playing Pitch Strategy scheme, a self-weighted goal package was purchased in September costing £2,175, and £1,500 has been spent on the slab design for the pavilion at Boot Hill Recreation Ground. There has been no further spend on Gym Equipment since July, although it is planned to spend a further £140,000 in the current financial year. A consultation process with customers has been carried out in order to ensure that the equipment procured will be suitable. The Play and Playing Fields scheme is expected to commence in January 2022.
- 5.7 A software upgrade has been committed to the Payment Management System, at a cost of £12,250, and £27,039 has been spent on the replacement of the existing CCTV system. This scheme will be funded from the CCTV Reserve. The Financial Management System Replacement is expected to slip to 2022/23.
- 5.8 There has been no further spend within the Vehicle Replacement scheme since the end of July.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Capital schemes will contribute to services provided by the Council, from maintaining decent Council homes, assisting in carrying out adaptations to resident’s houses to helping to fund efficient heating systems to promote carbon reduction and encouraging fitness and wellbeing.

6.2 Environment and Sustainability Implications

- 6.2.1 Expenditure incurred as part of the Council’s Capital Programme enables the Council to continue to improve and deliver a range of services to the people of North Warwickshire. The implementation of the capital programme will lead to improvements in the quality of life for the communities of North Warwickshire.

6.3 Risk Management Implications

- 6.3.1 Failure to make reasonable adjustments to ensure our buildings and facilities are accessible could expose the Council to potential litigation and risks damage to its reputation.

6.4 Equality Implications

- 6.4.1 The Council is required to ensure it meets the requirements of the Equality Act 2010. The Act replaces previous equality legislation and includes a public sector equality duty . The capital programme includes some provision for improving accessibility as required by the Equality Act 2010 and other relevant legislation.
- 6.4.2 Failure to make reasonable adjustments could result in limiting access to services provided from our buildings and facilities by disabled people, and the potential for legal challenges being taken against the Council.

The Contact Officer for this report is Daniel Hogan (719337).

Capital Budgetary Control Summary 2021/22 - as at period 6 (September)

Cost Centre Description	Original Budget 2021/22	Budget Brought Forward from 2020/21	Virements & Supplementary Budgets	(A)	(B)	(C)	(D)
				Total 2021/22 Approved Budget £	Profiled Budget £	Total Year To Date £	Total v Profiled Budget £
Housing Disabled Facility Adaptation CH	241,280	39,500		280,780	230,000	229,386	(614)
Housing Insulation	270,640	183,500	305,000	759,140	430,000	432,731	2,731
Housing Windows and Doors	255,040	213,600	(313,600)	155,040	10,000	8,772	(1,228)
Housing Kitchens and Bathrooms	414,440	143,000	(243,000)	314,440	10,000	11,309	1,309
Housing Multi Trade Contract	414,440		356,600	771,040	330,000	331,379	1,379
Housing Remedial Work to Flats	1,933,240		(244,960)	1,688,280	450,000	455,806	5,806
Housing Roofing	414,440	267,300		681,740	230,000	226,252	(3,748)
Housing Heating	255,040	288,000	344,960	888,000	30,000	28,261	(1,739)
Housing Electrics	1,014,440			1,014,440	420,000	411,738	(8,262)
New Build Housing Project	1,255,000	1,006,700		2,261,700	2,212,600	2,733,120	520,520
Housing Replacement Vehicles	0	130,120		130,120	0	0	0
Housing Capital Salaries	278,860			278,860	139,430	139,430	0
Total HRA	6,746,860	2,271,720	205,000	9,223,580	4,492,030	5,008,184	516,154
Disability Discrimination Adaptation	25,000			25,000	0	1,850	1,850
Refurbishment of Council Owned Buildings	45,000			45,000	0	0	0
Innage Park Cladding	195,000			195,000	0	0	0
Pavilions Roof	0	105,000		105,000	0	0	0
Atherstone Leisure Complex Roof Replacement	252,170			252,170	0	0	0
Materials Recycling Facility	2,666,000			2,666,000	720,000	712,799	(7,201)
High Street, Coleshill	1,000,000			1,000,000	0	0	0
Depot Works	0	32,450		32,450	1,850	1,850	0
Maya Restaurant Roof	120,000			120,000	0	0	0
Council Offices Electrics	150,000			150,000	0	0	0
Water Orton Car Park	0	25,065		25,065	10,000	14,560	4,560
Parks and Playing Fields (Play Areas)	200,000	195,047		395,047	0	0	0
Playing Pitch Strategy	0	29,956		29,956	3,000	6,624	3,624
General Leisure Equipment	30,000	5,800		35,800	10,000	7,853	(2,147)
Wood End Recreation Ground	0	652		652	650	652	2
ALC Gym Equipment	0	250,000		250,000	25,000	24,035	(965)
Computer Software	30,000	18,950		48,950	0	0	0
CCTV System	0			0	0	27,039	27,039
Infrastructure Improvements	20,000	35,055		55,055	10,000	13,755	3,755

Financial Management System Replacement	300,000			300,000	0	0	0
Backing Up	25,000			25,000	0	0	0
Network Infrastructure Replacement	0	25,600		25,600	0	0	0
Payment Management System Replacement	10,000	5,750		15,750	10,000	12,250	2,250
Environmental Health System Replacement	0	85,000		85,000	0	0	0
Scanner/Plotter	10,000			10,000	0	0	0
Life Lines	23,000			23,000	0	0	0
Transport	415,730			415,730	25,000	24,985	(15)
Decent Homes Standard Assistance	25,000			25,000	0	0	0
Capital Salaries	18,300			18,300	9,150	9,150	0
Total General Fund	5,560,200	814,325	-	6,374,525	824,650	857,402	32,752
Total Expenditure	12,307,060	3,086,045	205,000	15,598,105	5,316,680	5,865,586	548,906

Agenda Item No 13

Resources Board

8 November 2021

**Report of the
Corporate Director - Resources**

**Treasury Management Update
2021/22**

1 Summary

- 1.1 This report shows the Treasury Management activity for the period up to the end of September 2021.

Recommendation to the Board

That the Treasury Management Report for the period up to the end of September 2021 be noted.

2 Introduction

- 2.1 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before maximising investment return.
- 2.2 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 2.3 The Council uses the Code of Practice for Treasury Management issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) to ensure best practice is followed. The Code suggests minimum requirements for informing Members of Treasury Management activities, and this report follows the guidance of the Code.

3 Economic Forecast

- 3.1 The 2021/22 financial year began with an increase in UK GDP of 5.5% in the first quarter, following the easing of coronavirus related restrictions. There were increases in all the main components of expenditure during this period, which saw a rise of 7.9% in household spending. The UK's net borrowing position with the rest of the world reduced from 1.7% to 1.5% during this time. At the end of June, UK GDP was 3.3% below the immediate pre-pandemic level.
- 3.2 The UK's CPI inflation rate increased from 2.0% in July to 3.2% in August, the largest increase ever recorded. This was largely due to the discounted prices that were in effect during August 2020, as a result of the Covid-19 related Eat Out to Help Out scheme. CPI reduced a little, to 3.1%, in September. The Monetary Policy Committee voted unanimously to maintain the Bank of England base interest rate at 0.10%, on 22nd September 2021.
- 3.3 The Council's Treasury Advisor, Link Asset Services, is not anticipating a further interest rate change within the current financial year.

4 Treasury Management Strategy Statement

4.1 Review of Annual Investment Strategy

4.1.1 The Treasury Management Strategy Statement (TMSS) for 2021/22 was approved by Resources Board on 25 January 2021. The Council's Annual Investment Strategy, which is incorporated in the TMSS, outlines the Council's investment priorities as follows:

- Security of Capital
- Liquidity
- Yield

4.1.2 The Council will aim to achieve the optimum return on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate generally to keep investments short term, and only invest with highly rated financial institutions, including sovereign credit rating and Credit Default Swap (CDS) overlay information provided by Link Asset Services.

... 4.1.3 The Council's weighted average (See Appendix A) at the end of September has reduced since the end of the 2020/21 financial year. Following the end of the first lockdown in 2020/21, there was a slight recovery in yield rates. In 2021/22 yield rates have only recently begun to recover, having fallen again during the winter lockdowns. As a result, some maturing investments have had to be re-invested at lower rates.

4.1.4 At the present time it is not anticipated that interest rates will reduce within the current financial year. Taking this into account, the Council will consider making short term investments, so as to reduce the risk of being locked in at

the current low rates of return, in the event of an interest rate rise in the second quarter of 2022.

4.1.5 The average level of funds available for investment purposes during the April to September period was £29.870 million. The level of funds available for investment purposes was mainly dependent on the timing of precept payments, the NDR Appeals provision, the receipt and payments of grants and the timing of both capital and revenue expenditure.

4.1.6 Interest gained on investments up to the end of September 2021 totalled £21,625, compared to the profiled budgetary position of £40,000. The average weighted interest rate on investments for this period was 0.21% compared to the benchmark of the 7 day LIBOR rate of 0.04% (See Appendix A). Going forward we would expect our average interest rate on investments to increase, as interest rates have recently improved slightly.

4.2 Borrowing

4.2.1 The Council's Capital Financing Requirement (CFR) for 2021/22 was estimated at £60.749 million. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

4.2.2 The table below shows the Council's external borrowings and the utilisation of cash flow funds in lieu of borrowing. This is a prudent and cost effective approach in the current economic climate.

	2021/22 Original Estimate £m	2021/22 Estimated Out-turn £m
External borrowing – Housing	44.023	44.041
Internal borrowing – General Fund	16.726	15.376
CFR (year end position)	60.749	59.417

4.2.3 The Council has not needed to borrow any funds on a short term basis during the year to date.

4.3 Prudential Indicators

4.3.1 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's Authorised Borrowing Limit and Operational Boundary Limits for 2021/22 were set at £83.673 million and £61.280 million respectively. Activity has remained within these limits for the months from April to September 2021.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Up to 30 September 2021, interest earned on investments was £21,625. The Council has not needed to borrow during the first six months of the year to fund any temporary shortfalls in the day to day cash flow.

5.1.2 Temporary internal borrowing has been possible due to the revenue and capital reserves currently being held. Once these are used, the Council will need to replace internal borrowing with external borrowing. The use of temporary internal borrowing for capital expenditure has reduced the cost of capital in the General Fund in the short term.

5.2 Environment and Sustainability Implications

5.2.1 Having effective and prudent treasury management contributes towards sustainability and provides services that improve the quality of life for the communities of North Warwickshire.

5.3 Risk Management Implications

5.3.1 Credit ratings are used in assessing the institutions on the authorised lending list and the maximum investment level permitted.

5.3.2 Specialist advice was taken from our Treasury Management consultants to ensure that our debt profile for HRA self-financing has an appropriate balance between long and short term borrowing.

5.3.3 Continuous monitoring of the Council's treasury position will allow external borrowing to be taken out to cover the loss of internal borrowing, at the appropriate time.

The Contact Officer for this report is Daniel Hogan (719337).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

INVESTMENT OUTSTANDING

CURRENT LOANS & INVESTMENTS

30-Sep-21

Name of Borrowing Authority Investment General Account	Investment or Loan No.	Amount	% Invested	Type of Investment	Current Interest Rate	Date of Investment	Maturity Date
Santander	10736980	1,500,000.00	4.69%	Fixed	0.35	13-Sep-21	13-Sep-22
Santander	10989517	1,500,000.00	4.69%	Fixed	0.35	12-May-21	12-May-22
Santander	11006237	1,500,000.00	4.69%	Fixed	0.35	11-Aug-21	11-Aug-22
Credit Suisse	Cert of Deposit	1,000,000.00	3.13%	Fixed	0.095	13-May-21	14-Feb-22
Credit Industriel et Commercial	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.125	13-May-21	13-May-22
Standard Chartered	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.15	14-May-21	13-May-22
Credit Agricole	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.13	26-Aug-21	26-Aug-22
Toronto Dominion Bank	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.12	21-Jul-21	20-Jul-22
Toronto Dominion Bank	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.19	15-Sep-21	13-Sep-22
National Westminster Bank	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.15	19-Aug-21	18-Aug-22
National Westminster Bank	Cert of Deposit	1,500,000.00	4.69%	Fixed	0.10	15-Apr-21	17-Jan-22
Federated Cash Plus	0000228LQ	3,000,000.00	9.38%	USDBF	-0.12	25-Aug-16	
RLAM Cash Plus	0000057323	3,000,000.00	9.38%	USDBF	0.26	22-Jan-14	
Federated MMF	0000228LQ	5,000,000.00	15.63%	MMF	0.01		
Aberdeen Liquidity Fund MMF	57290	5,000,000.00	15.63%	MMF	0.01		
TOTAL CURRENT GENERAL INVESTMENTS		32,000,000.00					