



# **GOSPORT BOROUGH COUNCIL MEETING AGENDA**

**Annual Council Meeting**

**Wednesday, 19 May 2021  
6.00 pm**





Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **THORNGATE HALLS, GOSPORT, PO12 3PX** on **WEDNESDAY** the **NINETEENTH DAY** of **MAY 2021** at **6PM**, AND ALL MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND TO CONSIDER AND RESOLVE THE FOLLOWING BUSINESS –

1. To receive apologies from Members for their inability to attend the Meeting.
2. Declarations of interest
3. Introduction of newly elected Councillors
4. To elect from among the Councillors of the Borough a Mayor of the Borough of Gosport to serve for the Municipal Year 2021/2022
5. To elect from among the Councillors of the Borough a Deputy Mayor of the Borough of Gosport to serve for the Municipal Year 2021/22.
6. To confirm the Minutes of the Ordinary Meeting of the Council held on 31 March 2021 (copies herewith).
7. To consider any Mayor's Communications.
8. To receive Deputations in accordance with Standing Order No 3.5 and to answer Public Questions pursuant to Standing Order No 3.6, such questions to be answered orally during a time not exceeding 15 minutes.

ding Order No 3.5 requires that notice of a Deputation should be received by the  
citor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 17 MAY 2021** and  
ding Order No 3.6 requires that notice of a Public Question should be received by  
Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 17 MAY 2021**

9. Questions (if any) Pursuant to Standing Order No 3.4

(**NOTE:** Members are reminded that Standing Order No 3.4 requires that Notice of Question pursuant to that Standing Order must be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON TUESDAY, 18 MAY 2021**).

10. To receive the report of the Returning Officer on the Elections held on 6 May 2021.

To receive the report of the Returning Officer.

11. Composition and review of Council Boards and Committees and Determination of Allocation of Seats

To consider the report of the Borough Solicitor and Monitoring Officer (copy herewith)

12. To appoint the Chairman of the Policy and Organisation Board pursuant to the Council's Standing Orders.

13. To appoint the Boards, Nominated Deputies for the Regulatory Board, and Standards and Governance Committee and Panels and Outside Bodies.

14. To appoint the Chairman of the Boards and Committees

15. Park and Float

**DAVID WILLIAMS  
CHIEF EXECUTIVE**

**TOWN HALL  
GOSPORT**

11 May 2021

### **FIRE PRECAUTIONS**

(To be read by the Mayor if members of the public are present)

**In the event of the fire alarm being activated, please leave the Council Chamber and Public Gallery immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.**

**MEMBERS ARE REQUESTED TO NOTE THAT:**

**(1) IF THE COUNCIL WISHES TO CONTINUE ITS BUSINESS BEYOND 9.30PM THEN THE MAYOR MUST MOVE SUCH A PROPOSITION IN ACCORDANCE WITH STANDING ORDER 4.11.18**

**(2) MOBILE PHONES SHOULD BE SWITCHED OFF OR SWITCHED TO SILENT FOR THE DURATION OF THE MEETING**

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# Public Document Pack Agenda Item 6

## MINUTES OF THE MEETING OF THE COUNCIL HELD ON 31 MARCH 2021 AT 6.00 pm

Attendance:

The Mayor (Councillor Mrs Huggins) (in the Chair)

Councillors Mitchell, Hook, Ms Ballard, Bateman, Mrs Batty, Beavis, Burgess, Carter, Chegwyn, Mrs Cully, Earle, Farr, Foster-Reed, Mrs Furlong, Mrs Hook, Hylands, Jessop, Mrs Jones, Miss Kelly, Mrs Morgan, Murphy, Philpott, Raffaelli, Scard, Blackman, Casey, Hammond, Herridge, Hutchison, Johnston, Pepper and Westerby

Also in attendance:

### **TO RECEIVE APOLOGIES FROM MEMBERS FOR THEIR INABILITY TO ATTEND THE MEETING.**

An apology for non attendance was received from Councillor Mrs Prickett

### **TO CONFIRM THE MINUTES OF MEETING OF THE COUNCIL HELD ON 3 FEBRUARY 2021 (COPY HEREWITH)**

RESOLVED: That the minutes of the meeting held on 3<sup>rd</sup> February 2021 be signed as a true and correct record.

### **TO CONSIDER ANY MAYOR'S COMMUNICATIONS.**

The Mayor thanked everyone for their participation over the previous year and recognised that it had been an honour to undertake the role in the challenging year and recognised the difficulty and sadness the year had brought.

They advised of their pride in the residents of the Borough and the good work they had undertaken in supporting those in need, uniting and the emergence of Community Spirit.

The Mayor reflected on the 80 engagements she had undertaken, from quizzes to support groups and taken part in recorded videos. In addition, the Armed Forces covenant had been signed and in addition thanked key workers.

The Mayor thanked the Big Noise Samba Band, the Gosporters and the Gosport Rotary Club and advised she had raised just under £7500 for her charities.

### **TO RECEIVE DEPUTATIONS IN ACCORDANCE WITH STANDING ORDER NO 3.4 AND TO ANSWER PUBLIC QUESTIONS PURSUANT TO STANDING ORDER NO 3.5, SUCH QUESTIONS TO BE ANSWERED ORALLY DURING A TIME NOT EXCEEDING 15 MINUTES.**

There were none

### **QUESTIONS (IF ANY) PURSUANT TO STANDING ORDER NO 3.3**

A question in the name of Councillor Furlong

Q. Could the Chairman of the Community Board advise how much financially has been committed to the delivery of the DSO?

Was answered by the Chairman of the Community Board.

A question in the name of Councillor Jones

Q. Could the Chairman of the Community Safety Partnership advise the increase in police numbers for Hampshire since 2020 and if there are further increases in the pipeline?

Was answered by the Chairman of the Community Safety Partnership

A question in the name of Councillor Furlong

Q. Could the Chairman of the Community Board confirm how many new locations there are where CCTV has been installed?

Was answered by the Chairman of Community Board

A question in the name of Cllr Morgan

Q. Can the Chairman of the Community Board advise the council what new leisure facilities have been provided recently.

Was answered by the Chairman of Community Board

A question in the name of Councillor Burgess

Q.to the Chairman of the Community Board, Has the Contract with Urbaser for street cleaning been reduced.

Was answered by the Chairman of the Community Board

A question in the name of Councillor Beavis

Q. To the Chairman of Economic Development, What action has been taken recently, and will be in the future, to ensure the High Street meets the needs of local people?.

Was answered by the Chairman of the Economic Development Board

A question in the name of Councillor Burgess

Q. With regard to the latest council tax setting could the Chairman of P&O confirm what percentage increase was charged to Gosport Residents from Gosport Borough Council and whether it was 4 times the rate of inflation?

Was answered by the Chairman of the Policy and Organisation Board



A question in the name of Councillor Raffaelli

Q. Could the Chairman of P&O advise what the latest figure is we currently hold in reserves and could this be used to meet any financial deficit in the future?

Was answered by the Chairman of the Policy and Organisation Board.

A question in the name of Councillor Jones

Q. to date, in this financial year, have Gosport Councillors awarded themselves a tax payer funded pay rise?

Was answered by the Chairman of the Policy and Organisation Board

A question in the name of Councillor Blackman

Q. Have Gosport Borough councillors closed libraries in Gosport?

Was answered by the Chairman of the Policy and Organisation Board

A question in the name of Councillor Murphy

Q. Is it possible for one member only of the council to vote to give themselves a financial allowance.

Was answered by the Chairman of the Policy and Organisation Board

A question in the name of Councillor Rev Blackman

Q. When Councillor Hook becomes Mayor of Gosport in May, will he earn an extra £7,330 as stated in a recent Peter Chegwyn Liberal Democrat leaflet?

Was answered by the Chairman of the Policy and Organisation Board.

A question in the name of Councillor Beavis

Q. Would the Chairman of the Economic Development Board give details of any help he may have received from Peter Chegwyn's liberal democrats to quote "Get things moving" on the bus station site.

Was answered by the Chairman of the Economic Development Board

A Question in the name Councillor Murphy

Q. Does the Chairman of the Community Board believe Fly tipping is a blight on our town and that councillors should take responsibility for their areas and lead by example?

Was answered by the Chairman of the Community Board.

**TO RECEIVE THE FOLLOWING PART II MINUTES OF THE BOARDS OF THE COUNCIL:**

RESOLVED: That the following Part II Minutes be received.

Climate Change Board- 11th March 2021  
Economic Development Board- 17<sup>th</sup> March 2021  
Community Board- 18<sup>th</sup> March 2021  
Housing Board- 19<sup>th</sup> March 2021  
Policy & Organisation Board- 24<sup>th</sup> March 2021

### **CAPITAL STRATEGY**

Consideration was given to a report by the Borough Treasurer seeking approval by full Council of the Capital Strategy 2021/22

RESOLVED: That the Council approved the Capital Strategy for 2021/22

### **INVESTMENT STRATEGY**

Consideration was given to a report by the Borough Treasurer seeking approval of an Investment Strategy.

RESOLVED: That the Council approved the Investment Strategy.

### **REVIEW OF SCHEME OF ALLOWANCES FOR MEMBERS - REPORT OF INDEPENDENT REMUNERATION PANEL**

Consideration was given to a report by the Borough Solicitor and Monitoring Officer asking the Council to consider the report and recommendations of the Independent Remuneration Panel and agree any changes to the current Scheme of Allowances.

**An amendment was proposed as follows:**

**The removal of**

**Opposition Spokesperson allowances (currently only applicable to the Liberal Democrat group): £1189.20;**

**and the removal of the**

**Group Leaders' bonus provision of an additional 10% top up to the Special Responsibility Allowance given to the Leader and the Opposition Group Leader (currently only applicable to the Liberal Democrat Group Leader) dependent on effective leadership and to be applied for: set out in paragraphs 14.2 and 17.4 of the report;**

**and the removal of**

**Any amendment which affects an allowance payable for the year in which the amendment is made shall apply with effect from 1 April of the year in which the amendment is made.**

**The proposed amendment was subsequently voted on and was CARRIED and became the SUBSTANTIVE MOTION**

**A subsequent AMENDMENT was proposed as follows:**

**The removal of the payment of £4756.79 to the Chairman of Standards and Governance Committee.**

**The proposed amendment was subsequently voted on and was LOST.**

**It was subsequently proposed and seconded that a separate vote be taken on clause number 4 of the recommendation.**

**This was subsequently LOST.**

**A vote was taken on the Substantive Motion and was CARRIED.**

RESOLVED:

That the Council agrees each of the following recommendations from the Independent Remuneration Panel as set out in their report dated January 2021:

In line with the current Scheme, no more than 50% of Members of Gosport Borough Council are to receive Special Responsibility allowances at any one time;

The Basic Allowance be paid at 6700.77 per annum which has been calculated by reference to the work involved and no provision has been included for other out of pocket expenses;

No Member should be entitled to receive more than one Special Responsibility Allowance;

Special Responsibility Allowances should be paid for the following roles and in the following amounts:

Leader of the Council: £14,852.53

Chairman of Service Boards, Regulatory Board and Standards and Governance Committee £4756.79

Opposition Political Group Leaders Special Responsibility Allowance be calculated in accordance with the formula set out in paragraph 36 of the Independent Remuneration Panel's Report and paid in the following amounts:

Liberal Democrat Group Leader: £6108.10

Labour Group Leader: £872.59

Vice Chairmen of Boards do not receive a Special Responsibility Allowance;

Deputy Leader does not receive a Special Responsibility Allowance;

Travel Allowance should only be paid for travel outside of the Borough on approved duties at 40.9 pence per mile;

The Basic Allowance and Special Responsibility Allowance should be subject to an annual adjustment equal to percentage increase in the pay of Gosport Borough Council Staff and implemented in April each year;

Child Care and Dependent Carers' Allowances should be retained and paid at the hourly rate for the National Living Wage for attendance at formally approved meetings only (not constituency work). The number of hours to be paid per week is the lower of the total time spent at no more than 2 meetings in that week or 8 hours subject to a maximum allowance, per Councillor, of £2000 per year;

A Co-optees Allowance is not paid;

Where a Councillor is suspended or partially suspended, the Basic Allowance; Special Responsibility Allowance; and Travel Allowance payable in respect of the period of suspension or partial suspension should be withheld;

In accordance with the 2003 Regulations where the term of office of a Member begins or ends otherwise than at the beginning of the year, or the Member does not have any responsibilities to entitle them to a special responsibility allowance, their entitlement, or special responsibility allowance shall be to payment of such part of the basic allowance or special responsibility allowance as bears to the whole same proportion as the number of days during which their term of office as Member or the number of days during which they hold a special responsibility allowance subsists bears to the number of days in that year; and

That the Council agrees that the current provisions relating to payments set out in paragraph 2.3 and 2.4 of this report below continue.

#### **APPOINTMENT OF AN INDEPENDENT PERSON UNDER THE LOCALISM ACT 2011**

Consideration was given to a report by the Borough Treasurer and Monitoring Officer advising Members of the recruitment process for an Independent Person under the Localism Act 2011 and to recommend appointments be made by the Council.

**RESOLVED:** That the Council approved the appointment of Mr Christopher Willis as an Independent Person for the period of 4 years ending on 31 March 2025.

The Meeting concluded at 9.00 pm

The Mayor.

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## GOSPORT BOROUGH COUNCIL

### RETURNING OFFICER'S REPORT ON THE BOROUGH COUNCIL

#### ELECTION IN THE BOROUGH OF GOSPORT

THURSDAY, 6 MAY 2021

1. I have to report that, whereas the number of Candidates validly nominated in the election of Councillors for each of the Alverstoke, Anglesey, Bridgemary North, Bridgemary South, Brockhurst, Christchurch, Elson, Forton, Grange, Hardway, Lee East, Lee West, Leesland, Peel Common, Privett, Rowner and Holbrook and Town Wards of the Borough exceeded the number of Councillors to be elected for the respective Wards, a poll was taken on the 6<sup>th</sup> day of May 2021, and the votes cast for the respective Candidates at each such election were as follows:

<b>WARD</b>	<b>NAMES OF CANDIDATES</b>	<b>VOTES GIVEN FOR EACH CANDIDATE</b>
Alverstoke	William Fredrick Dixon CHARLTON	581
	Jonathan James EATON	137
	Mark William Paul HOOK	861
Anglesey	Adele Louise EARLE	351
	Dale FLETCHER	61
	James Robert KIRKHAM	65
	Philip Iain RAFFAELLI	769
	Philip Mark Ritchie SMITH	128
Bridgemary North	Stephen Geoffrey HAMMOND	870
	Supriya NAMDEO	326
	Daniel Frank STRATTON	76
Bridgemary South	Kathleen Margaret JONES	663
	Charis Andrea NOAKES	196
	Angela Jane PRICKETT	397
Brockhurst	Robert Leonard HYLANDS	684
	Alison Mary MANDRILL	90
	Peceli ULUIVITI	313
Christchurch	Robin William DELLOW	153
	Robert Patrick JOHNSTON	97
	Dawn Christina KELLY	664
	Robert Charles Stewart THOMPSON	443

<b>WARD</b>	<b>NAMES OF CANDIDATES</b>	<b>VOTES GIVEN FOR EACH CANDIDATE</b>
Elson	Richard Philip EARLE	584
	Tabitha Jane EVAMS	68
	Natasha Georgina HOOK	396
	Emma Jean SMITH	75
Forton	Mervin John BRADLEY	411
	Geoffrey Stuart O'FLANAGAN	102
	Claire Ruth PERCIVAL	112
	Gary David WALKER	272
Grange	Jonathan BROWN	208
	David Mark FENTON	159
	Margaret Helen MORGAN	478
Hardway	Lesley Jane CARR	588
	Lynn DAY	173
	Diane Hilda FURLONG	633
	Jason MICK	82
Lee East	Kirsten BRADLEY	549
	Howard Graham BURGESS	1094
	Paul NOAKES	118
Lee West	John William BEAVIS	1574
	Anne Marie CRUDDAS	237
	Rachel Sophie Samuelle MELIERES-FROST	193
Leesland	Christopher Davey BEST	348
	David Keith HERRIDGE	451
	Hilary Ruth PERCIVAL	224
	Samantha Jane POLLARD	76
Peel Common	Tracey HARROWSMITH	504
	Stephen PHILPOTT	800
Privett	Zoe HUGGINS	675
	Robert Eric MAYNARD	303
	Aretha MEEKINS-GREEN	277
Rowner and Holbrook	Hannah Louise McKie BARNARD	103
	Stephen James MARSHALL	352
	Marcus Thomas MURPHY	397
Town	Emma Victoria BELL	78
	Alison Jacqueline CHARLTON	81
	Lesley Mary Doris MEENAGHAN	563
	Christopher Keith PERCIVAL	483
	Aaron Keith PINDER	27
	Berkeley VINCENT	88



3. Accordingly, the duly declared elected candidates who received the greatest number of votes will all serve until May 2022.

**GRAEME JESTY  
RETURNING OFFICER  
BOROUGH OF GOSPORT**

Saturday, 08 May 2021

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## GOSPORT BOROUGH COUNCIL

<b>BOARD/COMMITTEE:</b>	<b>ANNUAL COUNCIL</b>
<b>DATE OF MEETING:</b>	<b>19 MAY 2021</b>
<b>TITLE:</b>	<b>COMPOSITION AND REVIEW OF COUNCIL BOARDS AND COMMITTEE AND DETERMINATION OF ALLOCATION OF SEATS</b>
<b>AUTHOR:</b>	<b>BOROUGH SOLICITOR AND MONITORING OFFICER</b>
<b>STATUS:</b>	<b>FOR DECISION</b>

### **PURPOSE**

To advise the Council of the balance of the seats on the Council and the position with regard to Political Groups and to undertake a review in accordance with the “Proportionality Rules” of the balance of seats on the Boards and Committees of the Council.

### **RECOMMENDATIONS**

That the Council approves:

1. That the Community Board, Climate Change Board, Economic Development Board, Policy and Organisation Board, Regulatory Board and Standards and Governance Committee comprise of 12 members; and the Housing Board comprise of 13 Members and the Licensing Sub-Board remain comprised of 3 members; and the Licensing (General Applications) Sub-Board remain comprised of 5 members.
2. The allocation of seats on the Boards and Committee as set out in paragraph 3.2

### **1.0 REVIEW OF COUNCIL BOARDS AND SUB-BOARDS**

- 1.1 The Council previously reviewed the allocation of seats and made a determination as to the allocation between the Political Groups at the Council Meeting on 10 June 2020.

### **2.0 PROPORTIONALITY RULES**

- 2.1 Currently notices have been received from 2 Political Groups. There is a further member who is not a member of a political group, which under the Regulations must have 2 or more members.

2.2 Section 15 of the Local Government and Housing Act 1989 requires the Council to review the allocation of seats and when making allocation of seats to Political Groups allocations are made to give effect so far as reasonably practicable to the following principles:

1. That not all the seats are allocated to the same Political Group;
2. That the majority of seats are allocated to the Political Group having a majority of seats on the Council;
3. That subject to 1 and 2 above the number of seats on the total of all Boards and Committees of the Council allocated to each Political Group bears the same proportion to the proportion on the Council;
4. That subject to all the above the number of seats on each Board and Committee allocated to each Political Group bears the same proportion to the proportion on the Council

2.3 The Council will have 6 Boards and one Committee; and there will be 85 seats to be allocated to the Political Groups as follows and in accordance with the principles as set out in paragraph 2.2.

	<b>Conservative</b>	<b>Liberal Democrats</b>	<b>TOTAL</b>
Members	19	14	33
Proportion	55.88%	41.18%	97.06%
Seats	48	35	83

### **3.0 COMPOSITION OF BOARDS AND PROPOSED ALLOCATION – BOARDS, STANDARDS AND GOVERNANCE COMMITTEE**

3.1 The proposed allocation of seats is set out below. This allocates the two remaining seats to each of the Political Groups, thus ensuring that proportionality percentages mirror those detailed in 2.3 as closely as possible.

	<b>Conservative</b>	<b>Liberal Democrats</b>	<b>TOTAL</b>
Policy and Organisation	7	5	12
Community	7	5	12
Climate Change	7	5	12
Housing	7	6	13
Economic Development	7	5	12
Regulatory	7	5	12
Standards and	7	5	12

Governance Committee			
TOTAL	49	36	85

### SUPPORTING INFORMATION

<b>Financial Services Comments:</b>	Nil
<b>Legal Services Comments:</b>	As indicated in Section 2
<b>Crime and Disorder:</b>	Not applicable
<b>Equality and Diversity:</b>	Not applicable
<b>Service Improvement Plan implications:</b>	Nil
<b>Corporate Plan:</b>	Nil
<b>Risk Assessment:</b>	Nil
<b>Background Papers:</b>	Council Meeting 10 June 2020
<b>Appendices/Enclosures:</b>	None
<b>Report Author/Lead Officer:</b>	Paul Grant, Borough Solicitor and Monitoring Officer

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<b>Board/Committee:</b>	Full Council
<b>Date of meeting:</b>	19th May 2021
<b>Title:</b>	Park and Float Trial
<b>Author:</b>	Head of Streetscene/Head of Planning & Regeneration & Assistant to the Chief Executive
<b>Status:</b>	FOR DECISION

## **Purpose**

This report sets out details of a proposed 6 month trial for an enhanced Park and Float joint car parking/ferry ticketing initiative and seeks approval for an amendment to the Council's current Fees & Charges to facilitate this.

## **Recommendation**

**That the Council approves:-**

- i) the necessary amendments to the Council's current Fees and Charges to facilitate an enhanced Park and Float joint car parking / ferry ticketing initiative with the Gosport Ferry Ltd for a 6 month trial period commencing in June 2021.**
- ii) a contracts waiver in order to procure the services of MiPermit to enable the paperless ticketing systems to be amended to facilitate the trial.**
- iii) delegated authority to the Head of Streetscene to cease the Trial and amend back to the current Monthly only (£102) Park and Float ticket if the 2-monthly reviews show it not to be successful.**

## **1.0 Background**

**1.1** The Borough Council currently works in conjunction with Gosport Ferry Ltd (GFL) to provide combined parking and ferry tickets which are valid for one calendar month. The current Park and Float permit is valid in all long-stay car parks in Gosport (with the exception of the Mumby Road bus station car park and with date restrictions applying in the No. 2 Battery East car park). The cost of the existing Park and Float monthly ticket is £102.00. Currently tickets are available from the Gosport Ferry ticket office.

**1.2** During the Covid-19 Pandemic, patronage on the Gosport Ferry dropped significantly and GFL approached the Borough Council to see if any options were available to enhance and promote the existing Park and Float scheme as restrictions were lifted. As with general ferry ticket sales, the sale of the current Park and Float ticket has also fallen sharply.

**1.3** It is considered that by encouraging increased usage of the Park and Float facility in Gosport that there will be less need for commuters and other travellers to drive around the harbour, through Fareham (and Air Quality

Management Areas) to Portsmouth, therefore helping to reduce congestion on routes out of the Borough and improving air quality.

1.4 With more people visiting/parking within the Gosport town centre area and travelling across the harbour by ferry there is also potential for more visits and spending within the High Street. This fits well with the re-opening of the High Street, encouraging people to “Go Local” and High Street Heritage Action Zone initiatives and general focus on the town centre and waterfront area as part of Gosport’s Recovery and wider regeneration

1.5 The proposed trial also aligns well with the emerging proposals as part of the Transforming Cities Fund to provide a modern, integrated public transport interchange.

## 2.0 **Proposed Enhanced Park and Float trial**

2.1 Following a series of meetings between GFL and officers of the Borough Council, Portsmouth City Council and Hampshire County Council, an enhanced ‘Park and Float’ proposal with associated promotion and signage has been put together. To facilitate this, it is proposed to amend the Borough Council’s Fees and Charges to enable a reduced price car parking and ferry ticket for a 6 month trial period.

2.2 During “normal” pre-Covid times GFL reports that an average of 40 monthly Park and Float tickets were sold. GFL report that in October 2020 just 9 Park and Float tickets were sold, reflecting a significant fall in Ferry patronage generally.

2.3 The existing single user Park and Float monthly ticket costs £102.00, with the income split between the Borough Council and GFL - £50 and £52 respectively.

2.4 Four types of ticket are proposed through the Trial to increase flexibility and therefore encourage a wider mix of users and overall increase take-up:-

- a reduced cost Monthly ticket for regular commuters
- a daily ticket for occasional users
- a family ticket and
- a Carnet (10 trip) ticket, offering flexibility in use

2.5 The costs / income split as suggested by GFL are set out here:-

- Monthly Ticket (single user) - £70.00 (£35.00 to GBC / £35.00 to GFL) – a reduction of £15 per ticket for GBC parking / £17 per ticket for GFL over the current arrangement. The proposed costs equate to approximately £1.13 per day for parking / £1.13 per day for the ferry if used 31 days per month. For comparison, the current charges



equate to approximately £1.61 per day for parking / £1.68 for the ferry if used 31 days per month

- Daily Ticket (single user) - £7.00 (£3.50 to GBC / £3.50 to GFL) - a reduction of £2.50 per ticket for GBC parking / £0.30 per standard open ended return ticket for GFL.
- Family Ticket (2 adults and up to 3 children) - £9.90 (£3.00 to GBC / £6.90 to GFL) - a reduction of £3.00 per ticket for GBC parking / £4.10 per Family Saver Ticket for GFL.

**2.6** The initial scope of the Trial focused around the promotion of Monthly, Daily and Family tickets, however, more recent discussions have also led to the consideration of a “Carnet” 10 day ticket for the Trial. This type of ticket would give flexibility in use in that it would not be time-limited, be less of an initial financial outlay for the user than a monthly ticket and give savings to the users over buying multiples of daily tickets. This type of ticket may be of particular interest to those who work flexibly, and use the ferry on a semi-regular basis. The proposed cost / income split for this ticket type as suggested by GFL is as follows for a Carnet ticket (single user)

- £40.00 (£20 to GBC / 20 to GFL) This equates to £2.00 per day for parking / £2.00 per day for the ferry for 10 days use

**2.7** In order to ensure legibility and ease of understanding of the parking arrangements, it is proposed that Walpole Park long-stay car park be used as the sole car park where Park and Float tickets would be valid.

**2.8** With regards to projected up-take of the proposed scheme, an accurate assessment of numbers and the associated financial impact for GBC is extremely difficult to estimate at the current time as the restrictions are lifted and we evolve into a new business as usual. Revenue and costs per vehicle are known and, to assist, GFL have prepared some figures on projected impact on parking revenue.

**2.9** It is worth noting that the figures of projected users provided by GFL could be optimistic as they are linked to increased use by Military and BAE staff (through the Naval base potentially restricting parking on site within the Dockyard) and Gunwharf encouraging staff to use the Park and Float which is outside both GBC and GFL’s control. Furthermore, it is also unknown how much full-price parking would be lost to motorists swapping to the discounted scheme.

**2.10** There is the possibility that revenue could reduce from what would normally be achieved if existing car park users switch from paying standard GBC car park charges or there is no increase in uptake of the Park and Float ticket. However, the purpose of the Trial which will be supported by new signage and the subject of wider marketing campaign linked to the Council’s existing

initiatives is to introduce wider and more flexible transport choice and as such new users, and, based on GFL's projections, overall income to GBC would likely increase.

**2.11** Recognising that bus travel is also a vital part of the cross harbour link and that we should be encouraging use public transport for the reasons set out above, First Bus have been party to the discussions and have agreed to provide free travel between Walpole Car Park and the interchange as part of the initial Trial for customers not wishing or able to make the short walk to the interchange.

**2.12** The purpose of the Trial is, of course, to try these arrangements out and regular monitoring of ferry and bus use and income for all parties will be critical in understanding the financial implications and travel choices being made. It is proposed that reports be provided by all parties every two months throughout the trial to keep things under review and highlight any areas of concern or unintended consequences that need to be addressed.

**2.13** Based on GFL's projections, the following income per month for the Borough Council and GFL is anticipated (a mixture of Monthly, Daily and Family ticket sales):-

Low Case = £5,275 per month to GBC / £5,763 to GFL (total £11,038)  
based on 90 monthly permits + 625 daily tickets (500 single / 125 family)

Mid Case = £8,088 per month to GBC / £8,819 to GFL (total £16,907)  
based on 140 monthly permits + 938 daily tickets (750 single / 188 family)

Upper Case = £13,700 per month to GBC / £14,675 to GFL (total £28,375)  
based on 270 monthly permits + 1,250 daily tickets (1000 single / 250 family)

**2.14** The above projections do not include the "Carnet" ticket option. This additional ticket type may alter the overall ratio of ticket types sold / income generated over the original projections. However, at this stage it is not possible to make any firm assumptions, and regular reviews throughout the trial period will highlight patterns of ticket type sales and income generation.

**2.15** In order to provide a comparison, GFL detail Pre-Covid average sales of 40 Park and Float tickets per month. This figure would have generated an income of £2,000 per month for GBC and an income of £2,080 for GFL (total 4,080).

**2.16** There are clear benefits from the parties working together collaboratively to deliver more sustainable travel choices, including, importantly, a positive contribution towards our climate change aims and objectives. If successful, there would also be a likely increase in footfall within Gosport's Town Centre area which will be of benefit to businesses located here.

### **3.0 Initial / Start-up costs**

- 3.1** Administration costs incurred by MiPermit to amend their website/app would be four day's administrative work @ £250 per day, therefore, a total of £1,000 +VAT. A scanner to be used by GFL in order to validate tickets would ordinarily cost £800 but MiPermit have agreed to supply one free of charge.
- 3.2** There is a requirement of the Council to agree a Waiver in respect of using MiPermit to administer the scheme. This is necessary as the company were instructed by the Council to manage paperless parking in 2015. The Council is unable to locate the details of the exercise that was carried out to enable the original instruction to MiPermit so a waiver is required to acknowledge the possibility that this was either not carried out, or was not compliant with the Council's Contract Procedure Rules, and also that the Council wishes to vary the scope of MiPermit's existing instruction to include the necessary work to support the park and float initiative. The present Streetscene Enforcement Manager has begun a fresh procurement exercise for a new contract with a cashless parking solution provider. In the meantime, a contract waiver should acknowledge that it is logistically impractical to use any other method for payment, and impossible to appoint any other provider within the set time-scales for the Trial.
- 3.3** The costs of directional signage for the scheme to the Walpole Park car park will be dependent on the size and number of signs deployed. Options for directional "AA" type signage to the Walpole Park car park are currently being investigated by Hampshire County Council, as the Local Highway Authority, for a number of key highway routes. It is expected that HCC will cover the costs of such signage as their contribution towards the Trial, however, this has yet to be confirmed.
- 3.4** Dedicated signage will be displayed within Walpole car park to advertise the tickets and the associated costs to users, which could also detail routes on foot between the car park and ferry. Such signage would be instructed / undertaken by GBC Streetscene.
- 4.0** **On-going costs**
- 4.1** As payment would be via MiPermit, the present software provider for paperless parking, the Council would be liable for an administrative cost of 10p per transaction for cashless daily and family tickets / £1.00 per digital 10 Trip Carnet and Season ticket sale.
- 4.2** Based on the Low/Mid/Upper GFL projections of monthly permits, this would cost GBC £90, £140 and £270 per month respectively. Additionally, based on the same projections for daily/family trips, this would cost GBC £75, £113 and £150 per month. Therefore, total projected monthly costs for GBC for MiPermit fees would be £165, £253 and £420.
- 4.3** Additionally, GBC is charged banking/credit card fees. These vary between providers but an average fee of about 1% can be assumed. Based again on

the GFL projection of total monthly revenue (GBC + GFL income) of £11,038, £16,907 and £28,375, these fees would be £110, £169 and £284 respectively.

- 4.4** The totals of MiPermit fees and transaction fees based on the GFL low/med/high projections would be £275, £532 and £704 respectively.

## **5.0 Car park capacity**

- 5.1** For the Walpole Park car park, based on averages, there were around 230 paying visits per day prior to Lockdown. It can be assumed the vast majority were for the working day with a small percentage (estimated 25%) for short-stay. This equates to daytime occupancy of around 180 bays. GBC staff permits number roughly 100-200, so, after Lockdown and when the Town Hall is open, along with Long Stay permits, another 150 bays could be occupied. In August 2019, we also sold 34 park and float permits. This totals approximately 350 occupied bays. The present usage is far below this level due to Covid with a significant number of people working from home and who may continue to do so as part of more flexible working arrangements.

- 5.2** There are 571 parking spaces in Walpole Park, with the Local Test Site (LTS) and pods for homeless persons currently occupying 145, giving a total of 426 useable bays currently. It is believed the LTS will be in-situ for at least another six months. The number of pods will continue to reduce as alternative accommodation is identified but some are likely to remain during the Trial period.

- 5.3** Given the above, demand for spaces within Walpole car park will need to be carefully monitored GFL have been made aware of this and the possibility that sales of Park & Float tickets may need to be capped. Initially, the car park would have ample capacity, and adequate for what we consider would be a gradual take-up. It is not proposed to include any other town centre car parks during the Trial but options could be looked at afterwards linked to the development of the Borough Council's Car Parking Strategy.

## **6.0 Marketing / Publicity**

- 6.1** The Borough Council's Marketing and Communications Officer is working pro-actively with GFL's Marketing team regarding opportunities for publicity on GFL and GBC's websites and Social medial platforms, and is currently exploring options that do not have an associated cost.

- 6.2** It is considered that effective marketing and publicity will be an important determining factor of the success of the scheme with clear linkages to relevant areas of the Borough Council's website (e.g. Sustainable Travel, Streetscene and the High Street "Go Local" pages) and the Discover Gosport website being put in place.

- 6.3** Park & Float promotional messages will be included in relevant business bulletins, press releases and publications (and Coastline if publication dates are compatible).

**6.4** Additional paid social media campaigns *could* be explored with Discover Gosport / Tourist Information and also specific Park and Float lamppost banners. Such additional items would have an associated cost, which at this stage have not been costed.

**6.5** In order to increase the opportunity to influence more sustainable travel choices GBC have also approached GFL to seek the removal of the existing additional bicycle carriage fees on the ferry as part of the Trial, which could be included within any marketing and promotional materials in order to attract additional passengers. Unfortunately at the present time GFL do not wish to take this suggestion further, however GBC would be keen to revisit this suggestion at a later time, as it is considered key to the overall promotion of sustainable transport choices.

## **7.0 Use of Buses:-**

**7.1** First Bus have indicated their support for the trial and have agreed to allowing holders of Park and Float tickets (e.g. single users and also those travelling on a family ticket) to travel free between the Walpole Park car park and the interchange.

**7.2** Passengers using the one stop 'hop' will need to show the driver their virtual ticket in order to validate their purchase and entitlement to ride. During the trial, validation by the bus driver would need to be done manually, however, should the trial be successful and the Park and Float scheme continue, the means of validating tickets on the buses may need to be considered further.

**7.3** The one stop hop will be subject to a review every two months. First Bus have indicated that they would continue allowing free travel for the remainder of the pilot but have flagged that they may request consideration be given to financial compensation if the Park and Float scheme continues after the pilot period is over and usage/income is detrimentally impacted from bus passengers choosing to travel by car to take advantage of the park and float initiative.

## **8.0 Monitoring**

**8.1** The purpose of the trial is to ascertain whether sustainable transport choice and behaviours can be positively influenced by amended pricing and is a first, exploratory step, linked to the wider work being undertaken under the Transforming Cities Fund banner with regards single ticketing arrangements to encompass all modes of transport.

**8.2** It is not anticipated that there will be any lost income from GBC's normal car parking income, both income and usage will be carefully monitored and

customer feedback sought to help inform future decisions on whether to continue/amend the scheme.

**8.3** It will be important to understand if the Trial has influenced directional journeys and travel choices and attracted new ferry travellers but also whether this has diverted travel away from other sustainable modes (e.g. if people are switching from using the bus or cycling in order to use the scheme).

**8.4** A further report will be presented following the trial reviewing the findings and advising on future action.

<b>Financial Services comments:</b>	Contained within the report
<b>Legal Services comments:</b>	Contained within the report
<b>Equality and Diversity:</b>	Please see attached Equality Impact Assessment
<b>Climate Change implications:</b>	<p>Based on GFL usage projections, potential direct emissions reductions are likely to be ~0.2% to 1% of current transport emissions in Gosport. These savings may be reduced or cancelled out by induced travel and modal shifts; monitoring during the trial can evaluate these effects. There are possible larger indirect emissions reductions from overall reduction of travel to Portsmouth due to the opportunity to promote Gosport High Street, but these are very hard to quantify. If GFL was to go out of business, the increase in car trips between Gosport and Portsmouth would be significant with the potential to increase emissions by ~10% of current transport emissions in Gosport.</p> <p>There is potential to induce travel between Gosport and Portsmouth, and modal shift from public transport to car for journeys to the ferry terminal. However no definite projections can be given. This will be relevant to greenhouse gas emissions but possibly not so relevant for air quality and congestion given likely routes of additional car journeys.</p>
<b>Crime and Disorder:</b>	None
<b>Service Improvement Plan implications:</b>	If successful the proposed enhanced Park and Float scheme will increase the use of the

	Gosport Ferry, a key Public Transport link between Gosport and Portsmouth, and potential increase footfall within the High Street.
<b>Corporate Plan:</b>	<p>With regards to Developing the economy and improving infrastructure the enhanced Park and Float scheme will assist in improving transport to / from the Borough and contribute to the regeneration objectives focussed on the waterfront and town centre area.</p> <p>Increased use of the Gosport Ferry as a key public transport link will build upon the Borough Council's aspirations for the regeneration of the area and also align well with the proposed improvements to the Transport Interchange through the Transforming Cities Fund scheme.</p> <p>If successful the scheme could generate additional income for the Borough Council</p>
<b>Risk Assessment:</b>	<p>There is an element of financial risk with the trial but the limited time period and ongoing monitoring are considered to be adequate management.</p> <p>It is proposed that the Trial would be up and running from the beginning of June in order to coincide with the opening of the High Street, the lifting of Covid-19 restrictions and people returning to work and normal activities generally.</p> <p>There is a risk that if the Trial is not started as planned that the influencing of travel choices will be diminished as people would more likely revert to Pre-Covid habits / travel choices.</p>
<b>Background Papers:</b>	None
<b>Appendices:</b>	Park and Float Financial Projections summary
<b>Report Author/Lead Officer:</b>	Wayne Voller/Andrew Broster

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## **APPENDIX - Park and Float Financial Projections**

**(based on GFL monthly ticket sales estimations)**

<b>GFL Projection on a monthly basis</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Number of monthly Permits	90	140	270
Monthly Permit revenue to GBC	£3,150	£4,900	£9,450
Number of Family Permits	125	188	250
Family permit revenue to GBC	£375	£563	£750
Number of Daily Passes	500	750	1000
Daily Pass revenue to GBC	£1,750	£2,625	£3,500
Monthly revenue to GBC (Gross - before fee deductions)	<b>£5,275</b>	<b>£8,088</b>	<b>£13,700</b>
MiPermit Administrative fee incurred by GBC	£165	£253	£420
Credit Card fee incurred by GBC	£110	£169	£284
Total fees incurred by GBC	<b>£275</b>	<b>£532</b>	<b>£704</b>
Total Projected Monthly revenue to GBC (Net - after fee deductions)	<b>£5,000</b>	<b>£7,556</b>	<b>£12,996</b>

**Note** – The above projections do not include the sale of “Carnet” 10 day tickets, which *may* alter the number / ratio of ticket types sold. At this stage it is not possible to predict the attractiveness of this ticket, however, it is likely to be an attractive option give flexibility in use in that it would not be time-limited, be less of an initial financial outlay for the user than a monthly ticket and give savings to the users over buying multiples of daily tickets.

GFL advise that if all users were to switch to Carnet tickets there would need to be an increase in users of 9%, 8% and 3% (Low, Mid and Upper scenarios respectively) in order to achieve the above predicted incomes.

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**EQUALITIES IMPACT ASSESSMENT**

Final

**Name of policy\_\_\_/strategy\_\_\_/function\_✓\_ being assessed. Please ✓ what it is.**

Proposed six-month Park and Float trial

**1. Is this policy, strategy or function new \_✓\_ or an existing\_\_\_ one? Please ✓ what it is.****1a. Briefly describe the reasons for developing or reviewing this?****Eg: change in legislation or requirements, results of consultation, part of a regular review cycle, etc.**

The council has been approached by Gosport Ferry Ltd (GFL) requesting assistance with this proposed scheme to stimulate patronage which has substantially dropped due to the Covid Lockdown. As well as the financial benefit for GFL, and possibly GBC, there will be environmental benefits from the reduction in people travelling to Portsmouth via car.

**2a. Describe the main aim or purpose of this item? Who will it benefit? Why is it needed?**

The main purpose of the scheme is to promote clean air, which is a local authority obligation under the Environment Act 1995. A secondary aim is to increase patronage for GFL to ensure their financial security and thirdly is to promote Gosport Town Centre. An additional purpose is to provide local residents with an affordable method of having a day out, or commute to Portsmouth.

**3a. The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:**

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

**Having due regard means considering how this policy, strategy or function has or will advance equal opportunities for each of the protected groups below.**

It is proposed that the six month trial will start around June 2021. It will involve the sale of permits to allow motorists to park in Walpole Car Park and also take the ferry to Portsmouth at a discounted fee. Bookings will be made through MiPermit, GBC's present paperless parking provider, through an app or a website.

The function has been considered in relation to the above and is not believed to affect any. However, it is acknowledged there is a risk that those who are not computer literate or able to access the internet would not be able to book through the app or webpage. This may disproportionately affect some groups of people. It is hoped that this can be mitigated by the use of the MiPermit call centre which could allow telephone bookings, but the process has yet to be fully designed and evaluated.

Using a dedicated parking ticket machine was considered, but discounted on grounds of expense, practicality and also that utilisation of the complicated menu would lead to difficulties for the same group, but to a greater extent including those wishing to just purchase car parking.

**3b Identify how this item demonstrates due regard to the three aims above for each of the protected groups below.**

(For marriage and civil partnership, legislation requires you only need to demonstrate how you would eliminate unlawful discrimination, harassment and victimisation)

Protected characteristic	<b>This item demonstrates due regard by:</b> Describe how it furthers equal opportunities. You can cite examples of any disadvantage this item removes or minimises, how it meets the specific needs of any groups, how it encourages participation, promotes understanding or integration between groups	<b>Describe any negative impact or potentially negative impact of this item for any group.</b> For any negative impact identified, describe actions already taken to address it. Any planned actions must be identified in section 4.	<b>List data sources/ evidence used to assess impact and whether this item furthers the aims of the Equality Duty.</b> Insert links to data used where possible
Age	None	As above, the scheme may not be as easily accessible to those who are not computer literate, which could potentially include some older persons, some persons with a disability for instance.	It is intended that a MiPermit administered telephone booking system would be made available to offset any disadvantage to those unable to book via the internet or who have questions about how the scheme will work.  Current discussion with MiPermit indicates that a phone line could be made available between 08:00 and 20:00 on weekdays, with reduced hours over a weekend. Due to system limitations only single use tickets (not monthly or 10 trip tickets) could be purchased over the telephone.  It is intended that Customers will be
Disability	None		
<b>Gender reassignment</b>	None		
<b>Marriage and Civil Partnership</b>	None		
<b>Pregnancy and Maternity</b>	None		
<b>Race (ethnic or national origin, colour, nationality)</b>	None		
<b>Religion or Belief (and lack of belief)</b>	None		
<b>Sex</b>	None		

<b>Sexual Orientation</b>	None		<p>able to leave feedback about their booking with MiPermit (which in turn they could report to GBC Streetscene).</p> <p>User experience of the scheme will be reviewed and included in the overall evaluation of the new scheme to help ensure it is operated fairly across protected characteristics.</p> <p>It is intended that a variety of accessible communications media will be used to introduce the scheme and how it works.</p>
<p><b>3c. Are there any other groups in addition to those above which could be impacted (e.g. socially or financially excluded) by this item?</b></p> <p>No</p>			

**4. Please Identify any further actions you will take resulting from this assessment.**

Action	Officer Responsible	Completion date
<p><b>Full Council to consider proposals and changes to Fees and Charges- 19/05/2021</b></p>	<p><b>Wayne VOLLER Andrew BROSTER</b></p>	
<p><b>Booking queries, customer feedback and any complaints will be reviewed within the first two months of the scheme to assess whether any changes need to be made to ensure fair and successful operation of the trial scheme.</b></p> <p><b>Queries, feedback and complaints would need to be carefully reviewed. In taking on board any comments, suggestions or amendments would likely require input from GBC, Gosport Ferry Ltd, and other interested parties (e.g. Hampshire County Council and First Bus).</b></p>	<p><b>Wayne VOLLER via liaison with MiPermit</b></p>	

**5. Do you have any additional comments? If so, please add.**

**NONE**

<p><b>6. Date 29/04/2021</b></p>	<p><b>Officer(s) completing assessment Wayne Voller</b></p>	<p><b>Section Date Approved</b></p>
<p><b>7. Name of Section Head: Stevyn Ricketts</b></p>	<p><b>Date review completed. 29/04/2021</b></p>	
<p><b>8. Date submitted to Board/Full Council</b></p>	<p><b>Date review by ED Lead officer completed 10/05/21</b></p>	

**ED lead officer Recommendation:**

- This assessment form is incomplete and requires additional information for its review by EDSG.
- 

**This assessment has been successfully reviewed with the following outcome:**

- No major change** – The assessment of this policy/strategy/function shows no potential for discrimination and the aims of the Equality Duty have been met.
- ✓ **Adjust the policy/strategy or function** – This item will meet the aims of the Equality Duty if actions identified in Sections 3 and 4 to remove barriers or to better advance equality are implemented.
- Continue the policy/strategy/function** – There is some potential for adverse impact or missed opportunities to promote equality, but no unlawful discrimination has been identified. Ensure effective equality monitoring is in place to regularly assess the actual impact on different groups
- Stop and Rethink** – Adverse equality impacts have been identified/ may not be justified and have not been sufficiently mitigated. Unlawful discrimination could be taking place. Do not adopt or continue until a full equality investigation has been completed.