

Decision by Portfolio Holder



Report reference: HCS-022-2020/21

Date of report: 26 April 2021

**Epping Forest
District Council**

Portfolio: Property & Housing Services – Councillor H Whitbread

Author: Rachel Smith (Ext 2710) Democratic Services: J Leither

Subject: Cycle Store Charges on HRA Council Housing Estates.

Decision:

- (1) To approve the proposed administrative fees in relation to cycle storage provided by the Council on its HRA Council housing estates.**
- (2) That where cycle storage is provided on HRA Council housing estates, subject to eligibility, applicants enter into a cycle store agreement with the Council providing secure cycle parking for the duration of the agreement.**
- (3) That an initial charge of £34.50 be levied per agreement, to cover the cost of the key and which includes a £10 refundable deposit on safe return of that key at the end of the agreement.**
- (4) That in subsequent years, holders of cycle store agreements be charged £20 per year for use of the cycle store, which will be reviewed annually in line with the Council's other non-statutory fees and charges.**

ADVISORY NOTICE: <i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/ do not approve (delete as appropriate) the above decision:	
Comments/further action required: None	
Signed: Councillor H Whitbread	Date: 4 th May 2021
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i> None	<i>Dispensation granted by Standards Committee:</i> Yes/No or N/A
Office use only: Call-in period begins: 4 th May 2021	Expiry of Call-in period: 11 th May 2021

**After completion, one copy of this pro forma should be returned to
Democratic Services IMMEDIATELY**

**Initialed as original copy by
Portfolio Holder:**

Reason for decision:

The Housing Team have secured planning permission to install 3 cycle stores on two of its HRA Council housing estates. Since there is a cost to the HRA in providing these facilities to residents, it is recommended that administrative fees be levied and a clear charging structure be agreed, so as not to put pressure on the HRA.

A desk top review was carried out with comparable Council's to ensure that the proposed charges are fair and reasonable.

Options considered and rejected:

1. To provide a secure cycle parking provision free of charge.
2. To agree different charges in the first and subsequent years.
3. Not to charge a refundable deposit on safe return of the keys.

Background Report:

1. The Housing Team have secured planning permission for 3 secure cycle stores, on two of its HRA Council housing estates through the annual estate enhancement programme, to support the Council's ambition to create great places where people want to live.
2. Since there is a cost to the HRA in providing these facilities to residents, it is recommended that administrative fees be levied and a clear charging structure be agreed, so as not to put pressure on the HRA.
3. It is proposed that where cycle storage is provided on HRA Council housing estates, subject to eligibility, applicants enter into a cycle store agreement with the Council providing secure cycle parking for the duration of the agreement.
4. A desk top review was carried out with comparable Council's to ensure that proposed charges are fair and reasonable.
5. It is proposed that an initial charge of £34.50 be levied per agreement, to cover the actual cost of the key plus a 15% administration charge, and which also includes a £10 deposit, to be refunded on safe return of the key at the end of the agreement. It is envisaged that this will encourage residents to return their keys, rather than hang onto them following termination of agreements or passing their keys onto other residents, leading to issues with management further down the line.
6. It is further proposed that in subsequent years, holders of cycle store agreements be charged £20 per year for use of the cycle store for the duration of their agreement, to be reviewed annually in line with the Council's other non-statutory fees and charges. Officers suggest that it is important that the ongoing charges are affordable to residents to encourage their sustained use. Providing residents with an affordable secure solution for storing their bikes is key to an ongoing problem generally across the District of bikes being chained up to communal staircases, presenting a risk in terms of Fire Safety.

Resource Implications:

The initial cost of installation has been found from the estate enhancement budget.

The cost of key issue and administration will be offset by the proposed charges should they be agreed.

Management of these cycles store will be carried out within existing resources by the relevant Housing Team's.

Legal and Governance Implications:

Housing Act 1985

Safer, Cleaner and Greener Implications:

Provision of secure cycle storage supports a number of the Council's ambitions around the safer, cleaner and greener agenda.

Consultation Undertaken:

Housing and Property colleagues were consulted.

Background Papers: N/A

Impact Assessments:

Risk Management:

Should the charges not be implemented, the cost of delivering the new secure cycle provision will be borne by the HRA.

Key Decision Reference (Y): N

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to the report.