



Reopening High Streets Safely Fund Grant Action Plan

Local Authority Name	Name of Lead Contact	Danielle Friedman-Brown
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1. Proposed Activity:

A) Please complete the table below to reflect the activities you propose to use the RHSS Fund for.

No.	Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Briefly set out how the activity does not duplicate existing activity	Total Indicative Budget £ per item Gross
1	Support to develop an action plan for how the local authority may begin to safely reopen their local economies.	<ul style="list-style-type: none"> - Identify appropriate resources to develop the action plan - Develop EHDC’s action plan in consultation with partners: <ul style="list-style-type: none"> o County Council o Town & Parish Councils o Retailers groups o Markets o Shopping centres. - Develop local action plans with relevant partners or support local partners to develop their own action plan in line with EHDC action plan 	<p>The activities related to the re-opening of the high street safely do not duplicate the existing activity carried out by the District Council.</p> <p>The District Council engages regularly with local partners about local projects and activities, but needed to increase the engagement level to add, review and implement the activities related to the re-opening of the high street safely agenda.</p>	£10,000
2	Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely	<p>RHSS information will be disseminated via:</p> <ul style="list-style-type: none"> - Website - Social media - Posters - Bulletins and press releases - Radio - Site visits 	<p>The production, printing and dissemination of information (digital or hard copy) in respect of the RHSS to the public were not part of any communications plans developed for the District Council’s work across the area nor included in the programme of work with our local partners.</p>	£28,114

No.	Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Briefly set out how the activity does not duplicate existing activity	Total Indicative Budget £ per item Gross
3	Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.	<p>Information to businesses throughout East Hants on re-opening safely to the public including staff, customers and premises safety will include:</p> <ul style="list-style-type: none"> - Business / retailer engagement work programme to be developed and consultant to be identified - Information campaign in high streets and neighbourhood shopping areas in hard copy and digital form including but not limited to: <ul style="list-style-type: none"> o Posters o Leaflets o Website o Bulletins and press releases o Social media - Leaflet drop at retailers' premises when they are ready to re-open in line with Government guidance - Information officers visiting retailers and offering ad-hoc and/or ongoing advice and guidance on how to re-open safely and keep customers safe 	Business and retailer engagement focusing specifically on the re-opening of local businesses following the lockdown and closure is a completely new work programme developed by the	£40,000
4	Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.	<p>Schemes are being developed across East Hants with local partners including HCC, town and parish councils, retailers, public landowners. The schemes will include, but are not limited to:</p> <ul style="list-style-type: none"> - Alton - Clanfield - Four Marks 	Temporary public realm schemes to be implemented that allow social distancing and safe queueing which help high streets re-open.	£30,000

No.	Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Briefly set out how the activity does not duplicate existing activity	Total Indicative Budget £ per item Gross
		<ul style="list-style-type: none"> - Grayshott - Horndean - Liphook - Liss - Petersfield - Whitehill & Bordon <p>The scheme will encompass:</p> <ul style="list-style-type: none"> - Widening of the pavement/walkway areas - Implementation of safety barriers - Implementation officers – visit to the towns where the implementation of safety barriers have taken place to advice and support local businesses 		

B) At Risk Expenditure

Indicative amount of eligible expenditure you intend to incur between 01/06/20 and the date of the Funding Agreement with CLGU
Approximately £5,000
Please lists the costs you are incurring at risk before the signing of the Funding Agreement

Expenditure which has been incurred since 1 June 2020 and will carry on being incurred until signature of the funding agreement includes costs in regards communications and public information activity, temporary public realm changes which amounts to approximately £5,000.00

C) Alignment with COVID-19 Plans

Please describe how the above planned activity contributes to a national, regional or local COVID-19 plan and provide a copy of the plan.

East Hampshire District Council's Cabinet has endorsed the establishment of a Covid-19 Recovery and Transformation Liaison Panel which is currently preparing a Covid-19 Recovery and Transformation Strategy and Plan. The strategy has three workstreams – organisation, community and economy. This activity contributes to the economy workstream. The role of this workstream is to:

- Identify the impacts of Covid-19 on the local economy and take action to support its recovery through evidence and insight.
- Take steps to mitigate the escalation of the economic impacts from Covid-19 by coordinating the provision of practical assistance and support to those at risk of and directly or indirectly affected by the emergency.
- Propose a vision for the future of our local economy.
- Drive economic recovery plans
- Provide overview and scrutiny for interventions
- Produce Action Plan and implement
- Implementation of Recovery Plan based on robust evidence
- Revise current BAU (Business As Usual) processes to ascertain appropriateness and take steps to adapt systems, services and infrastructure affected to meet future needs.
- Bring together the relevant expertise from private sector, public sector and voluntary organisations.

- Provide advice and guidance to the Cabinet Liaison Panel

The action plan for this workstream has been informed by national guidance including the Institute of Place Management's *Covid-19 Recovery Framework, Our Plan to Rebuild – The UK Government's Covid-19 Recovery Strategy* and MHCLG's *Coronavirus (Covid-19): Safer Public Places: Urban Centres and Green Spaces*.

The most recent work programme is attached to this document.

D) Locations of activity

Please list the High Street (and Neighbourhood Shopping Area) locations that you intend to support with this activity and give details of which strand of activity will be implemented at each location. Insert more rows if required.

Type	Name of location	Postcode(s)
High Street / Neighbourhood Shopping Area		
High Street	Alton – Key objectives 1, 2, 3 and 4	GU34 1BA
Neighbourhood Shopping Area	Clanfield – Key objectives 1, 2 and 3	PO8 0QL
Neighbourhood Shopping Area	Four Marks – Key objectives 1, 2 and 3	GU34 5HR
Neighbourhood Shopping Area	Grayshott – Key objectives 1, 2 and 3	GU26 6LE
Neighbourhood Shopping Area	Horndean – Key objectives 1, 2 and 3	PO8 0JS
Neighbourhood Shopping Area	Liphook – Key objectives 1, 2 and 3	GU30 7AH
Neighbourhood Shopping Area	Liss – Key objectives 1, 2 and 3	GU33 7DP
High Street (town centre)	Petersfield High Street – Key objectives 1, 2, 3 and 4	GU32 3JE
High Street / Neighbourhood Shopping Area	Petersfield – Rams Walk – Key objectives 1, 2, 3 and 4	GU32 3JE
High Street (town centre)	Petersfield – Market Square – Key objectives 1, 2, 3 and 4	GU32 3JE
High Street (town centre)	Petersfield – Chapel Street – Key objectives 1, 2, 3 and 4	GU32 3DP
Neighbourhood Shopping Area	Petersfield – Lavant Street – Key objectives 1, 2, 3 and 4	GU32 3EW

High Street (at least 17 businesses)	Whitehill & Bordon – High Street	GU35
Neighbourhood Shopping Area	Whitehill & Bordon – Chalet Hill	GU35 0TQ

E) Permissions

Please confirm that you will have all the necessary permissions in order to carry out the temporary public realm changes and that you will be able to evidence this upon request. Tick to confirm:

2. Stakeholder Engagement

Briefly set out how you have engaged with business organisations, Local Highway and Transport Authorities, lower tier authorities such as parish councils, and other relevant stakeholders when considering how to use the RHSS funding.

A) Please list which organisations and sectors you have engaged with?
Hampshire County Council (HCC)
South Downs National Park Authority (SDNPA)
Town and Parish Councils: Petersfield, Whitehill, Alton, Liss
Parish Councils: Horndean, Four Marks, Bramshott & Liphook, Liss
Businesses / retailers in Alton, Liss and Petersfield
Public landowners: EHDC, HCC, SDNPA, Petersfield Town Council, Alton Town Council
B) Please provide details of the engagement activities these stakeholders have been involved with?
We have engaged with Hampshire County Council through regular meetings and dialogue, briefed and updated Town, Parish, District Councillors, County Councillors and the local MP.
Meetings by video with verbal updates and presentations, site visits and face-to-face meetings in accordance with risk assessments, e-mails and phone calls.
Petersfield Town Centre travel plan Petersfield Town Council, HCC and SDNPA have been involved in the COVID-19 road amendments in Petersfield town centre in July 2020.
Leaflets, Posters and Public Realm Town and Parish Councils were involved in identifying and supporting the delivery of RHSS: - Support and advice to EHDC

- leaflets drop to businesses which re-opened in June, and then July
- posters – locations where to display
- public realm
- data gathering: name and location of businesses re-opened and closed
- update on scheme progress (Councillors newsletters, bulletins, meetings)
- feedback on scheme progress, challenges
- site visits

Future / ongoing activities related to RHSS include:

- Weekly/monthly updates
- Leaflet drop
- Public realm

C) Delivery Partners

See Grant Action Plan Guidance for details on the role of Delivery Partners and their associated requirements.

- i. Do you intend to include any other tier of local government as a Delivery Partner(s)? Yes / No
- ii. If yes, please complete the following table:

Name of Delivery Partner (please insert rows as required)	What RHSS project activity will they deliver?	Why are they the most appropriate body to deliver the activity?
Unknown at this stage, but most likely there will be no other Delivery Partner		

iii. For each Delivery Partner you are required to secure a Service Level Agreement for their RHSS Fund activity.

Name of Delivery Partner (please insert rows as required)	Please confirm that you have a signed SLA with each Delivery Partner	
	Yes – Submit with Grant Action Plan	No – provide date when SLA will be submitted

3. Outputs

Please indicate the volume for each output your activity will address.

	Output	Number of outputs
P14	Number of CV-19 Action Plan	2
P15	Number of CV-19 Public Information Campaigns	At least 4 planned – June, late Summer, early Autumn, late Winter/early Spring - 1 communication plan + 2 refresh
P16	Number of CV-19 Business Facing Campaigns	At least 4 planned – June, late Summer, early Autumn, late Winter/early Spring 1 communication plan + 2 refresh
P17	Number of CV-19 Communication Officers	3 Implementation officers

P18	Number of High Streets with Temporary CV-19 Adaptations	5
P19	Number of Neighbourhood Shopping Areas with Temporary CV-19 Adaptations	3

4. Claims

i. Please complete the table with the start and end date for the expenditure associated with the RHSS Fund activity.

Start Date	1 June 2020
End Date	31 May 2021

ii. Please select the claim quarter(s) in which you plan to submit a grant claim and insert a forecast value for each claim.

Claim	Claim Submission Period	Tick to indicate a claim submission in this period	Claim Forecast Value £ (Gross)
20Q3	July 2020 – September 2020	✓	£15,000
20Q4	October 2020 – December 2020	✓	£45,000
21Q1	January 2021 – March 2021	✓	£30,000
21Q2	March 2021 – May 2021	✓	£18,114

TOTAL			£108,114.00
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iii. Please indicate whether you plan to claim the 4% Management and Admin from within your grant allocation

Yes	v
No	

iv. If you propose to claim staff costs in line with the RHSS Fund Guidance, please complete the table below

Area of Scope	Role Title	Salary	Cost to be Claimed
Regeneration & Place-Making Team	RHSS programme management	£11,891 – 20 working days for three members of staff	£4,509.04
Communications	RHSS specific communications work	£2816 - 20 working days for one member of staff	£2,000 approximately
Neighbourhood Quality Team	Information officers – business facing awareness activities for re-opening and public information activities for re-opening	£2,700 – 10 working days (each) for two members of staff (20 days total)	£2,000 approx
Civil Engineering & Landscape Team	Implementation Inspectors- monitoring temporary public realm changes	£67.39 per hour Approx £16,000 in total based on 10 hours/week x 24 weeks	£5,000 approx

5. Monitoring and Evaluation: Please indicate all of the monitoring methods you will utilise to demonstrate the impact of the project activities.

Monitoring Method	Tick to confirm	Brief description
Footfall counts		Retail studies, car parks ty/ly, LY/ ty from businesses
Businesses reopening		Weekly check conducted by Town Councils / officers. List of businesses from business rates
Businesses closed		Weekly check conducted by Town Councils / officers.
Other		Traffic data from Hampshire County Council

6. Financial Management and Control

i.

Describe the financial management and control procedures for the project; including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in RHSS claims
<p>The management of the RHSS project will be carried out on the basis of shared responsibility by:</p> <ul style="list-style-type: none"> - Programme manager – responsible for the successful delivery of the RHSS project; reporting to Ward Councillors, Cabinet members; responsible for signing off expenditure and claims - Project manager – day-to-day activities of the delivery; document retention; audit trail - Project support co-ordinator – admin support - RHSS Programme management – virtual team comprising of Head of Service, Programme Manager, Project Manager, Project Support Co-ordinator, Finance Business Partner – lead/steer project

- **RHSS Business Group – virtual team of expert officers in the Council, including but not limited to Economic Development and Regeneration, Communications, Estate and Property, Parking, Licensing, Environmental Health, Finance – development of the activities, production and implementation of the activities**

Financial management and control procedures will be one element of the monitor of the programme delivery and will be in line with the Council's Constitution.

The following principles shall be observed in the allocation of accounting duties:

- **Wherever possible there should be adequate segregation of duties so that employees with the duty of checking transactions are not themselves engaged in any of those transactions;**
- **The duty of providing information, calculating, checking and recording sums due to or from the Council shall wherever possible be separated from the duty of collecting and disbursing them;**
- **Wherever possible accounting transactions and control functions (such as reviews and reconciliations) should be evidenced, providing a full audit trail; and**
- **Employees shall not certify claims for reimbursement of expenses or other payments to themselves.**

- **Finance system**

We will use our Integra financial system to monitor expenditure.

A unique project code will be set up for the RHSS Project which will enable us to monitor and report expenditure more effectively. Purchase Orders and Invoices will be raised using the unique project code to enable easy tracking, retrieval and monitoring.

Purchase Orders are raised electronically via the Integra system, whilst Invoices are scanned and uploaded onto the system by our Finance Team managed jointly with Capita.

Transactions reports will be raised to confirm expenditure is defrayed, is in period for the claims.

- **Spreadsheet**

Excel spreadsheets will be used to carry out the day-to-day management of forecast and actual expenditure. Reports and claim data will be compiled from the information contained in the management spreadsheets.

The financial management process will evolve as the project is delivered.

Please describe the document management system for the project and how the audit trail will be maintained and accessible for the period required under the terms of the Funding Agreement, this includes retrieving original invoices and ensuring evidence of costs incurred is available.

The project manager is responsible for the document management system in hard and electronic formats, with the support of the project co-ordinator and the finance business partner.

The project manager and support co-ordinator will save the original documents (hard copy and/or electronic) created for the development, delivery, monitoring and reporting, as well as closure, on our internal storage system (J:Drive), including but not limited to guidances (Gov, ERDF, etc), decision and approval correspondence, funding agreement, monitoring report/s, meeting notes, Communications and marketing materials (including photos), finance documents (expenditure forecast, expenditure actuals; invoices; POs, etc) , HR/payroll, claims etc.

RHSS project has its own folder on our internal system where all the documents will be saved for easy retrieval and tracking.

At the moment due to the CV-19 social distancing requirements, the officers supporting the delivery of the RHSS project are working from home until at least October 2020. If the need arises to provide a hard copy from the electronic storage system, a declaration to confirm that it is a true copy of the original document will be raised.

- ii. Please indicate whether or not the RHSS funded activities will result in any **Fixed and or Major Assets** ~~YES~~/ NO
- iii. If Yes you are required to list the potential assets, and describe the system(s) in place to record asset details in compliance with ERDF Guidance

- iv. **VAT** – Please advise whether or not the project budget includes any VAT you cannot recover from HMRC (recoverable VAT). Note we may need confirmation of this by way of a letter from the council’s finance department.? YES / NO
- v. **VAT** – If irrecoverable VAT will be claimed, please describe how this is captured through the claims procedure and how your financial processes will ensure that it is not being claimed as part of the normal VAT return.

The project budget does not include VAT as this is claimed back by East Hampshire District Council.

7. Procurement: Please provide details of all the procurements you have and/or will undertake in relation to RHSS eligible expenditure.

Applicants should note that procurements will be tested in detail in the lifetime of a project and by different independent bodies. In the event of non - compliance/irregularity financial penalty will be imposed in line with EU guidance. This can be up to 100% of the procurement expenditure.

It remains the responsibility of the Local Authority to ensure all procurements are compliant.

Anticipated value of the contract	Brief description of works, supplies or services that will be provided under the contract	What procurement process do you anticipate using to select the supplier? (Please tick)	Procurement status (Please tick)
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		OJEU	Advertised	Three Quotes	Direct Award	Procurement in progress/ to be started	Procurement completed
£40,000	Business engagement		x	X		x	

8. State Aid: This section MUST be completed in conjunction with section 8 of the accompanying Grant Action Plan Guidance. CLGU has conducted its own analysis of the State Aid position of the RHSS project and concluded that there is no State Aid due to the nature of the RHSS eligible activities. This position has been set out in Annex A of the accompanying Grant Action Plan Guidance. However it is the responsibility of each Local Authority in receipt of RHSS funding to ensure that they are compliant with State Aid law.

- i. Have you read and understood CLGU’s State Aid position as set out in Annex A of the Grant Action Plan Guidance? YES / ~~NO~~
- ii. Have you completed your own State Aid analysis? YES / ~~NO~~
- iii. Does your State Aid analysis agree with CLGU’s position that there is no State Aid associated with RHSS funded activity? YES / ~~NO~~

iv. If yes, and you will deliver the project such that there is no State Aid:

Describe how you will ensure that there is no State Aid

The project will be opened to all businesses, to all localities, to all the high streets and neighbourhood shopping areas in our Borough.

It will not be selective, will not offer an economic advantage to a specific undertaking and will not distort competition.

Regular checks will be carried out to ensure that there is no selective process carried out nor economic advantage provided. Regular contacts with the businesses and retailers will be conducted also.

State Aid will be monitored and reviewed at the Programme Management meetings to ensure that the project complies to the State Aid law.

- v. If you have conducted your own State Aid analysis and concluded that there *would be* State Aid, you must complete **Annex A State Aid Analysis** below.

9. Policies and Documents

- i. It remains the responsibility of the Council to ensure that the policies are fit for purpose. RHSS Fund will not provide formal approval of policies.

Policies and Documents Required	Tick to confirm you have attached	Policies and Documents Required	Tick to confirm you have attached
Counter Fraud Policy	√	Sustainable Development	√
Conflict of Interest Policy and Register (Code of Conduct)	√	Document Retention	√
Equal Opportunities	√	Risk Register	To be sent later

- ii. Please confirm that you have read and understood the ERDF Guidance including but not limited to Eligibility, State Aid, Branding and Publicity and Procurement and that you will deliver the project in compliance with the requirements.

Select to confirm:

Declaration & Signature

I declare that I have the authority to represent East Hampshire District Council in submitting the Grant Action Plan.

I understand that RHSS Fund acceptance of this Grant Action Plan does not in any way signify that the proposed activity described above is eligible and compliant with the requirements of the RHSS Fund.

On behalf of East Hampshire District Council and having carried out full and proper inquiry, I confirm to the RHSS Fund:

- That the information provided in this application is accurate.
- I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the eligibility and compliance of the activity.

I confirm to the RHSS Fund:

- That I shall inform the RHSS Fund if, prior to any RHSS funding being legally committed to East Hampshire District Council, I become aware of any further information which might reasonably be considered as material to the RHSS Fund in deciding whether to enter into a Funding Agreement.
- I am aware that if the information given in this application turns out to be false or misleading, the Reopening High Streets Safely Fund may demand the repayment of funding and/or terminate the RHSS funding agreement.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

Local Authorities should be aware that any expenditure incurred before the signing of an RHSS Grant Funding Agreement is entirely at their own risk and may render the project ineligible for support.

Signed	<i>D Friedman-Brown</i>	Name (print)	Danielle Friedman-Brown
Position	Regeneration & Place-Making Manager	Date	17 July 2020

Annex A – State Aid Analysis

State Aid Law	
i.	Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding.
All local businesses in High street, NSA locations	
ii.	<p>For each organisation or type of organisation that may benefit from the project, (including the Local Authority and any Delivery Partners) identify whether they meet the State Aid test. If you believe an organisation or type/ group of organisations is outside the scope of State Aid, please provide the reasons.</p> <p>Local Authorities may wish to refer to the European Commission’s “Notion of State Aid” guidance and the Ministry of Housing, Communities and Local Government’s European Regional Development Fund guidance on State Aid law available at https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents.</p>
<ol style="list-style-type: none"> 1. Identify all the potential beneficiaries – not possible; all retailers in high streets and neighbourhood shopping areas 2. Transfer of State resource – yes; ERDF funding 3. Transfer to an undertaking – no; no grant funding will be made available or transferred to a retailer 4. Provide an advantage – beneficiary of the ERDF grant is all the retailers in High Street and NSA; no particular advantage provided 5. Advantage selective – no; RHSS is opened and available for all locations and all business types 6. Potential to distort competition – no; opened and available for all locations and all business types; no grant funding made available to particular businesses or retailers 7. Trade between Member States affected – no; local scheme focusing on SMEs providing local goods/services. <p>No State Aid present.</p>	
iii.	For each beneficiary and or type of beneficiary that the Local Authority regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law ¹ .

¹ For notified schemes the answer should include the full name of the scheme and the Commission reference number.

Name of beneficiary or type of beneficiaries	Name of Exemption	Scheme reference number

Where a project is funded under an exemption based on the General Block Exemption Regulations (651/2014), the Local Authority is required to either (a) confirm that the project falls within the scope of Regulation 6(5) or (b) to submit a separate document to demonstrate incentive effect in line with Regulation 6(2) containing the following information:

- (a) the applicant undertaking's name and size
- (b) a brief description of the project, including start and end dates
- (c) the location of the project
- (d) a full list of the project costs used to determine the allowable level of funding
- (e) the form of the aid
- (f) the amount of public money needed for the project.

iv. If you intend to use exemption(s) to deliver the Project, have you read the terms of the scheme and meet all the relevant terms.

Yes or No
v. If you intend to use De Minimis, please outline what work has been undertaken to ensure that this is the most appropriate mechanism.
vi. Are you subject to an outstanding recovery order in respect of State Aid?
Yes or No
vii. Describe the system in place for collecting and recording the required information for audits and returns?