

# Cabinet Agenda

**Monday, 4 October 2021 at 6.00 pm**

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| 1. | Apologies for Absence   |          |
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| 5. | Annual Climate change report<br><i>(Victoria Conheady, Assistant Director, Regeneration and Culture)</i><br><i>(Cabinet decision)</i>                   | 11 - 48  |
| 6. | Land at Harold Place<br><i>(Peter Grace, Assistant Director, Finance and Revenues)</i><br><i>(Full Council decision)</i>                                | 49 - 54  |
| 7. | 2 - 12 Battle Road - Dangerous Structure<br><i>(Andrew Palmer, Assistant Director, Housing and Built Environment)</i><br><i>(Full Council decision)</i> | 55 - 58  |
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# Agenda Item 3 Public Document Pack

## CABINET

6 SEPTEMBER 2021

Present: Councillors Forward (Chair), Batsford, Chowney, Evans, Rogers and Webb.

### **359. APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillor Barnett.

### **360. DECLARATION OF INTERESTS**

None received.

### **361. MINUTES OF LAST MEETING**

**RESOLVED (unanimously)** that the minutes of the meeting held on 5th July 2021 be approved as a true record.

The Managing Director gave an update on the Covid-19 situation in Hastings. Cases per 100,000 have increased since the cabinet meeting in July, fluctuating at around 400 cases per 100,000. Whilst there is comfort in the large number of people who have now been vaccinated, there remains a significant number of people who have not been vaccinated, particularly in younger age groups.

The Council continues to deliver a significant response to the pandemic, with the environmental health and covid support team now identifying and supporting individuals who need to self-isolate. The Council is also supporting workplaces and other locations where outbreaks have occurred in order to improve working practices and reduce further incidents.

Officers and councillors continue to play an important role in highlighting the availability of pop-up vaccine clinics in Hastings. The roll out of the third phase of the vaccine programme will begin shortly, with the community contact centre being utilised as a vaccine hub for the winter period. This is in addition to the Kings Church site and the regular pop-up vaccine clinics

The local testing site has now moved from the Ore College campus with a new location to be confirmed soon. However, there is a walk-in and drive-through mobile testing unit operating in Falaise Road car park.

**RESOLVED:** the Chair called over the items on the agenda, under rule 13.3 of the Council's Constitution the recommendations set out in minute number 362 are agreed without being called for discussion.

### **362. ANNUAL TREASURY MANAGEMENT OUTTURN REPORT - 2020-21**

The Chief Finance Officer submitted a report to provide an opportunity for the cabinet to scrutinise the Treasury Management activities and performance of the last financial year.

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Under rule 13.3 the recommendations of the report were agreed without being called for discussion.

### **RESOLVED:**

**To consider the report – no recommendations are being made to amend the current Treasury Management Strategy as a result of this review.**

Reasons:

To ensure that members are fully aware of the activities undertaken in the last financial year, that Codes of Practice have been complied with and that the Council's strategy has been effective in 2020-21.

Under the Code adopted the Full Council are required to consider the report and any recommendations made. There will be a further report forthcoming on Treasury Management covering a review of the current financial year i.e. the Mid-year review.

### **363. AMENDMENT TO FINANCIAL ASSISTANCE POLICY**

The Assistant Director, Housing and Built Environment, presented a report to request cabinet agree an amendment to the current Financial Assistance Policy (2019-2023), to increase the discretionary disabled facilities grant assistance for internal stair lift only applications from £5000 to £10,000.

The current discretionary policy has an option for internal stairlift only applications to be non-means tested provided the total cost of the stairlift and installation is under £5000. The rationale for this was to speed up the process when people are waiting to be discharged from hospital and/or would be struggling in their current home due to not being able to safely access bedroom and bathroom facilities.

The costs for curved stair lifts have increased resulting in some applications no longer meeting the discretionary £5000 funding limit. This means applicants must submit information on their financial circumstances and wait for a means test to be carried out.

It is therefore proposed that the current £5000 limit is raised to £10,000 to cover situations where internal curved stair lifts are required or more than one internal straight stairlift is required.

The cost of the amendment can be met from the existing budget and it is expected the total additional grant assistance going forward to be in the region of £70,000 a year.

Councillor Batsford proposed approval of the recommendations, seconded by Councillor Rogers.

### **RESOLVED (unanimously):**

**That the discretionary disabled facilities grant assistance for internal stair lift only applications is raised from £5000 to £10,000.**

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**364. EXCLUSION OF THE PUBLIC**

**RESOLVED (unanimously):** that the public be excluded from the meeting during the consideration of the items of business listed below because it is likely that if members of the public were present there would be disclosure to them of “exempt” information as defined in the paragraphs of schedule 12A to the Local Government Act 1972 referred to in the relevant report.

The live stream ended, and the meeting proceeded in the private session.

**365. 4 STANIER ROAD**

The Assistant Director, Financial Services and Revenues, presented a report to seek approval for a rent review.

Councillor Chowney proposed approval of the recommendations, seconded by Councillor Evans.

**RESOLVED (unanimously):**

**To agree to settle the rent review.**

Reasons:

This will be increased revenue income for the Council.

(The Chair declared the meeting closed at 6.28pm)

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# Agenda Item 4

To Councillor Battley  
Chair of Overview and Scrutiny Committee

## ACCESS TO INFORMATION RULES

### KEY DECISIONS

#### RULE 20 –general exceptions.

**NOTICE** is hereby given under Rule 26 of the Access to Information Rules contained in the Council's Constitution that the following key decision will be taken at Cabinet on: -

| Cabinet 4 <sup>th</sup> October: Climate Emergency Action Plan Annual Report                 |                                   |   |   |
|--|-----------------------------------|---|---|
| <u>Decision</u>  | <u>Consultation and Timetable</u> | <u>Working Papers and files</u>               | <u>Responsible Officer / Portfolio Holder</u> |
| To report on the progress made on the actions in the climate change strategy and action plan |                                   | Climate change strategy report and appendices | Victoria Conheady/<br>Cllr Maya Evans         |

Signed   
Chief Legal Officer

Dated 22<sup>nd</sup> September 2021

#### **Note:**

##### Rule 26.20 General Exception

If a matter which is likely to be a key decision has not been included in the forward plan, then subject to Rule 26.21 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the Chief Legal Officer has informed the chair of a relevant overview and scrutiny committee, or if there is no such person, each member of

- that committee in writing, by notice, of the matter to which the decision is to be made; and
- (c) the Chief Legal Officer has made copies of that notice available to the public at the offices of the Council; and
  - (d) at least five clear days have elapsed since the Chief Legal Officer complied with (b) and (c).
- Where such a decision is taken collectively, it must be taken in public.



To Councillor Battley  
Chair of Overview and Scrutiny Committee

ACCESS TO INFORMATION RULES  
KEY DECISIONS  
RULE 20 –general exceptions.

NOTICE is hereby given under Rule 26 of the Access to Information Rules contained in the Council's Constitution that the following key decision will be taken at Cabinet on 4 October: -

| Cabinet   |  |                                 |  |
|---|--|---------------------------------|--|
| <u>Decision</u>   | <u>Consultation and Timetable</u>            | <u>Working Papers and files</u> | <u>Responsible Officer / Portfolio Holder</u>                    |
| Land at Harold Place<br>To seek approval for additional funding | Cabinet 4 October<br>Full Council 13 October |                                 | Peter Grace<br>Chief Finance Officer<br>Councillor Peter Chowney |

Signed   
Chief Legal Officer

Dated 17<sup>th</sup> September 2021

Note:

Rule 26.20 General Exception

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(c) the Chief Legal Officer has made copies of that notice available to the public at the offices of the Council; and

(d) at least five clear days have elapsed since the Chief Legal Officer complied with (b) and (c).

Where such a decision is taken collectively, it must be taken in public.

To Councillor Battley  
 Chair of Overview and Scrutiny Committee

**ACCESS TO INFORMATION RULES**

**KEY DECISIONS**

**RULE 20 –general exceptions.**

**NOTICE** is hereby given under Rule 26 of the Access to Information Rules contained in the Council’s Constitution that the following key decision will be taken at Cabinet on: -

| Cabinet 4 <sup>th</sup> October 2021: 2-12 Battle Road   |                                   |   |   |
|--|-----------------------------------|---|---|
| <u>Decision</u>  | <u>Consultation and Timetable</u> | <u>Working Papers and files</u>                               | <u>Responsible Officer / Portfolio Holder</u> |
| Cabinet to consider and recommend to Council to approve;<br>1. The additional safety work to the structures above the rear retention wall of Battle Road; and<br>2. The additional increase in the budgeted costs from £325,000 to £525,000 (to include a contingency margin of 20% for inflationary costs of materials and unforeseen minor variations to the agreed safety work) as recommended in this Report. Without this additional work, the demolition of 2-12 Battle Road cannot be completed |                                   | Public report to Cabinet held on 4 <sup>th</sup> October 2021 | Andrew Palmer / Cllr Kim Forward              |

Signed .....Mary Kilner.....  
 Chief Legal Officer

Dated ...01 October 2021.

**Note:**

Rule 26.20 General Exception

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- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the Chief Legal Officer has informed the chair of a relevant overview and scrutiny committee, or if there is no such person, each member of that committee in writing, by notice, of the matter to which the decision is to be made; and
- (c) the Chief Legal Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least five clear days have elapsed since the Chief Legal Officer complied with (b) and (c).

Where such a decision is taken collectively, it must be taken in public.

# Agenda Item 5



**Report To:** Cabinet

**Date of Meeting:** 4<sup>th</sup> October 2021

**Report Title:** Annual Update on Hastings Climate Emergency Action Plan

**Report By:** Victoria Conheady, Assistant Director Regeneration and Culture

**Key Decision:** N

**Classification:**

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## Purpose of Report

To report on progress against the agreed priority actions on the Climate Emergency Action Plan and present the Council's annual emissions data on its own operations.

To acknowledge the delay to progress due to the Covid-19 and staff realignment to pandemic response duties.

To recognise that the [Climate Change Strategy](#) will need to be updated on a rolling basis based on changing evidence and policy in this fast moving environment.

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## Recommendation(s)

- 1. To acknowledge the significant progress made to date against the actions of the climate emergency action plan**
- 2. To approve the plans for the year.**
- 3. To approve the plans to report annually to Cabinet in October, providing an update about progress made and a revised action plan to reflect policy changes where needed, keeping the action plan a living, dynamic document. A 6 month progress report will be reported in February each year too.**

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## Reasons for Recommendations

1. In March 2020, Cabinet approved the Councils Climate Emergency Strategy and 2-year interim action plan. This report presents the initial monitoring report to show progress against the priority actions and provides an update on the Councils own and town wide emissions.
2. The interim plan sets out actions that will take us to March 2022 only.
3. The climate change strategy and action plan will be updated and developed during the second half of 2021/22 to take us further towards 2030.
4. An annual report will be presented to Cabinet each year in October providing up to date information about progress made and an up to date action plan which is dynamic and responsive to policy changes. A 6 month progress reported will be reported in February each year too.
5. This report covers the period from March 2020 – September 2021. Annual reporting was delayed due to elections and the pandemic response.

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## Introduction

1. Climate change is the biggest threat facing the human species. The recently published [IPCC Sixth Assessment Report](#) described as 'Code red for Humanity' highlights the way that 'human activity is changing the climate in unprecedented and sometimes irreversible ways'.
2. Across the world people's lives are endangered by heat waves, droughts, flooding and record-breaking temperatures. The many planetary systems and habitats that support our life as well as those of other species are threatened.
3. We know reducing greenhouse gas emissions will have a positive impact on stabilising rising temperatures and the impacts of climate change and the choices we make over the coming years will decide the fate of billions of people. Planet Earth belongs to us all and as the world and societies within it make the structural changes necessary to prioritise and protect the environment the needs of the most economically marginalised must also be prioritised
4. In Hastings we must specifically focus on the huge task of retrofitting our beautiful, yet old and inefficient housing stock. Within a decade, all homes need to be insulated, and energy needs to be generated via environmentally friendly methods. At the same time, we need to be training our local workforce to enable this to happen. We need to follow the principles of a 'Green New Deal' for all industries within our town, transitioning in a way which will improve quality of life, while also benefitting the environment. Our town desperately needs a transport overhaul, better and greener public transport, alongside support for 'active travel'; walking and cycling, which will improve physical and mental health, while reducing carbon emissions
5. Hastings is a beautiful and vibrant town blessed with outstanding natural assets in the form of the sea, and our many country and urban parks. We need to support and seek ways to expand upon our natural environment, as healthy biodiversity is essential in maintaining the balance of the planet and ensuring the survival of humans and all other living organisms. Nature is also key in helping us to mitigate air and water pollution, CO2 levels, rising temperatures and increased precipitation. The natural environment is imperative to our survival.
6. Science tells us that disaster can be avoided if the world acts now and acts quickly. Our town has an action plan with a target of carbon neutrality by 2030 but we need the Government to provide supportive funding and environment centred legislation. To succeed all our stakeholders must come together and work as one with our community. We need everyone on board to facilitate a 'just transition' that leaves no one behind. There's no time to delay!

## The Climate Emergency Strategy and Action Plan

7. The Council declared a climate emergency in February 2019 and set a target to achieve carbon neutrality in Hastings by 2030. By March 2020, the Council had developed and adopted its Climate Emergency Strategy and a 2 year action plan, setting out its initial response to the climate emergency. The council, though impacted from the pandemic has

achieved much in the last 18 months, and this is described in the report below and in the attached appendices.

8. The plan modelled emissions to 2030 (working with AECOM consultancy), taking account of committed and planned national interventions, and included a broad spectrum of actions that would begin to support a reduction in the towns greenhouse gas emissions alongside the Councils own emissions. It set out a pathway to achieve carbon neutrality by reducing heat and energy demand from buildings; increasing the uptake of low and zero carbon technologies; decarbonising transport and encouraging more active travel choices and exploring off setting and natural capital options.
9. It is important to acknowledge that to reach carbon neutrality requires a shift in national policy, investment as well as individual behaviours, along with advancements in technology. The Council has a clear leadership role to play in reviewing its own operations and identifying best practice measures that it can implement for areas within its direct control; as well as influencing service providers and procurement choices that it makes when spending public funds. It also has an important role to play in working with partners to facilitate wider action and change throughout the borough and further afield and to lobby and exert influence over Government policy.
10. In the last 18 months there has been a range of government policy announcements which in some instances include associated grant funding. One of the most significant following the publication of [The 6th Carbon Budget](#) was the agreement to set a legally binding target to reduce emissions by 78% by 2035 and to include international aviation and shipping emissions into greenhouse gas monitoring. Others include [The ten point plan](#), [Independent assessment of uk climate risk](#) and the [Environment Bill 2020](#), [Decarbonising Transport: a better greener Britain](#). and Heat and Building Strategy.
11. The recently published [IPCC report](#) described as ‘Code red for Humanity’ highlights the way that ‘human activity is changing the climate in unprecedented and sometimes irreversible ways’. It recognises that reducing green house gas emissions will have a positive impact on stabilising rising temperatures and the impacts of climate change that many parts of the world have experienced in the last decade. These include extreme heatwaves, droughts, and flooding and record breaking temperatures.
12. In developing the refresh of the strategy for the town – we will look to maximise the opportunities to reduce the towns greenhouse gas emissions, recognising the small but important part this will play in contributing to global greenhouse gas reductions and the co-benefits of doing this. E.g. by reducing the emissions from our domestic housing stock we can tackle fuel poverty and health inequalities at the same time.
13. This is the first full annual monitoring report on progress against the actions established in the [Climate Emergency Action Plan](#). The strategy and action plan will be reviewed to take account of new policy developments and consider new areas of work.
14. Aspirations for the borough include exploring the following ideas such as looking at opportunities to increase local biodiversity even more through the use of green roofs and

walls, increasing the number of wild verges, supporting community gardens and food growing, promoting the installation of bat and bird boxes and planting more urban trees on our streets. The [Garden town project](#) is very exciting as it looks to increase natural planting schemes in the heart of the town centre.

15. In addition, we want every home in the town to be warm and well insulated by making sure every home is retrofitted and all new council-built homes are zero-carbon. We want to encourage as many homeowners and businesses to install renewable energy including solar panels and to make it easier for everyone to walk and cycle in the town. We want to hear about the ideas all local communities, residents, businesses and local partners have about what we can do locally to tackle climate change.
16. However it is important to note that our original strategy was based on scientific [evidence and the modelling work](#) that AECOM consultancy carried out to inform the way in which the towns GHG emissions need to be reduced to reach carbon neutrality by 2030. This evidence will also be refreshed and will guide the actions we need to take to aid our borough in delivering carbon neutrality. We are mindful though that these actions are not just those of HBC, but our stakeholders, our residents, businesses, infrastructure organisations (UKPN, Southern Water, Southern Gas Network) and the government. Only collectively can we hope to achieve these ambitions.

## The implications of the COVID-19 pandemic

17. The COVID-19 pandemic and associated national lockdowns, will have a number of positive and negative impacts on the town's greenhouse gas emissions. The impact of lockdown restrictions announced in the financial years 2020/21 (and 2021/22) on the emission profile for the borough will not be available until summer 2022; the impact on the council's emissions will be seen in 2020/21 and 2021/22.
18. Staff redeployment during the pandemic have also impacted on the ability to deliver the commitments in the action plan.

## Annual Emissions Monitoring

### Borough wide emissions

19. Details of the boroughs greenhouse gas emissions for 2019, can be found in Appendix '1'. Since the modelling work was undertaken by AECOM, there has been a slight decrease in the town-wide emissions. Emissions from housing remained the largest source of CO2 emissions for the borough accounting for 49% of total emissions. Transport emissions accounted for 29% of emissions and non-domestic buildings 22%. In 2019 the Government updated the national data methodology to clearly identify the role the public sector play in the UKs emissions and these can now be estimated for a local authority area and are shown in the 2019 data.

### Council Emissions

20. We have baselined the councils carbon emissions using data from 2018/19 and assessed 2019/20 and 2020/21 against this baseline year. The majority of the Councils emissions arise from the use of energy (electricity and gas) in our buildings and assets such as lighting in car parks. The results are shown in **Appendix 1** and provide a detailed description of the councils' emissions.



## Progress against the action plan

21. **Appendix 3** shows the climate change action plan in detail and the progress made in the last year against each of the actions and describes our plans and associated actions for this year.
  22. Key achievements within each theme are highlighted below
- Theme 1 - Communicating the findings, putting climate change at the heart of decision making, lobbying and working with others**
23. Climate change and sustainability issues have been incorporated into the Councils decisions making processes including the corporate standard and the project management toolkit to ensure the climate emergency is considered within all of our policy, programme and project decision making processes.
  24. We have created new climate emergency webpages providing information on what the Council is doing and what individuals can do. These pages will continue to be updated; new social media resources have been developed with the support of a student work placement from Brighton University
  25. The findings, conclusions and recommendations of the Climate Emergency Plan have been widely distributed to other local authorities, partners and the public. The results and recommendations have been shared internally and externally with presentations given to Hastings Local Strategic Partnership and Hastings Community network climate event.
  26. Officers participate in East Sussex Joint Climate Change working group and a pan-Sussex climate emergency group to share knowledge, identify opportunities for joint working, and identify potential sources of funding. We are also working with the South East Energy Hub, Team East Sussex and the Clean Growth Working Group of SELEP.
  27. Officers took part in a pilot programme with A Level Geography students to consider planning and the impacts of climate change and presented the findings of the climate action plan to the students.
  28. In addition, officers have engaged in East-Sussex wide discussions and took part in the East Sussex Strategic Partnership annual assembly which focused on climate change and commented on the draft East Sussex Recovery Plan to ensure net zero ambitions were integrated into the plan to support a green recovery.
  29. Officers are working with the Town Deal Programme to ensure the climate emergency and net zero ambitions are incorporated into the programme and emerging project business cases.

## **Theme 2 - Grid Decarbonisation – supporting the transition to zero carbon electricity**

30. Its useful to note that the carbon intensity of UK electricity decreased in 2018 (the latest year for which data is available). This drop continues the huge downward trend from a carbon intensity of 552gCO<sub>2</sub>/ kwh in 2005, to 235gCO<sub>2</sub>/kWh in 2018, a 55% reduction. This is a direct result of the closure of coal-fired power stations, a reduced reliance on gas to generate power and the continued growth in renewable energy.

31. Officers took part in UK Power Networks (UKPN) and Southern Gas Networks (SGN) future energy scenario consultation events to make sure the Councils carbon neutral goal could be considered in their development plans. In addition, conversations have been held with UKPN to better understand local grid constraints and the opportunities that changes to the energy system may bring to the town and the Councils plans.
32. The Council has procured 100% renewable electricity contracts for the majority of our corporate assets and estate, to support investment in additional renewable energy generation and the decarbonisation of the electricity grid
33. The review of the Local Plan is developing renewable energy policies that will support the decarbonisation of the grid at a local level informed by the recently published [Low Carbon Energy Study](#)
34. We will continue to support local generation, both small scale domestic installation and larger scale commercial installations and will continue to support community energy projects.
35. Figure 5 shows the renewable electricity generation in 2019 across East Sussex local authorities, this shows there is still potential to generate local energy within the borough to help meet the carbon neutral goal; the majority of the borough renewable energy generation arises from over 800 sites using Solar PV, sewage and landfill gas, and equates to approximately 6% of the electricity demand for the town.

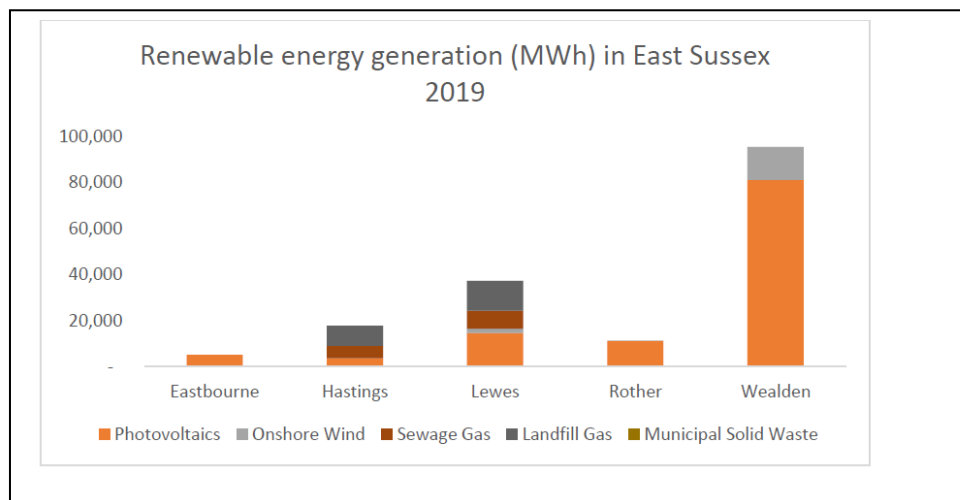


Figure 5 Renewable electricity generation in 2019 across East Sussex

### Theme 3 - Reduce energy demand from existing buildings

36. Improving the energy performance and reducing carbon emissions associated with existing buildings is one of the most important infrastructure challenges for the town and the UK as a whole in terms of reaching net zero emissions. In 2019 emissions from gas and electricity equated to 73% of all emissions in the borough. Improving the energy efficiency of the existing building stock and the way in which we manage energy consumption will contribute to reducing the energy and emission intensity of the existing building stock.

37. We have analysed the Councils energy consumption and developed the Councils baseline for the Councils own emissions (scope 1 and 2) for those assets for which the council is directly responsible for paying the energy bill. The analysis has illustrated that the Council contributes approximately 0.5% towards the town's overall GHG emissions. The consumption and emission data will be used to inform the refresh of the Asset Management Plan and to take targeted action where financially and practically viable in our worst energy performing buildings.
38. The government announced a large capital and revenue grant funding scheme (the Public Sector Decarbonisation Scheme) to support public-sector organisations to install heat decarbonisation and energy efficiency measures in their buildings. A funding application was submitted to the scheme and associated Low Carbon Skills fund; this would have supported a deeper energy review of 7 key operational buildings, helping to identify energy efficient measures, means to decarbonise the heating in turn making them more cost effective to operate. The fund was hugely over subscribed, and our application was not successful on this occasion. We are planning to apply to future rounds of funding.
39. Lighting improvements were made to Priory Street Multi Storey car park where existing lighting was replaced with over 100 efficient LED lighting fittings, this builds on the work already carried out in our other car parks (for example e.g. Carlisle Parade Underground Car Park). LED lighting will be installed in Grand Parade car park during 2021/22 and a review of the office lighting at MMH will be carried out.
40. We continued to promote the housing retrofit programme 'Warmer Sussex' a partnership programme with local authorities across Sussex, Retrofit Works and the local supply chain, to support local homeowners to retrofit their homes. This work is nationally recognised [Interactive policy map - Jan 2021 - UKGBC - UK Green Building Council](#) by the UK Green Building Council.
41. We continued to promote the 'East Sussex Warm Home Check Service' hosting the Fuel Poverty Co-ordinator post on behalf of the local authorities in East Sussex, and supported local people during lock down to access fuel vouchers.
42. The Council led an East Sussex wide consortium bid to BEIS for funding under the Green Homes Grant Local Authority Delivery (GHG LAD ) grant schemes (1a and 1b) to retrofit existing homes, whilst supporting the green recovery; a total of 175 private rented properties and 100 social rented properties will be retrofitted by September 2021 in East Sussex. The scheme aims to improve the energy performance of the domestic stock bringing the EPC ratings up to a EPC C. Additional rounds of funding have been announced and the Council in partnership with local authorities in East Sussex will lead a further bid for funding to retrofit local homes.
43. As part of the [Towns Fund](#) Investment Plans infrastructure projects will be supported to consider the impacts of climate change and how the projects can contribute to the towns net zero ambitions.
44. For example, the [Green Low Carbon Skills and Economy](#) projects plan to develop a Green Technology Centre of Excellence that will help to create the skills needed for green and low

carbon technologies, including retrofitting existing buildings and servicing electrical vehicles whilst a new skills hub will create opportunities to learn new land-based skills.

45. The Council is planning to build [new sustainable business incubator units](#) and the building will be built to very high sustainable (BREEAM) standards.

#### **Theme 4 - Generating renewable and low carbon energy**

46. We supported the uptake of solar PV and battery storage by homeowners within the borough and took part in the first phase of a group buying scheme '[Solar Together Sussex](#)'. This is a partnership with [Home | iChoosr](#) and the other authorities across Sussex. The scheme aims to increase the uptake of solar PV and battery storage by offering competitive prices through a vetted installer; approximately 50 installations are being planned for in Hastings subject to site surveys. A further promotion is underway this Autumn.
47. The Council's Solar roof top programme was paused during 2020/21 due to staff resources being redeployed to support our response to COVID19 and has been re-launched during 2021/22, following a refresh of the Business Case.
48. Since May 2021 we have recommenced the background work for our solar array project. The pandemic has changed the business landscape and we have to adapt our plans to accommodate this.
49. We have drawn up a draft solar Power Purchase Agreement (PPA) and Rooftop Lease with our legal department that is ready to discuss with businesses. This draft PPA and Lease has been developed from best practice case studies from other local authorities. A pilot scheme is being finalised and is likely to include up to 3 local businesses, the financial analysis of the scheme is underway and we will seek final approval for the funding this year.
50. Our target is to have the pilot scheme in process by the end of the financial year. The Solar PV panels installed on MMH are continuing to perform well and have produced 47,415kwh of green electricity saving 14 tonnes of CO<sub>2</sub>.

#### **Theme 5 - Low carbon and sustainable transport**

51. Transport accounts for 29% of all emissions in the borough. The transition to low carbon vehicles and fuels will help to reduce carbon emissions from transport significantly. In addition to reducing the use of fossil fuel vehicle, active travel such as walking and cycling, and the use of public transport has an important role to play in reducing emissions from transport.
52. The Council directly manages 23 vehicles to deliver its services, and has carried out a vehicle fleet review to understand replacement and lease renewal dates and identify opportunities for fleet replacement with zero and low carbon vehicles (ULEV's). Three vans and two cars will be replaced with electric vehicles during this financial year, 21% of our total fleet currently. Other vehicles will be replaced with appropriate ULEV's as leases expire.

53. Discussions have begun with Biffa about replacing and/or retrofitting the waste collection vehicle fleet with a low carbon vehicles including an electric fleet. The Council has continued to Lobby ESCC for improvements to local bus services and have been lobbying bus companies to electrify their fleet.
54. We successfully secured additional funding from the Towns Accelerator grant fund to expand the provision of electric vehicle charging infrastructure in the town centre car parks, an additional 14 sites were developed. The grant was match funded by the Council. This brings the total number of EV chargers to 21 that the Council has invested in since 2019. To help facilitate and support the further uptake of electric vehicles we continue to work in partnership with East Sussex County Council who are in the process of developing an EV strategy for the county.
55. Officers are supporting the work of [Hydrogen Sussex](#) and the research underway to consider emerging technologies such as hydrogen-powered vehicles and the potential use of hydrogen to decarbonise transport in Sussex. For further information about the potential of hydrogen see the recently published [UK hydrogen strategy](#)

### **Theme 6 Offsetting – natural climate solutions**

56. Land-use and land-use change has an impact on climate change and greenhouse gas emissions. The rate of build-up of CO<sub>2</sub> in the atmosphere can be reduced by taking advantage of the fact that atmospheric CO<sub>2</sub> is absorbed and can accumulate as carbon in vegetation (plants, trees etc) and soils. Within the national greenhouse gas data sets this is currently highlighted in what are called 'Land use, land use change and forestry (LULUCF)' emissions – and demonstrate how the towns current land use and land management practices can remove (sequester) or add to the towns total emissions. (See appendix 1) In addition, the way we use land directly impacts wildlife habitats and biodiversity.
57. The Woodland Carbon Code and Peatland Code are national metrics that enable the impact of new woodland creation and the restoration of peatland habitats to be measured. Working with partners the Sussex Local Nature Partnership, along with other regional partnerships have written to DEFRA and Natural England to create additional metrics and carbon codes for lowland and coastal habitats which would be useful for some of the habitats in Hastings e.g. wetland, semi-natural grassland and hedgerows – this will enable the Council to consider the role local habitats play in sequestration carbon more easily. The Council has and will continue to take a pro-active role in managing land for biodiversity and nature recovery. We are working in partnership with [Sussex Local Nature Partnership](#) to more fully understand the role of natural habitats in the storage and sequestration of carbon, alongside the challenges and drivers for offsetting and what this means for the borough. In addition we are exploring the opportunities for. [Nature Recovery and Net Gain](#) through our planning policy and land management practices.

### **Policy changes since the report was published**

58. Since the publication of the climate emergency strategy and action plan there have been a number of national policy announcements that will need to be considered in the next iteration of the plan. In addition, there are a number of pending policy announcements that will influence the plans development post 2022.
59. These will be taken account of in the refresh of the strategy and the subsequent action plan, including the 10 point Plan, The Climate Change Committee 6th Carbon Budget Reports, and the Heat and Buildings Strategy, Environment Bill and the Future Homes Standards

## Next steps – action for 2021/22

60. Key actions for 2021/22 will be to complete the actions already identified in the action plan. In addition, our main internal focus will be to put ‘our own house in order’ including completing the fleet review and purchase of electric vehicles, developing the asset management plan, installing energy efficient measures in our operational buildings and relaunching the roof top solar programme business case.
61. In addition, officers will ensure that the climate emergency is further embedded across all of the Councils work and that all service areas are contributing to the net zero ambitions through our policies, projects and programmes
62. **Key actions for 2021/22 are described in detail in the action plan in Appendix 3 and include**
- Continue to lobby and work with partners, local organisations and community groups to deliver actions to tackle climate change
  - Continue to embed the climate emergency into all of the Councils work and work to ensure that all service areas are contributing to the net zero ambitions through our policies, projects and programmes
  - Develop the climate web pages, providing advice and information about how to take action at home and in your business
  - Publish a resident’s guide to support carbon footprint reduction including more detailed advice on recycling
  - Review local plan to ensure planning policies maximise energy efficiency in new developments and opportunities for sustainable energy generation, biodiversity and sustainable transport
  - Restart work to increase the amount of solar arrays on suitable council and third-party owned buildings, and develop new approaches to installing solar and wind generation across Hastings where funding is available
  - Refresh the council’s asset management plan making sure it takes account of the climate emergency
  - Continue to install energy efficiency measures in our operational buildings and assets e.g. LED lighting where it is financially and technically viable to do so
  - Apply for additional funding to support the retrofitting of the existing housing stock and promote local initiatives
  - Commission and install more EV charging points where funding opportunities allow
  - Complete the council’s vehicle fleet review
  - Ensure the new grounds maintenance specification includes biodiversity, ecology, tree planting and recycling, complementing our climate change commitments
63. During the second half of the municipal year and early into 2022, priority will be given to developing the next iteration of the action plan, updating the strategy where needed to encompass change in data, government and local policy. This will enable developing the towns and the Councils road map further to work towards 2030. This work will need to include discussions with partners that are able to take actions to reduce their own greenhouse gas emissions as well as engaging with local residents about the steps they can take at home and at work.

## Conclusion

64. The report highlights the work that has been achieved to date since the publication of the climate emergency action plan in March 2020. It can be seen that the Council's own emissions have reduced and account for less than 0.5% of the town's greenhouse gas emissions.
65. The interim 2 year action plan, will be further developed in the second half of this financial year and beyond.

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## Wards Affected

All

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## Policy Implications

Reading Ease Score:

**Please identify if this report contains any implications for the following:**

|                                       |   |
|---------------------------------------|---|
| Equalities and Community Cohesiveness | Y |
| Crime and Fear of Crime (Section 17)  | N |
| Risk Management                       | Y |
| Environmental Issues & Climate Change | Y |
| Economic/Financial Implications       | Y |
| Human Rights Act                      | Y |
| Organisational Consequences           | Y |
| Local People's Views                  | Y |
| Anti-Poverty                          | Y |
| Legal                                 | N |

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## Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

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## Officer to Contact

Officer Chantal Lass, Climate Change Programme Manager

Email [class@hastings.gov.uk](mailto:class@hastings.gov.uk)

Tel 01424451483

And

Sam Phyll

Energy Development and Delivery Project Manager

Email [sam.phyll@hastings.gov.uk](mailto:sam.phyll@hastings.gov.uk)

Tel 01424 451489

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## Appendix 1 Annual emissions monitoring

### Borough wide emissions update

1. The UK annual greenhouse gas emissions statistics are published 18 months following the end of year to which they relate (Jan-Dec), and reflect policies and actions implemented prior to that. The local authority area emissions data for Jan – Dec 2019 has been published and is presented below. The data for January – December 2020 will be published in summer 2022.
2. BEIS regularly update the data calculation methodology and since the strategy and action plan was published the emissions data for 2005 - 2017 has been revised; this report provides an update on emissions and includes data for 2018 and 2019.

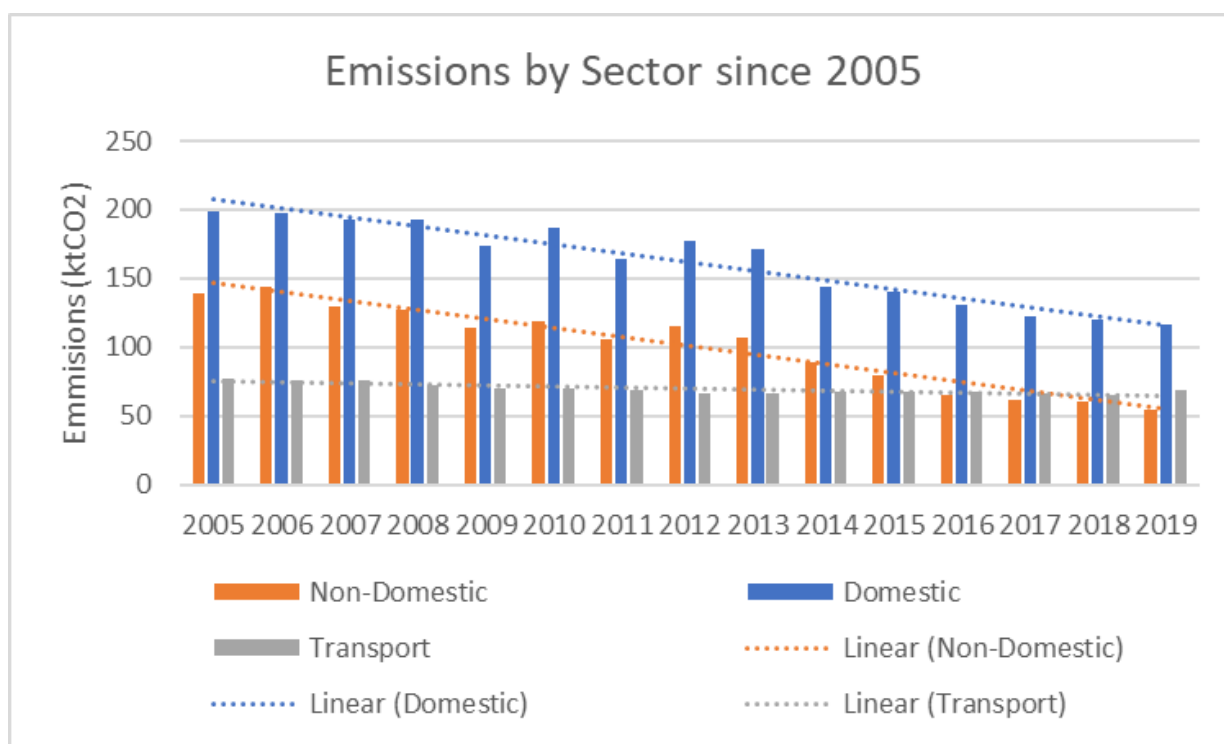


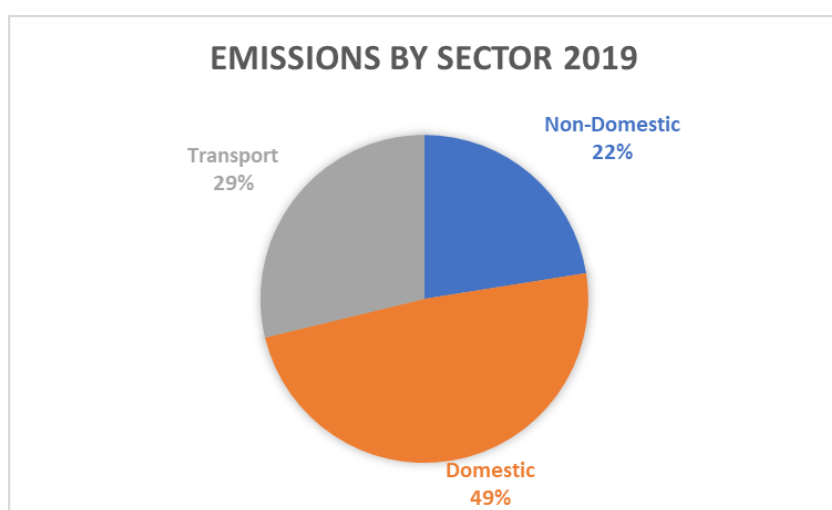
Figure 1 Emissions by sector since 2005 to 2019

3. In 2019, the data calculation methodology was again updated to now include separate data for the public sector (representing emissions from schools, hospitals, police, fire and local authorities etc).
4. There has been a very minor reduction in town wide emissions between 2017 and 2019. ([UK local authority and regional carbon dioxide emissions national statistics](#))
5. Net CO2 emissions for Hastings Borough in 2019 were 237.5 ktCO2, a decrease of 7 ktCO2 (2.9%) from 244.5 ktCO2 in 2017. This accounts for land use, land use change, and forestry (LULUCF) emissions, which continues to be a useful net sink of

carbon for the borough. Overall, emissions for Hastings have declined by 42.5% (175.8 ktCO<sub>2</sub>) from 2005 levels and this continues to be in line with national and regional trends (-34.86% nationally and -34.59% in East Sussex). Figure 1 shows changes in CO<sub>2</sub> emissions from 2005 to 2019 with and without the impact of LULUCF

- In 2019, housing remained the largest source of CO<sub>2</sub> emissions for the borough, accounting for 49% (117 ktCO<sub>2</sub>) of total emissions. Emissions from transport represent 29% (69 ktCO<sub>2</sub>), while non-domestic emissions (industrial and commercial) sources account for 22% (54 ktCO<sub>2</sub>) including 10.3 ktCO<sub>2</sub>, 4.3%, from public sector. LULUCF activity reduced the total emissions across all sectors of the borough by 1.3% (3.1ktCO<sub>2</sub>) in 2019. (see figure 2)

Figure 2 Emissions by sector 2019



- At the rates of decline in carbon emissions seen since 2005, the Borough is estimated to emit 144.7 kT CO<sub>2</sub> in 2030 (61.5 kT CO<sub>2</sub> in 2050). From these figures it is clear to see an increase in wider carbon reduction programmes at a national level is required, as well as local action, to meet our net zero ambitions.

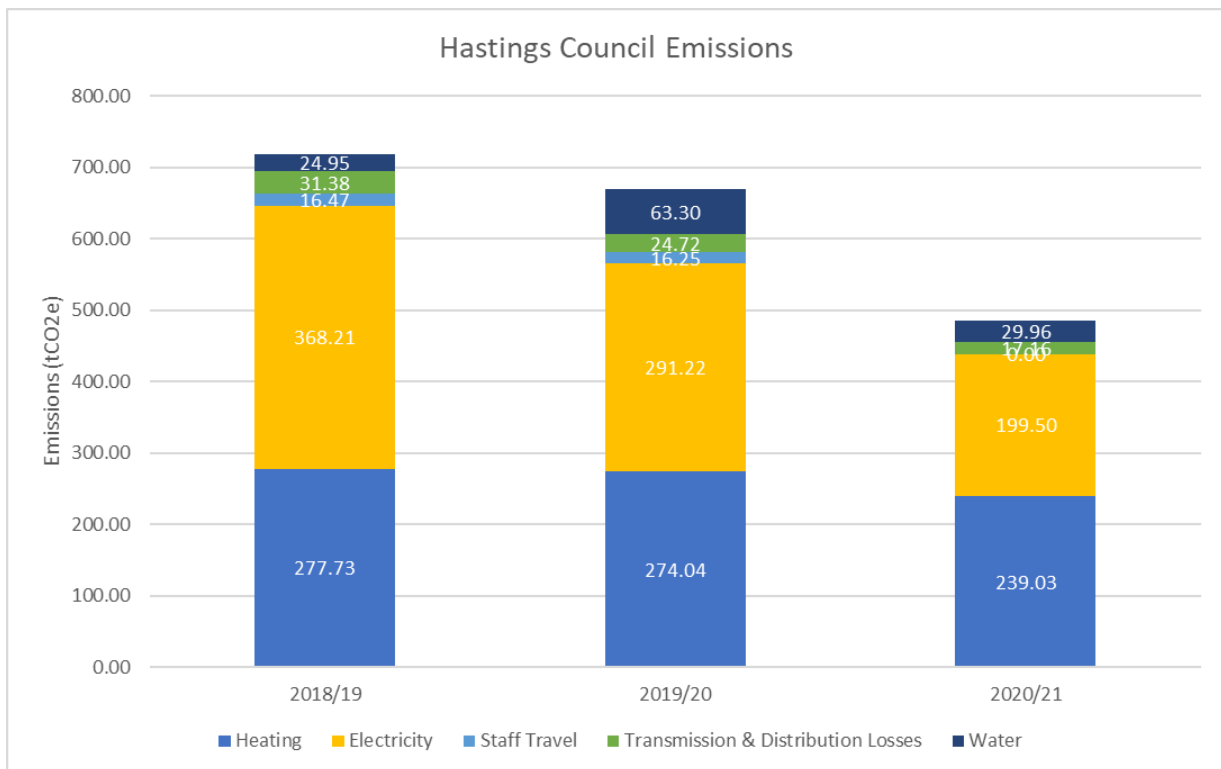
### Council Emissions

- We have used the 'Greenhouse Accounting Tool' to develop and report on the Council greenhouse emissions. The Greenhouse Gas Accounting Tool has been developed by Local Partnerships, working with the LGA, to provide a straightforward and consistent approach for councils seeking to calculate their own carbon baseline. The tool is free to use and has been reviewed by the Carbon Disclosure Project for compliance, and can be used to disclose council emissions data to the CDP-ICLEI Unified Reporting System in the Local Government Emissions section
- We have baselined the councils carbon emissions using data from 2018/19 and assessed 2019/20 and 2020/21 against this baseline year. In accordance with the Greenhouse Protocol and for the purpose of green house gas reporting, emissions are divided into three categories referred to as Scope 1 2 and 3. (see appendix 2 for a

definition of these terms and the data that has been used in establishing the Councils carbon emissions)

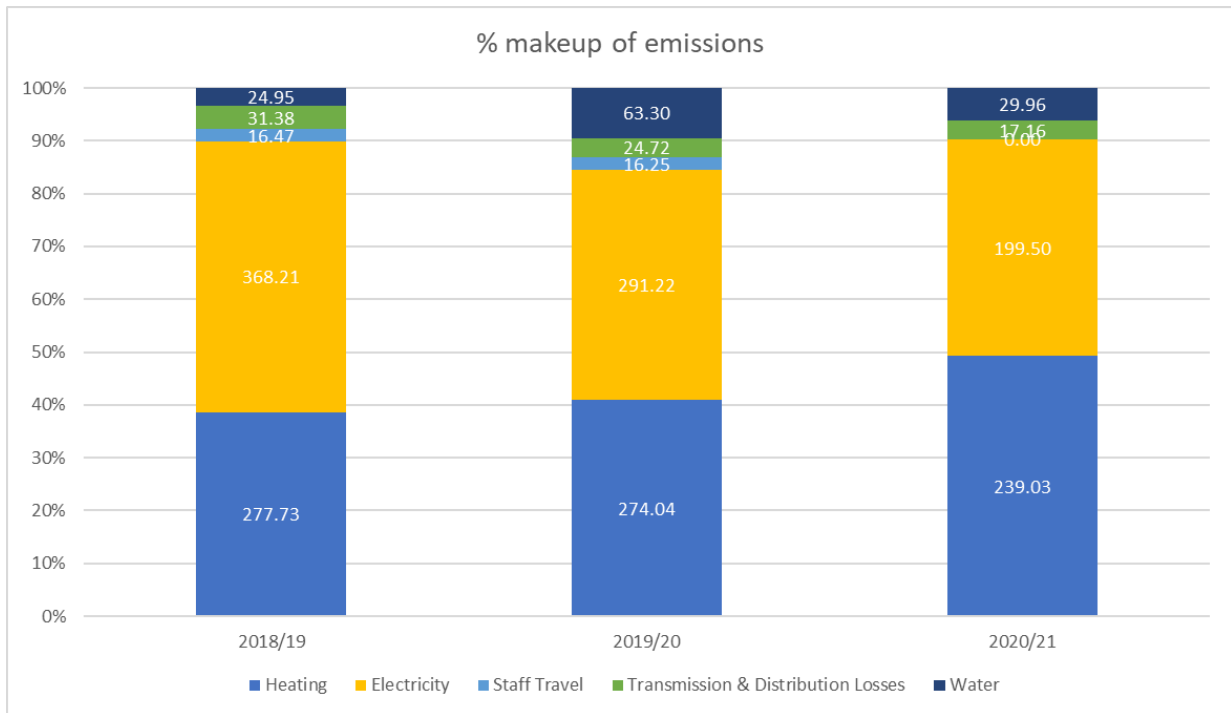
- To date we have collated where possible direct emissions generated from the councils own operations ( scope 1 and 2) and indirect emissions (scope 3) generated by council activities through the provision of outsourced services e.g. the white rock theatre, leisure and waste collection services. This has included an assessment of electricity and gas usage, travel and water usage.

Figure 3 Hastings Council carbon emissions for 2018/19, 2019/20 and 2020/21



- The majority of the Councils emissions arise from the use of energy (electricity and gas) in our operational buildings and assets such as lighting in our car parks. The electricity reductions can be attributed to the decarbonisation of the national grid during this time and accounts for the reduction on electrical emissions below (as well as electric lighting upgrades the Council carried out in 2019/20 and 2020/21)

Figure 4 % make up of the Councils emissions



6. The Councils scope 1 and 2 emission for 2019/20 were 599 tCO<sub>2</sub>e. A decrease of 11% (73 tCO<sub>2</sub>e) from the 2018/19 baseline. In October 2020 we switched electricity supplier to a renewable sources only supply, this will reduce our electricity emissions significantly during the lifetime of the contract. The Councils scope 1 and 2 emissions for 2020/21 were 350 tCO<sub>2</sub>e, a decrease of 42% (249 tCO<sub>2</sub>e) compared to 2019/20 and a decrease of 48% (322 tCO<sub>2</sub>e) from the 2018/19 baseline. As the UK further decarbonises the national grid, it will continue to reduce the greenhouse gas emissions associated to using electricity.


7. The emission data will be used to inform the refresh of the Asset Management Plan and to take targeted action where financially and practically viable in the worst energy performing buildings.

## Appendix 2 Greenhouse Gas Emissions Scope 1 2 and 3 definitions.

| Category | Description   | Data to be used   |
|----------|---|---|
| Scope 1  | Direct emissions from sources owned or controlled by the reporting organisation.  | Metered gas data in properties owned and operated by, and where the Councils pay for gas.   |
| Scope 2  | Indirect emissions from the generation of energy purchased by the reporting organisation  | Metered electricity data in properties owned and operated by, and where the Councils pay for electricity.<br>Mileage for Council-owned vehicle fleet and pool cars  |
| Scope 3  | Indirect emissions that result from Council activities that occur in the value chain of the reporting organisation, either upstream or downstream – ie the Council is not responsible for paying the fuel bill<br><br>Water consumption | Business mileage by Council employees/ elected members, gas and electricity use at leisure centres, waste depots,<br><br>Metered water use data in properties owned and operated by the Councils.<br><br>Outsourced services e.g. waste mngt, p& o spaces, leisure... |

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## Appendix 3 Climate Emergency Action Plan 2020/21 to 2021/22

| Ref.  | Action   | Resources  | Target / KPI  | Time frame /priority | 2020/21 progress update   | Actions for 2021/22  |
|---|--|--|---|----------------------|---|--|
|  <p><b>Communicating the findings, putting climate change at the heart of decision making, lobbying and working with others</b></p> <p><b>Outcome these measures will raise the profile of climate change and enable CO<sub>2</sub> reduction measures to take place</b></p> |  |  |   |                      |   |  |
| <b>HBC corporate actions</b>  |  |  |   |                      |   |  |
| 1.1   | Established a Climate Change Programme Board to monitor and report progress against the Climate Emergency Plan and plan future activity beyond 2022. | Officer leadership to be provided by new CEO     | Minimum of 4 Programme Board meetings per year<br>Report to O & S<br>Annual report to Cabinet | 2020/21<br>High      | Board established and met twice only due to resources being deployed to support the councils response to the COVID-19 pandemic<br>An update was provided to Overview and Scrutiny in Oct 2020 | Firmly estb the working of the Climate Board to monitor and report progress on the action plan.<br>Meetings planned for:<br>April 2021<br>June 2021<br>Sept/Oct 2021<br>Feb/March 2022 |
| 1.2   | Disseminate the results, conclusions and recommendations of the climate emergency plan within the Council  | Climate Change Programme Board<br>Climate Change | Integrate the findings of the climate change emergency plan                                   | 2020/21<br>High      | Ongoing work - worked with transformation team to update  | Continue to disseminate the climate emergency across the organisations, building climate literacy  |

| Ref.    | Action   | Resources         | Target / KPI   | Time frame /priority | 2020/21 progress update  | Actions for 2021/22   |
|---------|--|-------------------|--|----------------------|--|---|
| Page 30 | ensuring the recommendations and actions are taken forward within all Council policies, strategies and projects. | Programme Manager | into Council policies, strategies and projects by the end of 20/21 |                      | environmental considerations in new corporate standard Housing Strategy review – worked with housing team to ensure carbon emission reductions are included in the new housing strategy Ensured climate change was integrated into the development of the ESCC economy recovery plan and the emerging LSP Recovery Statement of Intent Local Plan review – see below The Towns Fund requires | skills across all service areas.<br><br>Review local plan to ensure planning policies maximise energy efficiency in new developments and opportunities for sustainable energy generation, biodiversity and sustainable transport.<br><br>Continue to work with partners to build local action in response to the climate emergency e.g. HCN executive and the LSP Board and towns fund projects |




| Ref. | Action   | Resources  | Target / KPI  | Time frame /priority          | 2020/21 progress update   | Actions for 2021/22   |
|------|--|--|---|-------------------------------|---|---|
|      |  |  |   |                               | the incorporation of the clean growth agenda and net zero to be incorporated into the Town Investment Plan  |   |
| 1.3  | Engage HBC staff in developing ideas to reduce the Councils greenhouse gas emissions and develop a behavioural change programme to support the Councils ambition to reduce its CO <sub>2</sub> emissions | Officer resources to develop, instigate and maintain and engage the whole organisation<br>Climate Change Programme Manager & Communication | Establish a staff climate change action group to develop and implement ideas during 2020/21 | 2020/21 and ongoing<br>Medium | Move to 2021/22<br>Due to the pandemic and large-scale redeployment of staff & the fact that staff are working from home- the development of a staff climate change action group has been delayed – this will be developed and report to the Climate Change Board<br>Conversations with individual services are ongoing to ensure the | Continue to embed the climate emergency into all of the Councils work and work to ensure that all service areas are contributing to the net zero ambitions through our policies, projects and programmes<br><br>Update the Council Corporate Environmental Policy |


| Ref.          | Action  | Resources                           | Target / KPI  | Time frame /priority          | 2020/21 progress update  | Actions for 2021/22  |
|---------------|---|-------------------------------------|---|-------------------------------|--|--|
|               |   |                                     |   |                               | climate emergency research findings are considered as part of service delivery planning and new policy developments e.g. housing. Planning, parks & open spaces, regeneration  |  |
| 14<br>page 32 | Lobby central Government to provide the powers and resources needed to help make 2030 target possible | HBC senior officers and councillors | Disseminate findings at key strategic meetings and boards during 2020 | 2020/21 and ongoing<br>Medium | Ongoing HBC is piloting a project with BEIS to look at the implications of the Min Energy Eff Standard (MEES) in the private rented housing sector for example Through Team East Sussex and, the Clean Growth Working Group of SELEP and the regional Energy | Ongoing including through TEAM East Sussex, SELEP, SELEP Clean Growth Working Group, ES Climate Working Group, The Energy Hub, and Hydrogen Sussex |

| Ref.                         | Action  | Resources  | Target / KPI  | Time frame /priority | 2020/21 progress update  | Actions for 2021/22   |
|------------------------------|---|--|---|----------------------|--|---|
|                              |   |  |   |                      | Hub – Hastings and partner LA's continue to lobby for resources and keep us on the map for resources incl. financial   |   |
| <b>HBC town wide actions</b> |   |  |   |                      |  |   |
| 1.5                          | Develop an engagement and communication plan, which supports and encourages local organisations, businesses and communities to act to reduce their greenhouse gas emissions | Officer resources & time including Climate Change Programme manager & Communication team | Develop a Communication Plan 2020/21<br>Create a Climate Emergency web page on HBC website 2020<br>Develop media to engage new audiences e.g. Blogs, Vlogs and social media | 2020/21 High         | Ongoing<br>Comm plan – still to be developed<br>HBC Climate change pages updated will be added to as work progresses<br>New media opportunities to be developed still<br>Have bid to Brighton University to provide a work placement for 12 weeks, min 8 hours per week to support our comms for | Ongoing<br><br>Continue to develop the Climate web pages providing advice and information about how to take action at home and in your business<br><br>Publish a resident's guide to support carbon footprint reduction including more detailed advice on recycling<br><br>Continue to develop social media to engage new audiences |

| Ref. | Action  | Resources  | Target / KPI   | Time frame /priority  | 2020/21 progress update  | Actions for 2021/22   |
|------|---|--|--|-----------------------|--|---|
|      |   |  |  |                       | climate change and other corporate priorities – we will hear if this has been successful in the next few weeks (Feb – May 2021)  |   |
| 1.6  | Share the findings of the Climate Emergency Plan with partners and work with Government, SELEP and other regional organisations to identify existing and forthcoming funding to support specific projects and actions | CEO, Senior Management and Climate Change Prog manager Officer resources to develop funding applications as required | Disseminate findings at key strategic meetings and boards during 2020. | 2020/21 and ongoing H | Shared findings of the Climate Emergency via workshops with stakeholders and community organisations LSP (Sept) and HCN (Nov) Findings highlighted at E S Energy Partnership especially the links between fuel poverty, retrofitting agenda and housing emissions Participated in East Sussex-wide | Ongoing as required and as opportunities arise. e.g. SELEP Clean Growth working group, SELEP and TEAM ES, ESSP, Towns Fund Board, LSP |

| Ref. | Action   | Resources                        | Target / KPI | Time frame /priority | 2020/21 progress update   | Actions for 2021/22   |
|------|--|----------------------------------|--------------|----------------------|---|---|
|      |  |                                  |              |                      | discussions through the East Sussex Strategic Partnership (ESSP), with the recent Annual Assembly focussing solely on climate change.   |   |
| 1.7  | Work with partners to prepare for, and increase the towns resilience to, the impacts of climate change including sea level rise, hotter drier summers and increased winter storminess and more intense rainfall. | Climate Change Programme Manager |              | 2021/22 and ongoing  | LSP Climate Change Working Grp established and met in November East & west Sussex LA's meeting regularly to look at joint projects and funding opportunities as well as SELEP Clean Growth working Group and the SE Energy Hub<br>The impacts of climate change on our services | Ongoing<br>Continue to work with partners to build local climate action |

| Ref.                         | Action  | Resources   | Target / KPI                  | Time frame /priority  | 2020/21 progress update  | Actions for 2021/22  |
|------------------------------|---|---|-------------------------------|-----------------------|--|--|
|                              |   |   |                               |                       | and the town are becoming more apparent e.g. drought impacts on crop growing in county park and more intense storms on infrastructure (e.g. Rock a Nore Carp Park) |  |
| Page 36                      |  <b>Grid Decarbonisation – supporting the transition to zero carbon electricity</b>  |   |                               |                       |  |  |
|                              | <b>Outcome: these measures support decarbonisation of the electricity grid, which could reduce CO<sub>2</sub> emissions by up to 18% for the whole borough</b>  |   |                               |                       |  |  |
| <b>HBC corporate actions</b> |   |   |                               |                       |  |  |
| 2.1                          | Work with UK Power Network (UKPN) to support the transition to a smart grid capable of meeting the requirements of a carbon neutral Hastings; develop greater understanding of local grid constraints so that investment in EV infrastructure and development of new renewable & low carbon energy assets can be achieved | Existing resources including Planning policy, climate change programme and renewable energy and energy development officers | Meet with UKPN during 2020/21 | 2020/21 and ongoing M | Ongoing<br>Took part in UKPN Future Energy Scenarios consultation events October<br>Liaising with UKPN over expansion of EV infrastructure in the town centre      | Ongoing<br>Open broader dialogue with other utility providers too – SGN for gas and southern water for water |


| Ref.   | Action  | Resources   | Target / KPI  | Time frame /priority | 2020/21 progress update   | Actions for 2021/22  |
|--|---|---|---|----------------------|---|--|
|  |   |   |   |                      | car parks<br>Broader conversation underway with UKPN regarding the Towns Fund                                     |  |
| <b>HBC town wide actions</b>   |   |   |   |                      |   |  |
| 2.2  | Provide support through planning policy for strategic energy infrastructure developments, transport and housing that seek to support the transition to a carbon neutral Hastings and the decarbonisation of the electricity grid. | Existing resources<br>Planning policy team and Climate Change Programme | Review the renewable energy and low carbon plan policies as part of the Local Plan Refresh – consultation during 2020 | During 2020/21<br>H  | Ongoing Refresh of Plan policies underway informed by research undertaken with AECOM for 'renewable energy study' | Ongoing Further development of local plan policies underway to reflect the consultation findings and new govt policy requirements. |
|  <p><b>Reduce energy demand from existing buildings</b></p> <p><b>Outcome: The existing building stock accounts for 75% of existing CO<sub>2</sub> emissions – reducing demand for electricity and heating could reduce borough wide emissions by 30%</b></p> |   |   |   |                      |   |  |
| <b>HBC corporate actions</b>   |   |   |   |                      |   |  |
| 3.1  | Develop a baseline for the Councils organisational greenhouse gas emissions, (carbon footprint) illustrating the contribution the Council makes to the town's overall greenhouse gas  | Officer time & external support<br>Estimated budget cost £8.5k          | HBC carbon footprint baseline developed by December 2020<br>Report annual   | 2020/21<br>H         | Baseline completed – ongoing year on year used the Local Partnership/   | Ongoing Collate data for 2020/21   |

| Ref. | Action  | Resources   | Target / KPI  | Time frame /priority | 2020/21 progress update   | Actions for 2021/22  |
|------|---|---|---|----------------------|---|--|
|      | emissions   |   | emissions 2021/22 onwards   |                      | LGA GHG tool 2018/ 19 and 2019/20 assessed this includes electricity gas and water, transport emissions some externalised services Freedom leisure, WRT, Biffa, and Ideverde HBC corporate emissions make up approx. 0.5% of towns overall emissions in 2018/19 (transport gas and electricity use) |  |
| 3.2  | Review the Councils estate to understand the current carbon/ energy performance of its assets and to underpin a program of improvement works to improve the energy/carbon efficiency of its estate, including heat. This will help to ensure the Council meets the landlord requirements of the | Estimated costs to undertake a review of the council's estate £30-50K, cost tbc 2020/21 Additional budget may be required for | Review of typology and stock condition and age of buildings undertaken in 2021/22, subject to costs | 2021/22 and beyond M | To help inform this action - Applied to the Public Sector Decarbonisation scheme – low carbon skills find to undertake a  | Ongoing<br><br>Support the development of the new Asset Mngt Plan which takes account of the carbon neutral ambition and creates a road map for the decarbonisation of our |



| Ref.                         | Action   | Resources   | Target / KPI  | Time frame /priority | 2020/21 progress update  | Actions for 2021/22  |
|------------------------------|--|---|---|----------------------|--|--|
|                              | Minimum Energy Efficiency Standard (MEES) Energy Performance Certificate (EPC) ratings in the future.  | measures to improve the fabric, energy/carbon efficiency of buildings   |   |                      | feasibility assessment of 7 key operational buildings – Round 1 was oversubscribed 10 fold – awaiting details of further funding rounds.   | assets<br>Identify key areas to target action to reduce GHG emissions from the corporate estate and work with our partners e.g. freedom leisure to understand their plans to reduce their emissions etc  |
| 3.3                          | Undertake further energy /carbon efficient retrofits of Council operational buildings where cost effective to do so e.g. LED lighting at MMH | Existing officer time including Energy Development & Delivery Project Manager & Building surveyors<br>Salix funding and/ or invest to save budget | Develop business case and seek approval to upgrade MMH to LED lighting during first half of 20/21 | 2020/21 M            | MMH LED lighting scheme paused<br>LED Lighting improvements made to Priory Street multi storey carpark<br>A detailed energy survey of the museum was carried out to determine the possibility of installing a low carbon heating system to replace the gas boiler. | Ongoing<br><br>Develop the business case for LED lighting at MMH<br><br>Continue to install energy efficiency measures in our operational buildings and assets e.g. LED lighting where it is financially and technically viable to do so<br><br>Apply for PSDS funding when round 3 comes on line to seek capital funding for building work as reqd. post energy assessments |
| <b>HBC town wide actions</b> |  |   |   |                      |  |  |
| 3.4                          | Develop a Whole House Retrofit pilot program with partners in the  | Building on the BEIS funded   | Promote 'Warmer   | 2020 and ongoing     | Warmer Sussex pilot continues  | Ongoing<br>continue to promote   |


| Ref. | Action   | Resources   | Target / KPI  | Time frame /priority | 2020/21 progress update   | Actions for 2021/22   |
|------|--|---|---|----------------------|---|---|
|      | region, identify funding and submit an EOI as funding becomes available. | whole house retrofit pilot 'Warmer Sussex' Officer resource to develop EOI when funding becomes available | Sussex' to local homeowners Submit Expression of Interest when national/ regional funding becomes available | H                    | East Sussex wide consortium bid for Green Homes Grant funding Local Authority Delivery Grant (phase 1a and 1b) was successful and is co-ordinated by HBC and delivered via Warm East Sussex partnership We have promoted Green Homes Grant scheme and Warmer Sussex project to staff to encourage staff to consider home energy efficiency whilst working at home Additional GHG LAD are being launched by BEIS for delivery 2022 | Warmer Sussex promote the GHG LAD2-programme being delivered by the regional energy hubs<br><br>Apply for further MEES funding to support housing enforcement work of poor performing private rented housing<br><br>Work with landlords to improve the energy performance of the existing housing stock.<br><br>Apply for additional funding to support the retrofitting of the existing housing stock to improve the energy performance and promote local initiatives e.g. GHG LAD 3 and HUG<br><br>Support social housing landlords application to the Social Housing Decarbonisation fund to bring the housing stock up to an (EPC) C standard, delivering warm, energy- |

| Ref.  | Action   | Resources   | Target / KPI                                    | Time frame /priority | 2020/21 progress update   | Actions for 2021/22  |
|---|--|---|---|----------------------|---|--|
|   |  |   |   |                      | onwards   | efficient homes, reducing carbon emissions and fuel bills, tackling fuel poverty, and supporting green jobs.             |
| 3.5   | Investigate the potential for a low carbon heat network in and around the Bohemia Area development   | Officer resource tbc if project is developed<br>Government funding from HNDU available for feasibility study – would require budget for study<br>estimate £20-£30k depending on scope - 33% match reqd. | 2022 onwards                                    | 2022+                | 2022 onwards<br>Keep abreast of the pilot being developed with southern water in west Sussex to use waste heat in the sewer system to provide low grade heat. | Ongoing<br>As required   |
|  <b>Generating renewable and low carbon energy</b>  |  |   |   |                      |   |  |
| <b>Outcome: Analysis demonstrated approx. 6% of energy in Hastings is generated from renewable and low carbon sources – additional generation could reduce CO2 emissions by 6% and contribute to meeting Hastings future electricity demand</b> |  |   |   |                      |   |  |
| <b>HBC corporate actions</b>  |  |   |   |                      |   |  |
| 4.1   | Identify further opportunities to install solar PV on council owned buildings and on large 3 <sup>rd</sup> party roofs in the borough and develop a business model to facilitate | Existing officer resource including Energy Develop & Delivery   | Power Purchase Agreements (PPA) agreed with HBC | 2020/21<br>H         | Programme delayed due to staff resources being redeployed to  | Restart work to increase the amount of solar arrays on suitable council and third-party owned buildings, and develop new |


| Ref. | Action   | Resources   | Target / KPI   | Time frame /priority  | 2020/21 progress update  | Actions for 2021/22   |
|------|--|---|--|-----------------------|--|---|
|      | installations  | Project manager<br>Capital budget allocated to install renewable energy project subject to business case            | tenants during 2020<br>Report to Cabinet June 2020<br>Tender process for Solar PV completed by Oct 2020<br>2-5 roofs at 5% or higher ROI installed<br>2020/21<br>10+ roofs at 5% or higher<br>2021/22        |                       | support our COVID-19 response<br>Work is in hand to identify procurement options for summer 2021   | approaches to installing solar and wind generation across Hastings where funding is available<br><br>Launch solar roof top programme in 2021 subject to approval of the revised business case |
| 2    | Identify opportunities to install ground mounted solar on council land. The Council is currently exploring the potential to install GMS on land at 2 locations within the boundaries of Hastings Country Park Local Nature Reserve | Existing officer resource including Climate Change Prog Manager and Energy Development and Delivery Project Manager | Develop a business case depending on feedback from Natural England's Discretionary Advice Service for the sites in Hastings County Park LNR in 2020/21<br>Cabinet report to request investment will be reqd. | 2020/21 and ongoing H | Hastings Country Park - Project completed following Natural England Feedback about the proposed GMS site in Hastings Country Park project<br>Other potential sites to be considered as part of Local | Await outcome of local plan review and policy updates   |

| Ref.                         | Action  | Resources  | Target / KPI  | Time frame /priority  | 2020/21 progress update   | Actions for 2021/22 |
|------------------------------|---|--|---|-----------------------|---|---------------------|
|                              |   |  | During 2020/21 Liaise with the MOD re Crowhurst GMS potential site 2021/2022+ Liaise with ESCC and BIFFA re Pebsham Landfill Site |                       | Plan review   |                     |
| 4.3                          | Identify opportunities and develop business cases, to install solar PV on Council car parks   | Existing officer resources including Energy Develop & Delivery Project Manager | Develop business case during 21/21 to deliver if viable 2022  | 2021/22 and ongoing M | Ongoing - Initial feasibility work completed  |                     |
| 4.4                          | Identify sites within the refresh of the Local Plan for other renewable energy schemes (such as on shore wind)  | Planning policy team   | Refresh of Local Plan – potential sites identified 2020/21  | 2020/21 H             | Sites to be included in local plan and policies to facilitate future renewable energy installations | Ongoing             |
| <b>HBC town wide actions</b> |   |  |   |                       |   |                     |
| 4.5                          | Support the development of innovative approaches and community led and owned renewable energy projects (including the MOU with Energise Sussex Coast) | Existing officer resource  | Support ongoing and as required   | 2020/21 and ongoing   | Planning applications received for several Comm energy Solar pv roof top                            | Ongoing             |

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| Ref.   | Action   | Resources  | Target / KPI   | Time frame /priority  | 2020/21 progress update   | Actions for 2021/22   |
|--|--|--|--|-----------------------|---|---|
|  |  |  |  |                       | installations on community assets including a local church and school.  |   |
|  <p><b>Low Carbon and Sustainable Transport</b></p> <p><b>Outcome: These measures could help to deliver a CO<sub>2</sub> reduction of up to 21% for the borough (and 26% with grid decarbonisation)</b></p> |  |  |  |                       |   |   |
| <b>HBC corporate actions</b>   |  |  |  |                       |   |   |
| Page 44  | 1 Review the Councils fleet and identify opportunities for fleet replacement with zero and low carbon vehicles (ULEVs) and the use of electric bikes | Exiting officer resource including Project Accountant & Climate Change Prog. Manager and Waste and cleansing services manager Grant funding available for Workplace EV charging (OLEV) | Review completed by September 2020 Foreshore vehicle replaced with Electric vehicle 2020/21 HBC workplace EV charge points for electric fleet installed during 2020/21 | 2020/21 and ongoing H | Ongoing Fleet review underway to understand timescale for corporate vehicle replacements Individual corporate vehicles to be considered on case by case need e Make use of Govt funding to install work place EV chargers and | Ongoing<br>Install work place ev charge points at key council offices<br><br>Complete the Councils vehicle fleet review |

| Ref.                         | Action  | Resources  | Target / KPI   | Time frame /priority | 2020/21 progress update  | Actions for 2021/22  |
|------------------------------|---|--|--|----------------------|--|--|
|                              |   |  |  |                      | the purchase of Electric vehicles  |  |
| <b>HBC town wide actions</b> |   |  |  |                      |  |  |
| 5.2                          | Expand the provision of public charging infrastructure in the Councils own estate e.g. public car parks and work with ESCC and other LAs in East Sussex to expand the provision of on street EV charging infrastructure | Existing Officer resource – Enforcement manager & Climate Change Programme Manager | Contribute to the delivery of 15 public charging points, providing 30 charging bays in the borough by 31 <sup>st</sup> March 2021<br>Develop a sustainable business model to further expand EV charging provision during 2020/21 | 2020/21<br>H         | Ongoing<br>Secured additional funding to install additional EV charge points in town centre car parks – town deal accelerator towns fund and HBC Capital budget (renewable energy projects)<br>Installed by March 2021<br>Additional capacity installed at the new Aldi store, Tesco's and Morrisons<br>Review of parking charges for EV vehicles<br>ESCC developing EV strategy to support wider deployment | Ongoing<br>Work with partners across ES to strategically integrate more EV infrastructure into the county and borough to support the growing demand for recharging facilities and the use of EV expands.<br><br>Promote grant funding schemes to local businesses who may be considering switching<br><br>Commission and install more EV charging points where funding opportunities allow |

| Ref.   | Action   | Resources  | Target / KPI  | Time frame /priority  | 2020/21 progress update   | Actions for 2021/22   |
|--|--|--|---|-----------------------|---|---|
|  |  |  |   |                       | around the county   |   |
| 5.3  | Continue to support the decarbonisation of transport through planning policy and by working with partners to implement measures that encourage the use of public transport and active travel. Work with Government, SELEP and ESCC to identify existing and forthcoming funding to support specific projects and actions | CEO & senior management team and Existing officer resources          | DESTI smart identify funding and submit an EOI as funding becomes available         | 2020/21 and ongoing M | DESTI Smart – action plan developed for Hastings using research findings COVID-19 funding – used for active travel activities to support walking and cycling ESCC consulting walking and cycling strategy | Ongoing<br>Promote Active travel – to reduce the need to drive by car<br>Promote public transport options for the town post COVID-19 to reduce single car occupancy |
|  <b>Offsetting – natural climate solutions</b><br><br><b>These measures can help to offset any residual CO2 emissions for the borough alongside the other measures identified and after these have been implemented</b> |  |  |   |                       |   |   |
| <b>HBC corporate actions and town wide actions</b>   |  |  |   |                       |   |   |
| 6.1  | Natural climate solutions offer an important opportunity to help mitigate and adapt to climate change. Understand the role the Councils existing land management practices play  | Existing officer resources including Environment & Natural Resources | Identify sources of funding to support climate friendly land mngt practices 2021/22 | 2022+ L               | Sussex Local nature Partnership has developed a Natural Capital Investment  | Ongoing<br>Review Sussex Local Nature Partnership / Wildlife Trust and other guidance and policy  |



| Ref. | Action   | Resources                            | Target / KPI | Time frame /priority | 2020/21 progress update  | Actions for 2021/22  |
|------|--|--------------------------------------|--------------|----------------------|--|--|
|      | sequestering CO <sub>2</sub> and how these could be optimised further to support the goal to become carbon neutral and support biodiversity. | Manager, Climate Change Prog Manager |              |                      | <p>Strategy for Sussex – alongside LAs &amp; nature Conservation organisations across SLNP are working together to create a long-term solution for the natural capita of Sussex and develop carbon offsetting solutions locally – and will provide local guidance on the role of natural capital in carbon sequestration</p> <p>Attended LGA webinar ‘seeing the Wood for the Trees’ highlighting resources to LA’s tree planting ambitions etc</p> <p>Review these in</p> | <p>approaches to the assessment of offsetting opportunities in 2021/22</p> <p>Local Nature Recovery Strategy – Local Nature Recovery Strategy – commission research to inform the development of local planning policy and spaces management relative to green/ blue infrastructure and biodiversity net gain. The strategic study sets out opportunities for local nature recovery including identifying local priorities for creating, restoring, enhancing and linking up habitats so species can thrive, assess places for nature recovery, identify planting strategies, mitigate flood and fire risk (including heat effect), improve riparian habitats and water quality.</p> <p>Ensure the new grounds maintenance specification includes biodiversity, ecology, tree planting and</p> |

| Ref. | Action | Resources | Target / KPI | Time frame /priority | 2020/21 progress update              | Actions for 2021/22                                     |
|------|--------|-----------|--------------|----------------------|--------------------------------------|---|
|      |        |           |              |                      | 2021 and implement where appropriate | recycling, complementing our climate change commitments |

# Agenda Item 6



**Report to:** Cabinet

**Date of Meeting:** 4 October 2021

**Report Title:** Land at Harold Place

**Report By:** Peter Grace  
Chief Finance Officer

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## **Purpose of Report**

To seek approval for additional funding to redevelop this important site in the town centre.

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## **Recommendation(s)**

- 1. To recommend to full Council that the project proceeds and the budget earmarked for this scheme be increased from £1.2m to £1.7m.**

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## **Reasons for Recommendations**

This is a significant regeneration project to construct a new restaurant in a highly visible location in the Town centre which will provide employment opportunities both during construction and ongoing. The agreed operator is a relatively well known and quality restaurant company.

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## Introduction

1. On 18 December 2019 Cabinet agreed to redevelop the site for a restaurant operation (excluding fit out) for a cost of up to £1.2m, subject to planning permission and an agreement to take the finished property on a long lease, from the preferred bidder on the terms outlined. The £1.2m figure was included within the Capital programme and agreed by full Council.
2. Following the Cabinet approval, the proposed operator advised they were putting the deal on hold. However, in October 2020 they confirmed they wanted to proceed, and Heads of Terms were subsequently negotiated for an Agreement for lease.
3. Kendall Kingscott were appointed in February 2021 to act as Project Lead in taking forward planning and then construction of the restaurant. Following a positive pre-planning application consultation final detailed designs have been produced. These will produce a good quality/iconic building in this prominent site. The design has been informed by sub consultants e.g. structural, mechanical and electrical engineers.
4. In addition all the drawings, reports etc. that are required in order to submit a planning application have been obtained from various consultants. A planning application is being submitted subject to final design approval from the agreed operator.
5. The project Quantity Surveyor has prepared a Budget Cost Plan based on the detailed designs. The cost is estimated at £1,394,560 including overheads and profits and a 10% contingency but excludes fees and inflation. Within this there is an element of risk due to volatile prices and unknowns (ground conditions, services, planning conditions).
6. The estimate for the construction in 2019 was £1.052m. Some of the main reasons for the increase in construction costs are: we now have more detail both on the design (note any development here will have a significant impact on the setting of the Conservation Area) and structure (the development is on top of a basement and the structural engineer has provided a designed and costed solution for the foundations which we didn't have before) implications of COVID (increase in cost of materials etc.), and inflation within the construction sector since initial estimates.
7. There are opportunities for value engineering (e.g., changing the design from glass reinforced plastic to render) but it is recommended that instead we increase the budget as this would ensure quality design and better longevity in an exposed position. An increase of the budget to £1.7m is considered to be prudent to cover the increase in costs i.e. inflation and fees and ensuring it meets the latest building regulation requirements in respect.

## External Funding Opportunities

8. In the past, the Council has sought external grant funding for the scheme, but as it did not have planning permission was not at a sufficiently advanced stage to qualify for the grants on offer at the time.
9. The Assistant Director (Regeneration) advises that there are a number of grant opportunities that the Council may be able apply for, but that there is no certainty, and that the Council should plan for no grant being available should the Council wish to secure the restaurant operator at this stage. Currently there are no live grant calls which would be suitable for this initiative. However, officers believe calls are imminent and require further work undertaken on this project, as outlined in this report, to enable this scheme to be considered for 'shovel ready' funding.

## Risk Management

10. The proposed operator is keen for us to progress with the development as soon as possible. There is a risk that if we don't agree to an increase in the budget they could withdraw. We are unable to contract with them (complete the Agreement for lease) at this stage as this would commit us to building the currently designed restaurant which we don't have budget for.
11. The £1.7m cost is an estimate and until tendered prices are actually received there will be considerable uncertainty on the costs of the project.
12. The lease with the operator is for a period of 15 years with a break clause at year 10. There is a risk at this point that the operator could leave and no other operator identified. The risk is considered low at this time given the location of the development and that it will still be a relatively new building and one that could be used for a variety of purposes.

## Climate Change

13. Embodied Carbon
  - a. The scheme proposals have been designed with Carbon reduction methods at the forefront of the structural strategy. The structure of the buildings has been designed to be light weight, limiting the use of concrete and steel where practical. Calculations of the buildings main structure by engineers has estimated that that the buildings Embodied Carbon could achieve SCORS Rating A. (A++ having low embodied carbon and G having high embodied carbon)
14. Operational Energy
  - a. The M&E consultants have proposed that the buildings energy efficiency measures should target LETI Guidance measures which would achieve a well-insulated building fabric, high levels of airtightness and attention to thermal bridging details. These measures will help to reduce the buildings heating requirements in winter and cooling requirements in summer. Implementation of these high standards have been calculated, and show the building could meet

Part L requirements with BER providing a 7.5% improvement over Approved Document Part L (2013)

- b. Due to the large expanse of glazing which has been incorporated into buildings design (to make the most of the sea views) and high internal gains due to the nature of the buildings use (Cafe / Restaurant), Air Condition systems will be required to cool the building on the hottest days during the summer. However, the likely use of the Air Conditioning system has been reduced by incorporating the following measures into the buildings design:
  - i. Brise Soleil to the first-floor southern windows to reduce heat gains.
  - ii. Opening Louvres at first floor which work in conjunction with opening roof lights to provide natural cross ventilation during the day and purging heat at night.
  - iii. High number of Bi-fold doors allowing the management of cross ventilation by occupants.
  - iv. Glazing with low G values, to reduce solar gains
- c. Calculations have shown that the building meets CIBSE TM52 Overheating requirements for the main occupied spaces for the current (DSY1 2020) & future (DSY1 2050) weather file). (Assuming both Air Conditioning and passive ventilation system are used).

## 15. Transport

- a. The site is in a highly sustainable location in Hastings Town Centre. The site is well served by local bus routes and train lines located at Hastings Train Station, a 5 minutes' walk away. The proposals do not include any additional parking spaces, whilst in comparison cycle spaces are located directly next to the site.
- b. The site is easily accessed on foot by residents living within Hastings town centre. By virtue of site location, private vehicle use is discouraged due to lack of car parking provision, whilst customers and staff using the building have good opportunities to use sustainable modes of transport.

16. The restaurant operator has policies and strategies in place on sustainability e.g. no food waste to landfill, recycling, reuse of materials and sustainable sourcing when fitting out a property.

## Financial Implications

17. Project costs are expected to amount to up to £1.7m. This would represent an increase of up to some £500,000 on the Capital programme.

18. The Council would currently need to borrow monies to finance the new development. In 2019 it was assessed that an overall programme cost of £1.2m, borrowing the money at an interest rate of some 3.2% (annuity loan) over 40 years would result in a surplus of some £6,600 p.a. (i.e. rental exceeding borrowing costs).

19. As at the 10 September 2021 the cost of borrowing £1.7m at the current interest rate of 1.9% (Annuity loan) over 40 years would result in a net cost to the Council of some £868 p.a. This excludes the revenue that would be receivable in respect of business rates (estimated to be in excess of £10k p.a. – the Council’s share) and this would make this project financially viable. If the scheme were to be financed over 50 years, it would generate a surplus of £7,180 p.a. at current interest rates (before consideration of business rate income).
20. In terms of sensitivity analysis if interest rates were to increase to 2.5% in respect of a 40-year annuity loan there would be a funding deficit of £7,478 p.a. – which would still be below the anticipated income generated from business rates. Likewise, if the cost of the project were to increase, then at current interest rates, and taking into account business rate income, costs would need to increase beyond £1.955m for the scheme to start costing the Council money.

## Conclusion

21. While the costs have increased since this was last considered at Cabinet in 2019 it is concluded that determining a revised budget would produce a quality building and enable us to contract with the proposed operator.
22. As previously reported this property development would fit well with the regeneration and economic development aspirations for the town and generate additional employment opportunities.
23. There will be costs incurred in the first year of operation, as a rent-free period and assistance with fitout costs are incurred. These proposals would however save the Council from significant additional expenditure and additional landscaping work from implementing an alternative solution and does produce an additional income stream in respect of business rates.

## Timetable of Next Steps

| Action                      | Key milestone   | Due date (provisional) | Responsible           |
|-----------------------------|---|------------------------|-----------------------|
| Submit planning application | Planning application submitted                                  | September 2021         | Kendall Kingscott     |
| Report to Cabinet           | Cabinet consider report and make recommendation to Full Council | 4 October 2021         | Chief Finance Officer |
| Full Council approval for   | Report to Full Council meeting                                  | 13 October 2021        | Chief Finance Officer |

|  |                               |                         |       |
|--|-------------------------------|-------------------------|-------|
| increased budget                                   |                               |                         |       |
| Instruct Legal to complete the Agreement for lease | Agreement for lease completed | ASAP after Full Council | Legal |

## Wards Affected

Castle

## Implications

Relevant project tools applied? Yes/~~No~~

Have you checked this report for plain English and readability? Yes/~~No~~

Climate change implications considered? Yes/~~No~~

Please identify if this report contains any implications for the following:

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No  |
| Crime and Fear of Crime (Section 17)  | No  |
| Risk Management                       | Yes |
| Environmental Issues                  | Yes |
| Economic/Financial Implications       | Yes |
| Human Rights Act                      | No  |
| Organisational Consequences           | No  |
| Local People's Views                  | Yes |
| Anti-Poverty                          | No  |

## Additional Information

Reports to Cabinet 5 March 2018 and 18 December 2019

## Officer to Contact

Amy Terry  
[aterry@hastings.gov.uk](mailto:aterry@hastings.gov.uk)



# Agenda Item 7



**Report To:** Cabinet

**Date of Meeting:** 4 October 2021

**Report Title:** 2 - 12 Battle Road - Dangerous Structure

**Report By:** Andrew Palmer, Assistant Director Housing and Built Environment

**Key Decision:** Yes

**Classification:** Public

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## Purpose of Report

Following a report of a dangerous structure at 2 – 12 Battle Road, this report informs Cabinet of the latest position regarding the ongoing demolition of the structure and urgent safety work to be undertaken to ensure the demolition work can resume to completion.

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## Recommendation(s)

**Cabinet to consider and recommend to Council to approve:**

- 1. the additional safety work to the structures above the rear retention wall of Battle Road; and**
- 2. the additional increase in the budgeted costs from £325,000 to £525,000 (to include a contingency margin of 20% for inflationary costs of materials and unforeseen minor variations to the agreed safety work) as recommended in this Report. Without this additional work, the demolition of 2-12 Battle Road cannot be completed**

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## Background Summary and Update

1. An Order under section 77 of the Building Act 1984 was issued by Brighton Magistrate Court on 18 May 2020 against all owners and responsible persons of the structure in Battle Road to take appropriate action. No action was taken by the owners, within the timescale of the Order, either to make the structure safe or to remove or demolish the structure at risk of collapse. Given the risk of collapse and danger to both residents and members of the public, Hastings Borough Council had no alternative but to remove the dangerous structure or to make it safe. The professional view and advice given was to remove the structure.
2. A temporary safety wall was constructed by East Sussex County Council Highways (ESCC), after minor operational delays, to ensure the structure would not collapse and cause injury, harm, or damage. The temporary safety wall was installed in May 2021 and is required to remain in place until the structure is demolished and removed. This work is continuing to cause disruption to nearby residents and members of the public as Battle

Road remains a one-way system northbound only, restricting road users of south bound travel into Hastings and access to nearby businesses and shops. The one-way system and associated diversions onto Paynton Road are causing continued disruption. There is a need for the demolition work to complete at the earliest opportunity to reopen Battle Road and ease ongoing disruption to nearby residents, members of the public and road users.

3. Best Demolition contractors (BDL) secured the site and commenced clearance on 24 May 2021 with an agreed 12-week contract completion where the site would be handed back to ESCC Highways for the safety wall to be removed and the road to be resurfaced and reopened for normal two-way traffic operations.
4. Initial clearance of the internal elements and utilities in units 2-6 Battle Road made it clear that units 8-12 Battle Road would need to be supported for contracting staff to enter and clear the units and to access roof slab terrace and associated staircases. BDL, noting that the safety wall was positioned close to units 8-12 where the risk of collapse was at its most likely position, evidenced by the movement of the front wall and roof slab, requested permission from ESCC to install supportive scaffolding to units 8-12 Battle Road but were declined due to possible enhanced risks to the safety wall.
5. Due to the denied permission, worked temporarily ceased 14 June with a submitted 4-week delay notice. Enhanced safety assessments on the front wall and roof terrace movement were forwarded to ESCC Highways who then granted permission to 'prop' against the temporary safety wall to enable demolition staff to enter 8-12 Battle Road and clear the internal element. Work resumed on 18 July 2021 and the structure was supported by additional scaffolding for health and safety mitigation allowing contractors to assess the rear retaining wall and roof terrace slab.
6. A structural inspection of the rear retaining wall by core drilling was completed after floors and stud walls and secondary wall brickwork were removed. Apart from a slight brickwork bulge to the wall in numbers 8-12 Battle Road units, the Structural Engineers assessment stated that the rear retaining wall would not be compromised when the structure is removed. A comprehensive assessment of the roof terrace slab was also completed, and highlighted evidence of historic encroachment of the rear garden boundaries of the adjoining properties on Silverlands Road onto the roof terrace between 50cm and 75 cm overhang. Removal of the roof terrace would place the boundary walls of these properties at positive risk of collapse into the demolished structure void.
7. In consequence, urgent additional schedules of work were needed to be planned to enable the structure to be demolished whilst supporting the rear garden boundaries to prevent them from damage and collapsing during the demolition of the roof terrace slab.
8. Demolition works had therefore to be temporarily stopped on 1 September to allow quotations for the support work to be completed at the earliest opportunity.
9. BDL have secured the site and will continue to be a presence but no further demolition works can be completed until the required additional works and resulting increase in budgeted costs have been approved.
10. The overhang encroachment by the rear garden boundaries and the slight bulge in the retaining wall could not have been evidenced until the demolition work had started to remove the internal secondary walls and ceilings. The overhang was only established after drilling through the roof terrace at the building line into the structure once it had been

cleared of all elements and utilities.

11. The additional support works will consist of pillars of either steel or blockwork from concrete foundations at the foot of the rear retaining wall elevating vertically to the garden overhangs. The pillars would then support a series of beams underneath the garden overhangs to keep them in place.
12. The material options are subject to supply chain difficulties, lead in times and additional project costs. Material options would need to consider the availability and completion timelines.
13. The demolition works will, due to delays and supply chain difficulties (outside the control of Hastings Borough Council or the Demolition contractor) have a completion date in spring 2022. The handover of the safety wall and Road to ESCC Highways will be subject to planning for the safety wall to be removed and the road to be resurfaced and road markings to be renewed.

### **Legal implications**

14. The Council continues to engage the services of a Party Wall Surveyor to establish and evidence if, during the demolition works, that damage has been caused to nearby residential properties due to the works.
15. The Council are reviewing legal options for the recovery of the costs of the demolition and associated works.

### **Financial implications**

16. As approved at previous Cabinet meeting, there is currently a budget of £325,000 for the demolition works. However, with the identification of additional safety work and ongoing delays to the demolition work, there will be cost overruns requiring additional budget approval which would include a 20% contingency.
17. Officers have considered the options and are aware of the current supply chain difficulties for brick and blockwork. There is a supply backlog for brick and blockwork with current quotas and supply being allocated to major national housebuilders. The only viable option for the additional support work is to install the steel pillars and associated support beams as it is not experiencing the supply restrictions to other industries. The steel option had an estimated cost of £136k plus VAT and would be completed by early spring 2022. Supply chain difficulties could be exacerbated by any further disruption from fuel supplies and Covid-19 restrictions and further delays would incur additional costs.

### **Risk assessment**

18. Due to the busy nature of the adjacent road and sidewalk and the construction of the building being such that a collapse is likely to be of a catastrophic nature the risk of harm is considered very high. Hence the early and urgent intervention by the Council to ensure the safety of local residents and members of the public.
19. The demolition work has revealed additional works and safety issues to the structure and associated retaining walls. The roof terrace slab has come away from the rear retaining wall with evidence that the existing internal support steel beams are corroded and unable to offer meaningful safety support, demolition of the structure is now the only option to make the site safe.

20. The existing road and traffic restrictions on Battle Road will remain until the structure has been demolished and removed. Officers are working closely with County Council to look at any possible options to ease these restrictions.

### Conclusion

21. The demolition work has identified additional safety work that is necessary to complete the demolition and requires an increase in funding to include a contingency margin of 20% for inflationary costs of materials and unforeseen minor variations to the agreed safety work.

22. The additional work will extend the contract completion date to early Spring 2022. The preferred material option (Steel) has a shorter installation timeframe, is more readily available in the current supply chain market and is cost effective.

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### Wards Affected

Silverhill

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### Policy Implications

Reading Ease Score:

Have you used relevant project tools?: Yes

**Please identify if this report contains any implications for the following:**

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No  |
| Crime and Fear of Crime (Section 17)  | Yes |
| Risk Management                       | Yes |
| Environmental Issues & Climate Change | No  |
| Economic/Financial Implications       | Yes |
| Human Rights Act                      | No  |
| Organisational Consequences           | Yes |
| Local People's Views                  | Yes |
| Anti-Poverty                          | No  |
| Legal                                 | Yes |

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### Additional Information

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### Officer to Contact

Officer Ray Haslam  
Email ray.haslam@hastings.gov.uk  
Tel 01424 451357

|  |   |  |
|--|---|--|
| <p><b>RISK ASSESSMENT – COVID-19 MURIEL MATTERS HOUSE</b><br/> <b>Based on Government Guidance for Offices and Contact Centres, and use of Council Buildings – returning to Face to Face Council Meetings 2021</b></p> |   |  |
| <p><b>Sections: HBC Councillors and Staff facilitating the meetings, and public attending the meetings</b></p>   | <p><b>Activity: Ensuring it is safe for workers to attend the workplace, and Councillors, the Press and the public to attend Council Meetings</b></p> | <p><b>Task: Legally required face-to-face council meetings in Muriel Matters House</b></p> |
| <p><b>Place of activity: Muriel Matters House Council Chamber and associated rooms</b></p>   | <p><b>Date completed: 29<sup>th</sup> September 2021</b></p>  | <p><b>Date for review: 5<sup>th</sup> October 2021</b></p>                                 |

This Assessment considers the hazards that are identified by the Government Advice on Returning to Face to Face meetings in Council Buildings, during COVID-19 on the ‘roadmap’ out of lockdown. Each Council Meeting will need to make an assessment specific to their meeting, in advance of the meeting, and then share this with all those involved.

The overall hazard is catching or passing on COVID-19. **NO-ONE IS OBLIGED TO WORK OR ATTEND A MEETING IN AN UNSAFE ENVIRONMENT.**

**ACCIDENTS, FIRE, FIRST AID REQUIRED – DO NOT STAY 2 METRES APART IF IT WOULD BE UNSAFE – USE FACE COVERINGS AND HAND SANITISATION IMMEDIATELY AFTERWARDS**

**Who is involved in this meeting?**

| Item  | Specific details  | See Number    |
|---|---|---------------|
| Title of Meeting  | Cabinet   | N/A           |
| Date and time of Meeting, and expected length of meeting  | 6pm Monday, 4 <sup>th</sup> October 2021<br>Approx 60 minutes   | N/A           |
| Number of Councillors attending:<br>Chair: Kim Forward<br>Vice Chair: Paul Barnett                            | 7 Councillors   | 1, 2, 7, 8    |
| Numbers of Officers attending (i) in person and (ii) on MS Teams<br>Lead Officer: Jane Hartnell & Mary Kilner | (i) Jane Hartnell<br>Mary Kilner<br>Hannah Collins<br>(ii) Peter Grace<br>Victoria Conheady<br>Andrew Palmer  | 1, 6, 7, 8    |
| Numbers of Petitioners and Applicants expected  | N/A   | 1, 4          |
| Numbers of members of the Public expected   | 0   | 1, 3          |
| Numbers of Press/Media members expected   | 1   | 1, 5          |
| Is there training beforehand? For how many Councillors/others and at what time?                               | No  | 1, 2, 3, 7, 8 |
| Capacity required:  | Council Chamber: 35 (1 metre distancing), tba (2 metre distancing);<br>Committee Room 1: 6; Committee Room 2: 4; Committee Room 3: 4; Birch Suite: 39 (1 metre distancing), 20 (2 metre distancing) |               |
| Other?  | 0   |               |

|              |  |  |
|--------------|--|--|
| Eg Witnesses |  |  |
|--------------|--|--|

|  |  |  |  |   |
|--|--|--|--|---|
| <b>Numbers of Support Staff needed</b> | <b>IT staff supporting the MS Teams to those involved in the meeting</b> | <b>IT staff supporting the streaming to the three Committee Rooms, and to the public outside</b> | <b>BS or DS staff doing the minutes, in each occupied Committee Room to support people</b> | <b>BS, DS or Departmental staff on reception, guiding attendees to the right place; Wardens</b> |
| 1 or 2 in each area                    | 1  | 1  | 1<br>(minute taking done remotely)   | 1   |

**The overall hazard throughout this risk assessment is catching or passing on COVID-19 – this risk assessment is about controlling the risk of that hazard for all those involved throughout the process of face to face Council meetings.**

| Number | Who is at risk?  | Control measures in place to reduce the risk   | What else needs to be done if anything to improve safety?<br>EXTRA CONTROLS TO BE ADDED FOR INDIVIDUAL MEETINGS WHERE APPROPRIATE AND NECESSARY  | RISK<br>L, M, H? | Relevant for the meeting listed above on the date listed<br>(Yes/No) | Distributed to all those who will be affected as identified in this risk assessment<br>(Date sent) |
|--------|--|--|--|------------------|--|--|
| 1      | <b>General housekeeping rules – to be read in advance by all attendees</b> | <p><b>Building evacuation</b> – fire or other<br/>See attached</p> <p>For the protection of others, those intending to attend the face to face council meeting are advised to <b>consider taking a lateral flow test</b> 4 days before the meeting, and on the day of the meeting. If you test positive, have Covid symptoms, or are</p> | <p>In order to comply with Government Guidance there is limited seating; please be advised that capacity is very limited and access to the meeting cannot be guaranteed.</p> <p>You may prefer not to attend in person as you will be able to watch live online.</p> |                  | Yes  | 30.09.21   |

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|   |            | <p>self-isolating you should not attend the meeting in person.</p> | <p>(<a href="https://www.hastings.gov.uk/my-council/cm/">https://www.hastings.gov.uk/my-council/cm/</a> ).</p> |  |  |  |
| <p>Councillors and the public (including press) will <b>enter at the front</b> of the building by the TIC and will be taken to the appropriate room by Business Support staff. Councillors will go to the Council Chamber; the Press will go to Committee Room 2 and the Public will go to Committee Rooms 1 or 3. The meeting will be streamed live to all Committee Rooms.<br/>Where there are more members of the public attending than can be accommodated in the two Committee Rooms, there will be an overflow space in the Birch Room on the fifth floor.</p> <p><b>Exit</b> will be through the rear Fire Door in the Council Chamber, and the Upper Ground Floor entrance from the Committee Rooms.<br/>Face coverings will be worn at all times, except when sitting at workstations or in socially distanced seats, unless an individual is medically exempt.<br/>People should not re enter the building once the meeting has finished.</p> | <p>Yes</p> |  |  |  |  |  |
| <p><b>Use of WCs</b><br/>There are two WCs on the Upper Ground Floor outside the Committee</p>  | <p>Yes</p> |  |  |  |  |  |



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|   |                    | <p>Rooms. Hand sanitisers should be used before and after use of the facilities.</p> <p><b>Bringing own refreshments</b><br/>If you will need water or other drinks, please bring your own because there will not be any provided.</p> <p>Anyone <b>requiring support with access</b> to/within the building or who feels they may require a Personal Emergency Evacuation Plan (PEEP) please do contact Democratic Services<br/><a href="mailto:democraticservices@hastings.gov.uk">democraticservices@hastings.gov.uk</a> (01424 451484) at least 48 hours before the meeting so we can discuss what support we can put in place for you.</p> |  |  | Yes         |          |
| 2 | <b>Councillors</b> | <p>Councillors will only attend face to face Council meetings if they are on the committee.<br/>Other Councillors will watch – or take part if appropriate – from home or alternative places, not in Muriel Matters House.</p> <p>The Councillor Committee Members will be attending the training on MS Teams in the Council Chamber in advance of the meeting and should prepare for this. They will arrive at a</p>   |  |  | Yes         | 30.09.21 |
|   |                    |   |  |  | No training |          |

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|  |  | <p>specified time, in order to be ready for the start of the training, in advance of the committee meeting. They will have the relevant IT equipment. Those not attending face to face will log into MS Teams as agreed in advance of the start of the meeting. The controls for the training will be the same as the controls for attending the face to face council meeting to follow.</p>   | <p>Revised housekeeping announcements to be sent to the Leader of the Council (Councillor Forward)</p> |  | <p>Yes</p> <p>Yes</p> |  |
|  |  | <p>Housekeeping rules – to be sent to attendees before the meeting and read out at the beginning of each meeting by the Chair person. They will also prepare everyone for the end of the meeting, and oversee people leaving. Everyone in the Chamber will follow directions round the one way system, leaving through the Council Chamber Fire Door at the rear. Those in the Committee Rooms will turn left out of the door and right to exit from the Upper Ground Floor back entrance.</p> |  |  |                       |  |
|  |  | <p>Remember that when you are muted, your statements can still be picked up by other microphones and therefore you should not say anything to others which is not part of the meeting.</p>   |  |  |                       |  |

|          |                      |  |   |  |                    |                 |
|----------|----------------------|--|---|--|--------------------|-----------------|
|          |                      | <p>Councillors will only attend face to face Council meetings if they are on the committee.<br/>Other Councillors will watch – or take part if appropriate – from home or alternative places, not in Muriel Matters House.</p>   |   |  | <p>Yes</p>         |                 |
|          |                      | <p>The Councillors attending the face to face training will arrive as agreed, with the relevant IT equipment.<br/>Those not attending face to face will log into MS Teams as agreed in advance of the start of the training.</p> <p>Face coverings must be worn indoors at all times, except when sitting at an individual workstation, unless an individual is medically exempt.</p> <p>If the Councillors need to leave the room between the training and the meeting, they will exit through the fire door exit, walk round to the Upper Ground Floor back entrance and re-enter. The WCs are available on the way back to the Council Chamber. This is the set one-way system. Councillors will need to ensure that they have their access toggle with them when leaving the room.</p> |   |  | <p>No training</p> |                 |
| <p>3</p> | <p><b>Public</b></p> | <p>The public will be limited to a maximum of ten. Any groups wishing</p>  | <p>Meetings that attract a significant amount of interest will need to be run</p> |  |                    | <p>30.09.21</p> |

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|  |  | <p>to attend should choose one or two representatives to attend and the rest can watch from home.</p> <p>Those who wish to attend will need to arrive at least a quarter of an hour before the meeting begins, at the TIC entrance to Muriel Matters House. If there are more than ten, the first ten to arrive will be taken to the Committee Rooms unless they are from a particular group. Any groups will be asked to nominate one or two of their group to attend the live meeting, and the rest to watch the streamed live meeting from home.</p> <p>If the meeting is likely to be popular, there will be more spaces prepared for the public to attend in the Birch Suite on the fifth floor.</p> <p>The public will be in Committee Rooms 1 and 3, and the live meeting will be streamed to these rooms. They should stay 2 metres apart as the rooms are laid out, and should wear face coverings at all times unless they are medically exempt. When sitting in socially-distanced chairs, they can remove the face coverings.</p> <p>The rooms will have the windows opened to be appropriately ventilated.</p> | <p>either with further spaces available in the Birch Suite, or off site to enable a large number of members of the public to attend.</p> |  |  |  |
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|   |  | <p>Please make sure you bring suitably warm clothing.</p> <p>There will be a member of staff in the Upper Ground Floor corridor to ensure that the public have anything they need which fits with the risk assessment.</p> <p>They will also guide the press/media people out of the building at the end of the meeting (or when they wish to leave).</p> <p>The public will read the relevant risk assessment in preparation for attending, and follow the controls.</p> <p>In a popular meeting, Wardens may help to control any crowds.</p> |  |  |          |          |
| 4 | <p><b>Petitioners and Applicants</b></p> | <p>Petitioners and applicants will read this risk assessment in advance, and comply with all the controls.</p> <p>Remember that when you are muted, your statements can still be picked up by other microphones and therefore you should not say anything to others which is not part of the meeting.</p> <p>Petitioners and applicants<br/>The Lead Petitioner can speak for 5 minutes during the meeting to raise</p>  |  |  | No – N/A | 30.09.21 |

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|   |                        | <p>their objection; they are then usually questioned by the committee. In terms of preparation for the meeting, they are usually informed about which meeting is relevant and invited to attend, and have the process of speaking at the meetings.</p> <p>They will have read the risk assessment and will need to comply with the controls.</p>  |  |  |                       |          |
| 5 | <b>Press and Media</b> | <p>People preparing to attend face to face Council meetings on behalf of the Press or Media will recognise that the numbers are limited to 4, and will read the relevant risk assessment in preparation for attending, and follow the controls.</p> <p>There are four spaces for the press/media to attend the meeting; they will have been encouraged to watch the streamed live meeting. Those who wish to attend will need to arrive at least a quarter of an hour before the meeting begins, at the TIC entrance to Muriel Matters House. If there are more than four, the first four to arrive will be taken to the Committee Rooms, unless they are from the same organisation. Any of those doubled up will be asked to vote for one of their group to attend the live</p> | <p>Risk assessment to be published on the website for the press and will be shared with the communications team.</p> |  | <p>Yes</p> <p>Yes</p> | 30.09.21 |

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|   |                | <p>meeting, and the other(s) to watch the streamed version from elsewhere.</p> <p>The press/media will be in Committee Room 2, and the live meeting will be streamed to this room. They should stay 2 metres apart as the room is laid out, and should wear face coverings at all times unless they are medically exempt. When sitting in socially-distanced chairs, they can remove the face coverings.</p> <p>The rooms will have windows opened to be appropriately ventilated; please make sure you bring suitably warm clothing.</p> <p>There will be a member of staff in the corridor outside the Committee Rooms to ensure that the press/media have anything they need which fits with the risk assessment. They will also guide the press/media people out of the building at the end of the meeting (or when they wish to leave).</p> | Hannah Collins will be present in Committee Room 2 to support the media. |  | Yes |          |
| 6 | <b>Officer</b> | The Officer in attendance will usually be a senior Legal Officer, but may be another Officer where appropriate. They will prepare as usual for the meeting, taking into account the COVID-19 controls.   |  |  | Yes | 30.09.21 |

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|   |  | <p>Remember that when you are muted, your statements can still be picked up by other microphones and therefore you should not say anything to others which is not part of the meeting.</p>  |   |  |              |          |
|   |  | <p>The Officer for the meeting may be attending the training on MS Teams in the Council Chamber, and if so, should prepare for this. They will attend the face to face training at an agreed time, with the relevant equipment, or will log on at an agreed time to attend remotely.</p> <p>The controls for the training will be the same as the controls for attending the face to face council meeting to follow.</p> <p>Face coverings must be worn indoors at all times, except when sitting at an individual workstation, unless an individual is medically exempt.</p> <p>If the Officer needs to leave the room between the training and the meeting, they will exit through the fire door exit, walk round to the Upper Ground Floor back entrance and re-enter. The WCs are available on the way back to the Council Chamber. This is the set one-way system.</p> |   |  | No training. |          |
| 7 | <p><b>Support Staff</b></p> <hr/> <p><b>Business Support</b></p> |   | Expected attendees/participants as per above. |  | Yes          | 30.09.21 |



|  |  |  |  |  |            |  |
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|  |  | <p>Business Support will be given information about how many people are expected to attend the meeting (and any training in advance). The Chair, Vice-Chair and Lead Officer will assist Business Support in setting out specified places and name plates.</p> <p>Business support will set up the Council Chamber and the three Committee Rooms with respect to seats distanced at 2 metres or with Perspex sheets between individual spaces.</p> <p>They will also ensure that any wires are covered to avoid them being trip hazards.</p> <p>If the meeting is expected to be popular and over-attended, the Birch Suite will be prepared for overflow Public attendees.</p> <p>Business Support will ensure that windows are open to increase ventilation to any rooms on the Upper Ground Floor, and in the Birch Suite where appropriate.</p> <p>Business Support will also co-ordinate the people who will be available to welcome people arriving at MMH for the meeting, and another to take people, socially distanced, to the appropriate room.</p> |  |  | <p>Yes</p> |  |
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|  |            | <p>Business Support will liaise with other staff to ensure that there is the necessary support which may be needed.</p> | <p>Councillors to be reminded that any IT issues should be flagged at the earliest opportunity. Attending without a device and headset may mean the Councillor cannot participate in the meeting.</p> |  |  |  |
| <p>Anti-Viral Hand Sanitiser will be provided in each of the rooms to be used. Business Support will ensure that the used rooms are cleaned after the meeting, or – if it ends after 7.15 pm and they are notified in advance that this is likely to happen – they will book the cleaners for the next morning.</p>    | <p>Yes</p> |   |   |  |  |  |
| <p><b>IT</b><br/>IT will prepare to run MS Teams meetings for the face to face meetings, oversee the live streaming, and ensure that the necessary items are available and ready to place.</p> <p>Democratic Services will ensure that they are aware of the Training Schedule, as well as the Committee Meetings.</p> | <p>Yes</p> |   |   |  |  |  |
| <p>IT will be ready to stream the training to others entitled to attend virtually. Should someone attend with a valid reason for not having a laptop, they will have contacted IT in advance and will be supplied with a laptop and headset for use during the training.</p>   | <p>Yes</p> |   |   |  |  |  |

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|  |  | <p>This will need to include laptop provision for public/partners in physical attendance with a speaking role in the meeting.</p>   |  |  | <p>No public speaking</p> |  |
|  |  | <p>IT staff will agree in advance who will attend MMH to support the meeting. They will ensure that everyone has the necessary equipment in advance and knows how to use it, as long as they have been contacted at least 48 hours in advance.<br/>It will provide equipment where agreed (such as for petitioners and applicants), and will provide power where this is possible.<br/>IT will arrange streaming to the Committee Rooms, and externally. If the Birch Suite is being used, they will also arrange streaming to the Birch Suite.</p> |  |  | <p>Yes</p>                |  |
|  |  | <p>IT will ensure that people have what they need and know how to close it down at the end of the meeting. They will stop the streaming at the end of the meeting, and close down as necessary.</p>   |  |  | <p>Yes</p>                |  |
|  |  | <p><b>Democratic Services</b><br/>Democratic Services will send out the Agenda and Risk Assessment with</p>   |  |  | <p>Yes</p>                |  |

|  |  |   |  |  |                                  |  |
|--|--|---|--|--|----------------------------------|--|
|  |  | <p>any other relevant information at the specified time ahead of the meeting.</p> <p>Any co-ordination of departmental staff, business support and IT will be done by Democratic Services. All staff will be clear about the timings, and their role.</p> <p>Democratic Services will send out the risk assessment to known meeting participants (officers, councillors, known public/partners with speaking role) and any other directions, the specified time ahead of the meeting.</p>                                   | <p>Relevant information to be shared via the Risk Assessment and all staff to read and agree the Risk Assessment before it is circulated to attendees.</p> |  | <p>Yes</p> <p>Yes</p> <p>Yes</p> |  |
|  |  | <p><b>Departmental Staff</b><br/>                 The Departmental staff will ensure that they send the relevant information to Democratic Services for the meeting Agenda as usual. They will also liaise with Democratic Services over the specific risk assessment for that meeting, and will work with them on the number of Petitioners and Applicants who wish to speak at the meeting.</p> <p>Staff will also ensure that they arrange to attend the meeting on MS Teams (mostly virtually, but some in person).</p> |  |  |                                  |  |

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|   |                | They will prepare as usual for the meeting, taking into account the COVID-19 controls.  |             |  |    |          |
| 8 | <b>Trainer</b> | <p>The trainer will be from HBC, or will be from an external organisation, chosen by the relevant Senior Officer. The trainer will be doing the training on MS Teams in the Council Chamber – or remotely to the trainees in the Council Chamber, and should liaise with Democratic Services, and prepare for this. They will provide any Powerpoints or other documents to be used on-screen to Democratic Services.</p> <p>The trainer will have the appropriate laptop and headset, and will ensure that it is working in advance.</p> | No training |  | No | 30.09.21 |
|   |                | <p>The controls for the training will be the same as the controls for attending the face to face Council meeting to follow.</p> <p>Face coverings will be worn indoors at all times, except when sitting at an individual workstation, unless an individual is medically exempt.</p>  |             |  |    |          |
|   |                | <p>If the trainer has attended in person, and is leaving the meeting after the training session and before the Committee meeting, they will leave via the rear Fire Door exit to the back of</p>  |             |  |    |          |

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|  |  | the building, as agreed for the one-way system. |  |  |  |  |
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Risks and controls have been informed by and confirmed with all those involved in setting up and running Council Meetings.

Risk Assessment statement completed by: **Danny Saxby**

Date: **29<sup>th</sup> September 2021**



Risk assessment reviewed and signed off by:

Date: **29<sup>th</sup> September 2021**

The full government guidance upon which this risk assessment is based is available from this link:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>