



NOTICE OF MEETING

Meeting:	Cabinet
Date and Time:	Thursday 4 November 2021 7.00 pm
Place:	Council Chamber
Enquiries to:	Committee Services Committeeservices@hart.gov.uk
Members:	Bailey, Clarke, Cockarill, Kinnell, Neighbour (Leader), Oliver, Quarterman and Radley

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council website.

Please download all papers through the Modern.Gov app before the meeting.

- **At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**

- **The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting had provided their consent to any such recording.**

1 MINUTES OF THE PREVIOUS MEETING 6 - 10

The minutes of the meeting of 7 October 2021 are attached to be confirmed and signed as a correct record.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members*.

**Note: Members are asked to email Committee services in advance of the meeting as soon as they become aware they will be absent.*

3 DECLARATIONS OF INTEREST

To declare disposable pecuniary, and any other interests*.

**Note: Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.*

4 CHAIRMAN'S ANNOUNCEMENTS

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

6 FUNDING FOR HART'S CARBON PATHWAY 11 - 13

To seek Cabinet approval to provide funding for the appointment of consultants to review Hart's Climate Change Action Plan and prepare a report which sets out the pathway that the council will need to follow to achieve the targets set in its Climate Emergency declaration.

RECOMMENDATION

That £30k is allocated in the council 21/22 budget to fund the consultancy costs required to prepare a report which sets out the pathway that the council will need to follow to achieve the targets set in its Climate Emergency declaration.

7 RELEASE OF RESERVES SET ASIDE TO SUPPORT DELIVERY OF THE HERE FOR HART PROGRAMME 14 - 16

The purpose of this report is to seek Cabinet approval to move a proportion of 'Trailblazer' grant funding, 'Workplace Wellbeing' funds and 'Healthy Eating' funds that were placed in ear marked reserves, to support the delivery of projects set out in the agreed Supporting Communities Plan, delivering the "Here for Hart" programme

The request is to move the following amounts from capital to revenue budgets:

Ear Marked Reserves	Amount
Trailblazer	£51,000
Workplace Wellbeing (Health & wellbeing)	£3,160
Healthy Eating ((Health & wellbeing)	£2,300
Total	£56,460

RECOMMENDATION

It is recommended that Cabinet approve the transfer of Trailblazer monies (51,000), Workplace Wellbeing monies (£3,160) & Healthy Eating monies (£2,300) from ear marked reserves into the revenue budget line and that the Social Inclusion & Partnerships Manager be authorised to use funds to support the delivery of projects set out in the agreed Supporting Communities Plan, delivering the “Here for Hart “programme.

8 PRELIMINARY DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) CHARGING SCHEDULE 17 - 56

To consider the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule (PDCS) for public consultation.

RECOMMENDATION

That Cabinet:

1. Approves the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule (attached as Appendix 5) for public consultation; and
2. Authorises the Head of Place in consultation with the Portfolio Holder for Place to make any necessary minor corrections prior to consultation.

9 ASSESSMENT TO DETERMINE THE NEED FOR A LOCAL PLAN REVIEW 57 - 63

This report sets out the intent in Spring 2022 to progress with a factual assessment of the current Hart Local Plan (Strategy & Sites) 2032 (the Local Plan) which was adopted in April 2020. The assessment will decide at what point it would be right to consider a review of the Local Plan in line with the latest government guidance on local plan reviews.

The report also addresses the future of the current work associated with the Shapley Heath Garden Community (SHGC).

Finally, the report recommends that a comprehensive evidence-based study is commissioned to review the potential capacity within the district’s settlements to accommodate future growth. The study will seek to identify regeneration opportunities, the potential for intensification of development, as well review as the scale of brownfield land available to meet any future need for new homes.

RECOMMENDATION

1. A Local Plan review assessment is carried out once any 'Planning Bill' has passed through Parliament and the Government has issued any associated updated guidance.
2. That the Shapley Heath Garden Community Project is concluded with immediate effect but that existing baseline studies and surveys proceed to completion and be published early in the new year.
3. Cabinet agrees to the principle of seeking the commissioning of a 'Settlement Capacity and Intensification Study' to be funded through a drawn down from the Local Plan reserve.

10 NEXT STEPS IN THE CIVIC QUARTER REGENERATION 64 - 70

To update Cabinet with regards to the work being undertaken by the Civic Quarter Regeneration Work Group and seek Cabinet's approval to further funding to enable the next stages, as proposed, around public engagement.

RECOMMENDATION

That 24K is allocated in the council 21/22 budget, to fund consultancy costs, and other resource requirements (website, publications, media and analysis) to enable an effective public engagement with regard to the Civic Quarter.

11 COUNCILLOR COMMUNITY GRANT SCHEME - PLATINUM JUBILEE 71 - 80

To seek Cabinet approval for a pilot Councillor Community Grant which would support the Council's Corporate Plan priority of supporting both healthy communities and people. This would enable the introduction of ward-based approach to funding projects, which in the pilot year, would support the coming together of our communities, after a long period of social separation, to celebrate the Platinum Jubilee. It also supports our equality objectives through funding projects that encourages community cohesion.

RECOMMENDATION

That Cabinet approves the policy for adopting a ward-based approach for awarding of Ward based community grants, as attached at appendix one, for the purpose of a one year trial specifically to bring communities together to celebrate the Platinum Jubilee.

12 2022/23 BUDGET & MEDIUM-TERM FINANCIAL STRATEGY UPDATE 81 - 109

To consider the emerging budget for 2022/23 and the draft Medium-Term Financial Strategy (MTFS) in line with the timetable set out in the

Overview and Scrutiny meeting of the 17 August 2021 and to approve the recommendations below.

RECOMMENDATION

1. That the revised MTFS including Level One savings as shown at paragraph 3.4 is noted.
2. The Level Two business cases contained in Appendix One are discussed and approval provided for implementation.
3. The MTFS including Level One and Two savings shown at paragraph 6.4 is noted.
4. The detailed timetable for 2022/23 budget setting be approved.
5. Recruitment Management as detailed in paragraph 5.4 is agreed.

Appendix One is exempt from publication

13 CABINET WORK PROGRAMME

110 -
115

To consider and amend the Cabinet Work Programme.

Date of Publication: Wednesday, 27 October 2021

CABINET

Date and Time: Thursday 7 October 2021 at 7.00 pm

Place: Council Chamber

Present:

Bailey, Clarke, Cockarill, Kinnell, Neighbour, Oliver, Quarterman and Radley

In attendance: Axam, Butcher, Crookes (from 7.12pm), Smith

Officers:

Daryl Phillips	Joint Chief Executive
John Elson	Head of Environment and Technical Services
Emma Foy	Head of Corporate Services & S151 Officer
Mark Jaggard	Head of Place
Adam Green	Ecology and Countryside Manager
Neil Hince	Environmental Health Manager
Christine Tetlow	New Settlement Manager Development Control
Helen Vincent	Committee Services Officer

52 MINUTES OF THE PREVIOUS MEETING

The minutes for the meeting of 2 September 2021 were confirmed and signed as a correct record.

53 APOLOGIES FOR ABSENCE

No apologies received.

54 DECLARATIONS OF INTEREST

Councillor Cockarill and Councillor Bailey declared a non-pecuniary interest in relation to item 7 on the agenda, that they are both members of Yateley Town Council and abstained from both debate and the vote.

55 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

56 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

57 MINUTES FROM THE CLIMATE CHANGE WORKING GROUP

Minutes of the meeting held on 21 September 2021 were noted.

58 WELCOME BACK FUND

Members were updated on the Welcome Back Fund application to provide a district-wide e-commerce platform, which was investigated by a Cabinet working party following Cabinet's decision in July. This report also provided an update of existing applications and informed Cabinet of a further application from Yateley Town Council to the Government's Welcome Back Fund.

Members questioned the various flowers, wildflower turf and planters proposed were allowed within the scheme. Officers advised that as long as they are located in suitable locations and enhanced local businesses, this will meet the required criteria.

DECISION

That Cabinet:

1. Endorsed with the Cabinet Working Group recommendation that the application for a district-wide e-commerce platform does not progress to the next stage of the Welcome Back Fund process (see para 4.6); and
2. Approved the Yateley Town Council applications to progress to the next stage of the Welcome Back Fund process.

59 COUNTRY PARK CONCESSION

The purpose of this report was to seek approval for the Head of Environment & Technical Services to market the opportunity to secure a refreshment facility at Edenbrook and Bramshot Farm Country Parks. At this point no funding was requested for this project; however, depending on response from the market; funding may be requested through the annual budget cycle for 2022-23 on an invest to save basis to develop temporary or permanent trading facilities subject to approval and permissions.

Members discussed the semi-permanent and mobile concession facilities and the ability to be flexible with location on the Edenbrook site for best use of provision. Depending on support and supply, the types of concessions and catering offered will need to be assessed in the engagement process to factor in trends and numbers of visitors to each location. The business case will be flexible on the funding and set up costs before entering a contract with a supplier and will ensure a reasonable return of income is attainable from the concession facility provided.

DECISION

Cabinet agreed;

1. That subject to its rules on procurement and Contract Standing Orders, markets, the opportunity for the delivery of modest refreshment facilities at both Edenbrook and Bramshot Country Parks be marketed.

2. That the Head of Service for Environment and Technical Services procures a temporary lease over two seasons with suitable providers.
3. That the lease be granted on a commercial basis with the contribution from the lease contributing to savings required as part of the budget setting process.
4. That any capital or revenue funding associated with this goes through the standard budget setting process and was approved as part of the 2022-23 budget setting process.
5. That a future report be produced for Cabinet to determine whether the leases are extended beyond the first two seasons of operation.

60 NORTH HAMPSHIRE NARRATIVE

Cabinet were presented with a document that the Council, along with three other Hampshire local authorities had produced, for a North Hampshire Narrative (Appendix 1) to provide a combined narrative for north Hampshire, which includes the north of Test Valley (Andover), Basingstoke and Deane, Hart and Rushmoor council areas.

The document articulates what North Hampshire has to offer, its aspirations for development, what is needed to address housing, economic and infrastructure challenges and how to put each authority in a stronger position to deliver the growth required.

The document will also be used to help inform conversations with key stakeholders such as Homes England, Enterprise M3 Local Enterprise Partnership, Hampshire County Council and infrastructure providers and as a supporting document for funding bids demonstrating the opportunities in the District's wider strategic context. The document will help the north Hampshire authorities articulate the strategic case for infrastructure investment in the area. It was stressed however, that it had not been prepared in the context of a "County Deal" and should not be interpreted as such. It is also not intended as a strategy document and has no statutory status.

Members were advised that the cost to produce this document was minimal and shared between all four authorities. They were assured that it is a useful tool and easy to update accordingly and has been set up to establish working partnerships with the other authorities and gives us complete scope to make changes for our district as required with no commitment involved.

Members debated the reference to a new garden settlement in the table at point 3.14 which draws on a published report on the M3 LEP document to underpin the further analysis of the growth planned for the surrounding settlements.

After debate, Cabinet Members were in full agreement to amend the wording and remove the sentence in the table at 3.14 under the Fleet heading, 'new garden settlement will look to Fleet for services.'

DECISION

That Cabinet endorsed the North Hampshire Narrative Document (Appendix 1) with agreement to remove reference to the new garden settlement at point 3.14.

61 FOOD RECOVERY PLAN 2021/22

Cabinet considered the Food Recovery Plan 2021/22 as set out in Appendix 1 and were advised that it is compliant with national guidance and allows the Council to reach target levels for inspections and be compliant with the Food Standards Agency. Members were informed that all targets had been achieved and commendation was given to the Endorsement Team who have done a fabulous job to achieve the targets set.

DECISION

Cabinet recommended that the draft Food Recovery Plan 2021/22 go to full Council for approval.

62 CABINET WORK PROGRAMME

Members considered and amended the Cabinet Work Programme as follows:

1. That remove the Climate Emergency reference from the work programme as the update was to be debated at full Council in November.
2. To add the Odiham Common Management Plan for April 2022.

63 EXCLUSION OF THE PUBLIC

The following item contained exempt information.

DECISION

Members decided that the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

In accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

64 HART DISTRICT COUNCIL LEISURE CONTRACT – COVID 19

Members were invited to consider a proposed deed of variation to the current Leisure contract to take into account reduced income arising from the Covid-19 pandemic and recognised the financial implications for Everyone Active due to enforced closure of both the Hart and Frogmore Leisure Centres during 2021.

The report proposed increasing the length of the contract with Everyone Active to ensure maximisation of the management fee.

Members were reassured that the open book accounting is audited and has been incorporated into this deed of variation to provide a good insight into cross charges and assist in monitoring as profits increase.

The Chairman supported the recommendation to extend the contract by 7 years to be included in the deed of variation and management fee and stated that as we cannot predict the future of the leisure centre industry, this recommendation will guarantee an initial management fee, and in the long term, turn into a reward once profits increase.

Members all agreed to the recommendation and were assured no further options were available. They felt this was the best outcome to ensure we maintain a good relationship and partnership with the operator, to ensure we keep leisure centres open. This recommendation gives the council the best outcome of achievement in the current circumstances.

DECISION

Members considered the paper and agreed the following recommendations.

- (A) That Council agreed to commit to a deed of variation with Everyone Active based on the principles detailed in paragraph 3.6, 3.7 and 3.8.
- (B) That Council agreed to release the earmarked reserve for sports facilities to support reduced levels of income due to Covid-19 recovery.
- (C) That S.151 Officer, in consultation with the Portfolio Holder for Finance, be authorised to continue to carry out the open book audit and agree any subsidy payable with Everyone Active.

The meeting closed at 8.28 pm

CABINET

DATE OF MEETING: 4 NOVEMBER 2021

TITLE OF REPORT: FUNDING FOR HART'S CARBON PATHWAY

Report of: Head of Environment & Technical

Cabinet Portfolio: Environment

Key Decision Yes

Confidentiality Non Exempt

1 PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to provide funding for the appointment of consultants to review Hart's Climate Change Action Plan and prepare a report which sets out the pathway that the council will need to follow to achieve the targets set in its Climate Emergency declaration.

2 OFFICER RECOMMENDATION

That £30k is allocated in the council 21/22 budget to fund the consultancy costs required to prepare a report which sets out the pathway that the council will need to follow to achieve the targets set in its Climate Emergency declaration.

3 BACKGROUND

- 3.1 In April 2021 the following motion was agreed at the meeting of Hart's Full Council.

Following the successful adoption of Hart's Climate Change Action Plan, this Council now wishes to declare a climate emergency, which commits us to putting the reduction of CO2 in the atmosphere at the front and centre of all policies and formal decision making, particularly Planning, and will:

1. Pledge to make Hart District carbon neutral by 2040 whilst bringing forward the current 2040 target to 2035 for areas under direct control of Hart District Council.

2. Report to full Council every six months setting out the current actions the Council is taking to address this emergency and the plan to measure annual District wide progress towards meeting the 2040 target.

3. Meaningfully engage with the local community and to work with partners across the District and County to deliver these new goals through all relevant strategies and plans drawing on local, national, and global best practice.

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4. Actively work with Hampshire County Council and the Government to provide the additional powers and resources needed to meet the 2040 target.

5. Actively encourage and push for Hampshire County Council to reduce its target for net zero Carbon to 2040, acknowledging that 2050 is too far away for such an emergency.”

- 3.2 In July 2021 Hart’s Cabinet agreed amended terms of reference for Hart’s Climate Emergency Working Group.
- 3.3 The Councils existing Climate Change Action Plan was prepared prior to the Councils declaration of a Climate Emergency, and whilst the plan makes a positive contribution towards a reduction in Hart’s Carbon footprint it is not clear whether the plan will achieve the targets set in the Council’s Climate emergency declaration.
- 3.4 Having a defined carbon pathway with agreed milestones which is supported by an updated climate change action plan is essential to ensure that the Council maximises its opportunity to achieve its agreed climate emergency targets.

4 CONSIDERATIONS

- 4.1 Hart does not have the inhouse resources or capability to undertake the work required to produce the carbon pathway. This report therefore seeks approval that funding is allocated to commission consultants to undertake this work.

5 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5.1 The option of not producing a carbon pathway was considered but rejected as without a clear plan the council would have little chance of achieving its carbon emission targets.
- 5.2 To option of producing the carbon pathway in house was considered but rejected as the council does not have the resources to undertake this work.

6 RELEVANCE TO THE CORPORATE PLAN AND/OR THE HART VISION 2040

- 6.1 Production of a carbon pathway for Hart will assist the council in achieving its:
- climate emergency targets.
 - agreed 2040 vision of “Reducing the impact of climate change by building in sustainability to any new developments, encouraging re-wilding and using new technologies to mitigate the impact of climate change”.
 - strategic priority of “A Clean, Green and Safe Environment”

7 SERVICE PLAN

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	No
Have staffing resources already been identified and set aside for this proposal?	Yes

8 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 The estimated cost of producing Hart's Carbon Pathway and updating its Climate Change Action Plan is £30k. This funding will need to be allocated from the general fund reserve.

9 EQUALITIES

- 9.1 No equality issues arising from approval of this report's recommendation have been identified.

10 CLIMATE CHANGE IMPLICATIONS

- 10.1 Approval of this report's recommendation will assist Hart in achieving its climate emergency targets.

11 ACTION

- 11.1 Subject to approval of this report's recommendation, quotations will be sort, and consultants appointed to produce a Carbon Pathway for Hart and review the Council's Climate Change Action Plan.

Contact Details: John Elson /e-mail: john.elson@hart.gov.uk

Appendices: None

Background papers: None

CABINET

DATE OF MEETING	4 November 2021
TITLE OF REPORT:	Release of reserves set aside to support delivery of the Here for Hart programme
Report of:	Social Inclusion & Partnerships Manager
Cabinet Portfolio:	Community
Key Decision:	No
Confidentiality:	Non-Exempt

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval to move a proportion of ‘Trailblazer’ grant funding, ‘Workplace Wellbeing’ funds and ‘Healthy Eating’ funds that were placed in ear marked reserves, to support the delivery of projects set out in the agreed Supporting Communities Plan, delivering the “Here for Hart “programme

The request is to move the following amounts from capital to revenue budgets:

Ear Marked Reserves	Amount
Trailblazer	£51,000
Workplace Wellbeing (Health & wellbeing)	£3,160
Healthy Eating ((Health & wellbeing)	£2,300
Total	£56,460

2. OFFICER RECOMMENDATION

- 2.1 It is recommended that Cabinet approve the transfer of Trailblazer monies (51,000), Workplace Wellbeing monies (£3,160) & Healthy Eating monies (£2,300) from ear marked reserves into the revenue budget line and that the Social Inclusion & Partnerships Manager be authorised to use funds to support the delivery of projects set out in the agreed Supporting Communities Plan, delivering the “Here for Hart “programme.

3. BACKGROUND

- 3.1 In 2016 the council successfully bid for funding to support a Trailblazer Programme which supported the prevention of homelessness and the mapping and development of community partnerships. Unspent funds were secured in ear marked reserves. The Trailblazer funding will support a range of projects including:
- Developing the partnerships and capability for Housing First in Hart, ensuring clients who have experience of homelessness and chronic health and care needs have access to an independent, stable home from which to rebuild their lives.

- Enhancing the capacity and capability of community partners to support the wellbeing and resilience of young people and their families to help them cope with life's challenges including transition to adulthood.
- Projects which strengthen digital inclusion and employability.

3.2 Health and Wellbeing funding will support a range of projects including:

- **Workplace wellbeing:** managing menopause in the workplace training and development and delivery of other initiatives which support the wellbeing of people in work, particularly those who are self-employed, in micro businesses, or the voluntary, community and social enterprise sector, who may not have such ready access to wellbeing support as larger employers.
- **Healthy eating:** development and delivery of community cooking and eating well initiatives linked to Community Pantries.

4. MAIN ISSUES

4.1 The council has taken a partnership approach in supporting residents through the pandemic and in “recovery” since lockdown measures were eased. The Supporting Communities Plan was developed through a series of “community sounding boards” and more latterly through a Here for Hart Working Group.

4.2 As we have started to move out of recovery of Covid 19, we are now able to mobilise some of the projects that allow us to deliver elements of the Supporting Communities Plan :-

- Support communities to recover from the impacts of the pandemic.
- Better understand and tackle social and health inequalities.
- Nurture safe, supportive and inclusive communities.

4.3 The Supporting Communities Plan sets out the work programme in more detail. [Supporting Communities Plan July 2021.pdf \(hart.gov.uk\)](#)

5. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5.1 The Here for Hart programme has been developed in partnership with colleagues from other statutory bodies and the voluntary sector. The alternative option is to keep the funding in ear marked reserves, but this would mean that the council cannot deliver the programme. It was the original intention of the funding to do this.

6. CORPORATE GOVERNANCE CONSIDERATIONS

6.1 Relevance to the Corporate Plan and/or The Hart Vision 2040

- Healthy Communities and People is one of the four key priorities in the corporate plan.

6.2 Service Plan

Is the proposal identified in the Service Plan?	Yes
Is the proposal being funded from current budgets?	Yes from requested EMR's
Have staffing resources already been identified and set aside for this proposal?	Yes

7. LEGAL AND CONSTITUTIONAL ISSUES

7.1 There are no legal implications arising from this report.

8. FINANCIAL AND RESOURCE IMPLICATIONS

8.1 The paper seeks to move money from earmarked reserves into a revenue budget line for use during 21/22. The money is grant funding received for the designated purpose of supporting the vulnerable in our communities. There are no other financial implications.

9. RISK MANAGEMENT

9.1 There are no specific risks associated with the recommendation.

10. ACCESS TO INFORMATION AND THE PUBLIC INTEREST TEST

10.1 There is nothing confidential in this report.

11. EQUALITIES

11.1 The recommendation has no impact on any particular groups. It is simply to release funds into a budget line so that it can be spent on supporting our communities.

12. CLIMATE CHANGE IMPLICATIONS

12.1 There are no climate change implications associated with this report.

13. ACTION

13.1 Cabinet is asked to approve the request to move the funds from earmarked reserves to a current budget line.

Contact Details: Guy Clayton - email: guy.clayton@hart.gov.uk

CABINET

DATE OF MEETING: 4 November 2021

TITLE OF REPORT: PRELIMINARY DRAFT COMMUNITY
INFRASTRUCTURE LEVY (CIL) CHARGING
SCHEDULE

Report of: Head of Place

Cabinet member: Cllr Graham Cockarill, Place

1 PURPOSE OF REPORT

- 1.1 To consider the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule (PDCS) for public consultation.

2 OFFICER RECOMMENDATION

That Cabinet:

- 2.1 Approves the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule (attached as Appendix 5) for public consultation; and
- 2.2 Authorises the Head of Place in consultation with the Portfolio Holder for Place to make any necessary minor corrections prior to consultation.

3 BACKGROUND

- 3.1 In September 2020 Cabinet considered the introduction of a Community Infrastructure Levy (CIL) in Hart. Cabinet agreed that work starts on setting the CIL Charging Schedule; and that Overview & Scrutiny Committee could consider the draft CIL Charging Schedule prior to a Cabinet decision to consult.
- 3.2 CIL is a tariff in the form of a standard charge on most new development which helps fund the infrastructure needed to support development across the district.
- 3.3 The District Council is the Charging Authority. It sets the levy in a balanced way to ensure that development remains viable whilst contributing towards infrastructure projects that the Council has prioritised.
- 3.4 The Council must follow a process to introduce a CIL charging schedule. All of the stages set out below are statutory, with the exception of an optional consultation on a Preliminary Draft Charging Schedule (Stage 2 i.e. the current stage):
1. Update the infrastructure and viability evidence;
 2. Public consultation on the *Preliminary* Draft Community Infrastructure Levy Charging Schedule;
 3. Public consultation on the Draft Community Infrastructure Levy Charging Schedule;

4. Examination of the Draft Community Infrastructure Levy Charging Schedule;
 5. Adoption of Community Infrastructure Levy Charging Schedule; and
 6. Implement the Community Infrastructure Levy.
- 3.5 It is sensible to have two consultations. This then enables the Council enter the CIL examination on the most robust footing possible. This makes for a smoother examination and reduce risks, including the possibility of a second consultation being needed at that late stage.
- 3.6 The Council's Overview & Scrutiny Committee considered the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule at its meeting on 19th October 2021, and recommended that Cabinet approve the Charging Schedule for public consultation with the following recommendations:
- Point 4.7 in the report – to cover the different charge rates, not just £50.
 - To show how the proposed CIL rates compare with neighbouring authorities
 - to clarify how the CIL receipts per home are calculated.
 - More clarification/explanation on the infrastructure funding gap and the role of other funding sources.
- 3.7 In addition, it was agreed that a future seminar on CIL for Members should be held after the first consultation and this is expected to be early 2022.

4 DETAILS

- 4.1 In supporting any recommendation to consult Members have to be satisfied that:
- the preliminary draft charging schedule is supported by background documents containing appropriate available evidence;
 - the proposed rates are informed by, and consistent with, the evidence on viability across Hart district (the Charging Authority's area); and
 - evidence has been provided that shows the proposed rates would not undermine the deliverability of the Hart Local Plan (Strategy & Sites) 2032.
- 4.2 Members must also have regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Hart district. The rates have to be realistic in terms of achieving a reasonable level of income to contribute towards any gap in infrastructure funding, while ensuring that a range of development remains viable across Hart district. The Government accepts that CIL income will not in itself cover all infrastructure funding costs.
- 4.3 The proposed CIL charging rates are attached at Appendix 1.

Viability Assessment

- 4.4 Viability is a key test at the CIL Examination to ensure CIL does not apply a 'brake' on development. The Executive Summary of the CIL viability assessment is at Appendix 6. Full copies of the evidence base can be

found on the Council's website: www.hart.gov.uk/community-infrastructure-levy

- 4.5 The proposed charging rates are considered to strike the right balance between securing sufficient funds whilst protecting viability. They take into account future uncertainties including build costs and sales values and some variation across the district in terms of development value.
- 4.6 The rates have also been set to be easily understood and implement. They seek to avoid undue complexity which can happen if there are many different rates for different uses in different areas. The proposed Charging Schedule has only 3 different rates based upon the type of development, and there should be no geographical variation in the rates across Hart district.
- 4.7 In relation to residential development the viability assessment found that there was little variation in viability across different parts of Hart district. This is despite some parts of the district needing mitigation for the Thames Basin Heath Special Protection Area. In setting the rates it is important to ensure the CIL rate does not affect the viability of sites to provide affordable homes, the range of policy requirements in the adopted Local Plan, and the need to deliver against the Climate Emergency targets. The proposed rate is £270.00 per m². Appendix 2 provides a comparison residential CIL rates for neighbouring authorities. Appendix 3 provides an example of CIL receipts from new homes of various sizes.
- 4.8 The rate of £80.00 per m² is proposed for 'housing for older people' which is sometimes referred to as 'sheltered' and 'enhanced sheltered' and 'specialist housing for older people with care'. The £80.00 per m² is also proposed for 'retail' uses, now classed as Use Class 3(a) and 3(b).
- 4.9 The viability of many other forms of commercial development is likely to be 'challenging', although some business park and hotel development appears viable at low yields and high value assumptions. On that basis, the proposed rate of £50.00 per m² is considered to be 'nominal' and would not have any significant impact on the likelihood of development coming forward.
- 4.10 It is clear that charging CIL on uses for community facilities such as education and healthcare premises would merely add to the costs of development that would have to come from the public purse. However, in practice the additional costs on the small amount of development likely to come forward in this way could possibly be funded through the use of the levy itself or through other grant funding.
- 4.11 More significantly, the charge would be appropriately levied on a number of private developments falling within Use Class E and F, such as private hospitals, care homes and schools. Other institutions may have charitable status and would be exempt from CIL. Clearly, it would not be possible to have differential rates for uses in public or private sectors. The major facilities are likely to fall within the boundaries of the large sites and would not be subject to charge.

- 4.12 The Council could use CIL receipts to reimburse community facilities, such as schools. This is consistent with the approach taken by other Charging Authorities who have been found sound at examination.
- 4.13 It is proposed to set a rate of £50.00 per m² on a range of other uses, some of which may well be at the margins of viability. The key point is that CIL charges would be unlikely to exceed 2% of development costs for most non-residential uses. In these circumstances it is unlikely that the proposed rate for all other uses would prove to be a critical factor in preventing development from coming forward within Hart district overall.
- 4.14 It is proposed that CIL will replace most S106 planning obligations on the majority of sites. However on large sites of 400 homes or more or on sites of 10 hectares or more it is proposed to keep a full S106 package as a way of delivering the appropriate infrastructure. These sites are likely to start having significant on site infrastructure (for example an on site primary school). In these cases, a bespoke S106 planning obligation will be negotiated. It is therefore proposed that these large sites will be CIL zero rated.

Updated Infrastructure Delivery Plan (IDP)

- 4.15 An updated Infrastructure Delivery Plan (IDP) has been produced. The IDP draws on numerous strategies, spending plans and planning obligations which identify infrastructure projects for Hart. The IDP remains work-in-progress and the consultation process will include efforts to reach some key service providers and Parish/Town Councils in particular to gain further updates.

Infrastructure Funding Gap Assessment (IFG)

- 4.16 The updated IDP has informed an Infrastructure Funding Gap Assessment (IFG). This is necessary to demonstrate that a CIL can be justified in the first place. It shows that the CIL receipts will help fill an infrastructure funding gap, but also that CIL receipts will not exceed that needed to plug the gap. The IFG identifies a funding gap of £57,908,911 without CIL. Given the proposed CIL rates, when assessed against the proposed growth over the plan period, it estimates CIL will generate £16,153,743. This is a cautious estimate. This creates a funding gap of £41,755,168.
- 4.17 It is not unusual to have a large funding gap, and there is always a need to prioritise spend on infrastructure to key projects. The majority of this funding gaps (without CIL) relates to transport: roads (£27.5 million) and transport: walking and cycling (£21.6 million). The County Council, as the Local Highway Authority, has a number of different opportunities to bid for funding for these types of projects, including the Local Transport Plan. In addition, Hart District Council is part funding HCC to undertake a Local Cycling and Walking Infrastructure Plan (LCWIP) for Hart district which would form the basis for future government funding bids.

5 NEXT STEPS

- 5.1 Subject to Cabinet approval, publish the PDCS for public consultation for 6 weeks from Friday 5th November 2021 to Friday 17th December 2021.

- 5.2 During the formal consultation on the PDCS the Council will also invite comments on the evidence base, namely:
- Hart CIL Viability Assessment, September 2021;
 - Hart Infrastructure Delivery Plan Update, October 2021; and
 - Hart Infrastructure Funding Gap Assessment.
- 5.3 Representations will be considered and an updated set of documents, including a Draft Charging Schedule (DCS), will be brought to O&S and Cabinet in Spring April 2022. The second 6-week consultation (the statutory consultation) would then take place prior to an examination.

6.0 FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial impacts associated with this report. The preparation of the CIL Charging Schedule is a service priority in the 2021/2022 Place Service Plan and is being managed within existing staff resources. The cost of the evidence base will be covered by the CIL admin fee. 5% of the CIL receipts will be used to cover the costs of setting up and administering CIL.
- 6.2 Once CIL is implemented, CIL receipts will help fund infrastructure in the district.

7 CLIMATE CHANGE IMPLICATIONS

- 7.1 There are no direct carbon/environmental impacts arising from the recommendations, although once CIL revenue is collected there could be scope to spend it on infrastructure that supports development whilst also helping to address climate change.

8.0 EQUALITIES IMPACT

- 8.1 There are no direct equalities implications arising from the recommendations.

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APPENDICES

- Appendix 1 Proposed Charging Rates
- Appendix 2 Comparison CIL residential C3 rates for neighbouring authorities
- Appendix 3 CIL receipts from each new home
- Appendix 4 Potential breakdown of the Levy from residential CIL
- Appendix 5 Hart District Council Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule
- Appendix 6 Hart Community Infrastructure Levy Viability Assessment: Executive Summary, September 2021

Appendix 1 - Proposed Charging Rates

The CIL rates	
Development type (Use Class)	CIL Rate/m²
Class B	
B2 General industrial	£50.00
B8 Storage or distribution	£50.00
Class C	
C1 Hotels	£50.00
C2 Residential institutions	£50.00
C2A Secure Residential Institution	£50.00
C3 Dwellinghouse*	£270.00
C4 Houses in multiple occupation	£270.00
Housing for older people: this includes what was referred to in the SHMA as 'sheltered' and 'enhanced sheltered'	£80.00
Specialist housing for older people with care	£80.00
Residential care for older people: provides live-in accommodation, typically in en-suite rooms, with 24 hour-a-day supervised staffing for residents, who may need extra help and support with their personal care	£50.00
Nursing care for older people: provide 24-hour care and support, as with residential care, but with added nursing care and assistance for residents who require input from and supervision by a registered nurse, who is in situ to devise and monitor care plans and provide and administer treatment	£50.00
Class E - Commercial, Business and Service	
E(a) Display or retail sale of goods, other than hot food	£80.00
E(b) Sale of food and drink for consumption	£80.00
E(c) Services	£50.00
E(d) Indoor sport, recreation or fitness	£50.00
E(e) Provision of medical or health services	£50.00
E(f) Creche, day nursery or day centre	£50.00
E(g) Uses which can be carried out in a residential area without detriment to its amenity	£50.00
Class F - Local Community and Learning	
F1 Learning and non-residential institutions	£50.00
F2 Local community	£50.00
Other uses	
Sui Generis	£50.00
All development types unless stated otherwise in this table	£50.00
Large sites of 400 homes or more (gross) or a site area of 10 hectares or more (gross) irrespective of land use***	£0.00
Hartland Park****	£0.00

Notes
*C3 includes all self-contained accommodation, but excludes elderly and sheltered accommodation which have a different CIL rate
**Age restricted general market housing is considered as C3 and is not included as a type of specialised housing and accommodation for older people
***Large Sites are defined as any site 400 homes or more (gross) or a site area of 10 hectares or more (gross), irrespective of land use
****Hartland Park is zero rated for CIL as it has already mitigated all the impacts on infrastructure through a completed S106 planning obligation
The CIL rates are index linked from the year when CIL is introduced to the year when planning permission is granted. The Council will apply the RICS CIL Index published by the Royal Institution of Chartered Surveyor. The CIL rates will be updated on 1 st January each year.

Appendix 2 – Comparison CIL residential C3 rates for neighbouring authorities

Local authority	2021 CIL rates (range)	
West Berkshire	£98.00	£163.00
Basingstoke & Deane	£145.00	£207.00
East Hampshire	£80.00	£221.00
Surrey Heath	£70.00	£279.00
Bracknell Forest	£32.00	£448.00
Wokingham	£370.00	£450.00
Waverley	£390.00	£473.00

Appendix 3 – CIL receipts from each new home

The amount of CIL to be paid for a new dwelling is calculated by multiplying the floorspace (m²) by the rate of CIL per m² (unless its exempt e.g. affordable housing).

For example, a home with 100 m² floorspace, at a CIL rate of £270 per m² would generate £27,000 in CIL receipts:

$$100 \times \text{£}270 = \text{£}27,000$$

The table below provides some worked examples of CIL receipts per dwellings.

Number of bedrooms	Size of home: Gross Internal Area (m ²)	Amount of CIL per home based upon rate per m ² of:
		£270
1	49	£13,230
2	70	£18,900
3	91	£24,570
4	110	£29,700
5	119	£32,130
6	127	£34,290

In the example shown above, the size of homes (in m²) is based on the average size of homes (based on number of bedrooms) as set out in the Technical Housing Standards - National Described Space Standards which serve as a minimum size for new homes (see Local Plan Policy H6 Internal Space Standards for New Homes).

In practice many homes, particularly those for sale on the open market, will be larger than these and as a result will generate more CIL.

Appendix 4 – Potential breakdown of the Levy from residential CIL

The following tables assess how the Levy from CIL would be broken down in areas with and without made Neighbourhood Plans.

Based upon a 3 bed home (91 m²) and at a rate of £270 m² (see table in Appendix 3) then the total CIL income would be £24,570.

Situation where there is no made Neighbourhood Plan	
80% to provide infrastructure to support growth managed by Hart District Council	£19,656
15% Neighbourhood Portion given to Town or Parish Council to provide infrastructure	£3,686
5% admin fee	£1,228
Total	£24,570

Situation where there is a made Neighbourhood Plan	
70% to provide infrastructure to support growth managed by Hart District Council	£17,199
25% Neighbourhood Portion given to Town or Parish Council to provide infrastructure	£6,143
5% admin fee	£1,228
Total	£24,570



APPENDIX 5

Community Infrastructure Levy (CIL)

Hart District Council

Preliminary Draft Charging Schedule

Consultation document

November 2021

Introduction

1 The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008, and is a levy that local authorities can choose to charge on new development, which is used to fund infrastructure needed to support growth. It can replace in part the process of planning obligations commonly known as section 106 agreements.

2 CIL is a tariff in the form of a standard charge per square metre on new development, which the District Council as the CIL Charging Authority, sets to help the funding of infrastructure. The principle behind CIL is for those who benefit financially from a planning permission to pay towards the cost of funding the infrastructure needed to support growth in the district. Since most development has some impact on infrastructure, it follows that it should contribute to the cost of providing or improving infrastructure.

3 The requirements for setting and implementing a CIL are set out in the CIL Regulations 2010 (as amended). Further guidance in setting up and implementing CIL is set out in the National Planning Practice Guidance:
www.gov.uk/guidance/community-infrastructure-levy

4 Hart District Council adopted the Hart Local Plan (Strategy & Sites) 2032 in April 2020. It is therefore prudent to produce the Charging Schedule at the current time so that it can be demonstrated how the Charging Schedule will support delivery of the Local Plan 2032.

5 Hart District Council is the Charging Authority under the Planning Act 2008 and the CIL Regulations 2010 (as amended) and is undertaking consultation on this Preliminary Draft Charging Schedule with a view to adopting CIL in 2022. The purpose of this consultation is to seek views on the proposed rates of CIL as set out in the Preliminary Draft Charging Schedule.

6 The consultation period runs for 6 weeks from **Friday 5th November 2021** to **Friday 17th December 2021**.

7 The Preliminary Draft Charging Schedule is supported by the following evidence documents:

- A draft Infrastructure Delivery Plan which sets out infrastructure requirements to support the delivery of the Local Plan 2032.
- A Community Infrastructure Levy Viability Assessment which has been undertaken by consultants and is a critical piece of evidence to assist in determining the appropriate level for the CIL tariff in terms of the development likely to take place in Hart district in the period to 2032; and

- An Infrastructure Funding Gap statement which identifies that the likely CIL receipts from anticipated new developments will be exceeded by the costs of the infrastructure requirements identified in the draft Infrastructure Delivery Plan. It confirms that CIL will not generate sufficient funds to pay for all of the major infrastructure needs identified in the Infrastructure Delivery Plan.

8 The Council will consider the responses to this consultation and will prepare a Draft Charging Schedule for further consultation in 2022.

The Community Infrastructure Levy

9 Hart District Council is the charging authorities for the purpose of Part 11 of the Planning Act 2008 and the CIL Regulations 2010 as amended.

10 The Community Infrastructure Levy is a tariff in the form of a standard charge per square metre on new building development, which is set by the Council to help the funding of infrastructure. It is intended to supplement, or top up, other sources of funding to widen infrastructure delivery.

11 Most development has some impact on infrastructure and should contribute to the cost of providing or improving infrastructure. The principle behind CIL is for those who benefit financially from a planning permission to pay towards the cost of funding the infrastructure needed to support development.

12 CIL will improve the Council's ability to mitigate the cumulative impacts on infrastructure from most developments; unlike the former system of planning obligations which tended to affect mainly larger developments. Being charged on a per square metre basis, CIL charges will be proportional to the scale of the development.

13 In investing in the infrastructure of the area, CIL is expected to have a positive economic effect on development in the medium to long term.

14 The Council must set CIL rates in a Charging Schedule and can implement these, having undertaken consultation and an examination of the draft followed by adoption.

15 When setting CIL rates, the Council must strike an appropriate balance between the desirability to fund infrastructure through CIL and the potential effect (taken as a whole) of the levy on the viability of development in the area where CIL charges apply. When considering infrastructure costs, the Council needs to estimate the cost of infrastructure to support development and take into account other sources of funding.

16 Regulation 14 of the CIL Regulations 2010 (as amended) provides:
*'14. (1) In setting rates (including differential rates) in a charging schedule, a charging authority must strike an appropriate balance between:
(a) the desirability of funding from CIL (in whole or in part) the actual and expected estimated total cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding; and
(b) the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.
(2) In setting rates in a charging schedule, a charging authority may also have regard to actual and expected administrative expenses in connection with CIL to the extent that those expenses can be funded from CIL in accordance with regulation 61...'*

17 Regulation 13 of the CIL Regulations 2010 (as amended) makes provision for the setting of differential rates for different geographical zones, different development uses, and internal development size, intended number of homes or a combination of them. Any differential rate should be justified by viability evidence.

18 The term 'taken as a whole' requires the Council to look at the effect of CIL on the viability of development as a whole across their areas. The CIL regime recognises that the effect of CIL may be to render some individual developments unviable but provided that the charging of CIL at the proposed rates will not threaten the delivery of the development as a whole which the Council is planning for, then an appropriate balance will have been struck. The Council has used evidence in the CIL Viability Assessment to inform appropriate CIL rates which do not threaten the delivery of the Local Plan's proposals.

Proposed CIL Charges

19 The CIL Viability Assessment considers the viability of development in Hart District and shows that the ability of development to support a CIL charge varied by type of development.

20 The proposed CIL rates are shown in the table below which also lists large sites subject to nil CIL charges. These strategic sites are expected to contribute towards infrastructure through S106 agreements.

21 CIL will be charged in pounds sterling (£) per square metre at differential rates according to the type of development set out in the schedule below:

The CIL rates	
Development type (Use Class)	CIL Rate/m²
Class B	
B2 General industrial	£50.00
B8 Storage or distribution	£50.00
Class C	
C1 Hotels	£50.00
C2 Residential institutions	£50.00
C2A Secure Residential Institution	£50.00
C3 Dwellinghouse*	£270.00
C4 Houses in multiple occupation	£270.00
Housing for older people: this includes what was referred to in the SHMA as 'sheltered' and 'enhanced sheltered'	£80.00
Specialist housing for older people with care	£80.00
Residential care for older people: provides live-in accommodation, typically in en-suite rooms, with 24 hour-a-day supervised staffing for residents, who may need extra help and support with their personal care	£50.00
Nursing care for older people: provide 24-hour care and support, as with residential care, but with added nursing care and assistance for residents who require input from and supervision by a registered nurse, who is in situ to devise and monitor care plans and provide and administer treatment	£50.00
Class E - Commercial, Business and Service	
E(a) Display or retail sale of goods, other than hot food	£80.00
E(b) Sale of food and drink for consumption	£80.00
E(c) Services	£50.00
E(d) Indoor sport, recreation or fitness	£50.00
E(e) Provision of medical or health services	£50.00
E(f) Creche, day nursery or day centre	£50.00
E(g) Uses which can be carried out in a residential area without detriment to its amenity	£50.00
Class F - Local Community and Learning	
F1 Learning and non-residential institutions	£50.00
F2 Local community	£50.00
Other uses	
Sui Generis	£50.00
All development types unless stated otherwise in this table	£50.00
Large sites of 400 homes or more (gross) or a site area of 10 hectares or more (gross) irrespective of land use***	£0.00
Hartland Park****	£0.00

Notes
*C3 includes all self-contained accommodation, but excludes elderly and sheltered accommodation which have a different CIL rate
**Age restricted general market housing is considered as C3 and is not included as a type of specialised housing and accommodation for older people
***Large Sites are defined as any site 400 homes or more (gross) or a site area of 10 hectares or more (gross), irrespective of land use
****Hartland Park is zero rated for CIL as it has already mitigated all the impacts on infrastructure through a completed S106 planning obligation
See Annex 2 for reference to the Use Classes guide
The CIL rates are index linked from the year when CIL is introduced to the year when planning permission is granted. The Council will apply the RICS CIL Index published by the Royal Institution of Chartered Surveyor. The CIL rates will be updated on 1 st January each year.

CIL liability

- 22 Development liable for CIL payment comprises:
- Development that creates 100m² or more of new build floor space measured as Gross Internal Floor Area (GIA).
 - Development of less than 100m² new build GIA that results in the creation of one or more dwellings.
 - The conversion of a building that is no longer in lawful use
- 23 Liability to pay CIL on qualifying developments applies whether development requires planning permission or is enabled through permitted development orders (General Permitted Development Order, Local Development Orders, Neighbourhood Development Orders, Enterprise Zones).

CIL exemptions

- 24 Once CIL is implemented, it is fixed and non-negotiable. The CIL Regulations 2010 do however exempt some development from CIL liability. CIL charges will not be levied on:
- Development that creates less than 100m² of new build floor space measured as GIA and does not result in the creation of one or more dwellings;
 - Buildings for which planning permission was granted for a limited period;
 - Affordable housing, subject to an application by a landowner for CIL relief (CIL regulation 49);
 - Development by charities for charitable purposes subject to an application by a charity landowner for CIL relief (CIL regulation 43) (mandatory charitable relief);

- Houses, flats, residential annexes and residential extensions which are built by self-builders (CIL regulation 42A, 42B, 54A and 54B).

25 There are also other projects which are not considered development (s.208 of the Planning Act 2008) for the purposes of CIL, for example:

- buildings into which people do not normally go, or a building into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery; and
- the change of use of any building previously used as a single home to use as two or more homes.

26 A charging authority can choose to offer discretionary relief to a charity landowner where the greater part of the chargeable development will be held as an investment, from which the profits are applied for charitable purposes (CIL regulation 44).

27 It can also choose to offer exceptional circumstances relief (CIL regulation 55) where the charging of CIL would have an unacceptable impact on the economic viability.

28 In Hart district discretionary charity relief or exceptional circumstances relief is not available (CIL regulations 44 and 55).

Calculating the chargeable amount

29 The Council will calculate the amount of CIL chargeable in accordance with regulation 40 and Schedule 1 of the Community Infrastructure Levy Regulations 2010 (as amended). The formal calculation methodology is set out in Annex 3.

30 The relevant rate (R) for each development type is shown in the Charging Schedule above and the Gross Internal Area (GIA) is measured and calculated in accordance with the Royal Institute of Chartered Surveyors (RICS) Code of Measuring Practice. Annex 4 sets out an extract of RICS code.

31 The chargeable amount will reflect inflation, the Council will apply the RICS CIL Index published by the Royal Institution of Chartered Surveyor. The CIL rates will be updated on 1st January each year.

32 The provisions of the CIL Regulations 2010 (as amended) mean that for Section 73 applications to vary an existing planning condition, CIL will only be payable upon any increase in chargeable floorspace from the section 73 application/permission.

Netting off existing floor space

33 In certain circumstances, where a development includes the demolition of an existing building, the existing Gross Internal Area (GIA) can be deducted from the proposed floorspace. These deductions in respect of demolition or change of use will only apply where the existing building has been in continuous lawful use for at least six months in the 3 years prior to the development being permitted and is still in situ on the day planning permission is granted.

34 The Council may deem the Gross Internal Area (GIA) of a building to be zero where there is not sufficient information, or no information of sufficient quality, regarding the GIA of an existing building or whether it is in lawful use.

Liability for CIL

35 Once planning permission is granted, CIL regulations encourage any party, (such as a developer submitting a planning application, or a landowner), to assume liability to pay the CIL charge. CIL liability runs with the land. If no party assumes liability to pay before development commences, land owners will be liable to pay the levy.

Payment of CIL and Instalments Policy

36 The default position is that CIL payment is due within 60 days of the commencement of development; however in some cases CIL is due immediately. For some developments, instalments may be permitted in accordance with the Council Instalments policy. Annex 5 of this document sets out an Instalments Policy.

Payments in kind

37 In circumstances where the liable party and the Council agree, payment of the levy may be made by transferring land and to accept payment in kind by receiving infrastructure under Regulation 73A. The agreement cannot form part of a planning obligation, must be entered into before the chargeable development is commenced and is subject to fulfilling the following:

- the acquired land is used to provide or facilitate the provision of infrastructure
- the land is acquired by the Council or a person nominated by the Council;
- the transfer of the land must be from a person who has assumed liability to pay CIL;
- the land has to be valued by an independent person, with appropriate qualifications, agreed by the Council and the person liable to pay CIL;

- 'Land' includes existing buildings and other structures, land covered with water,
- and any estate, interest, easement, servitude or right in or over the land.

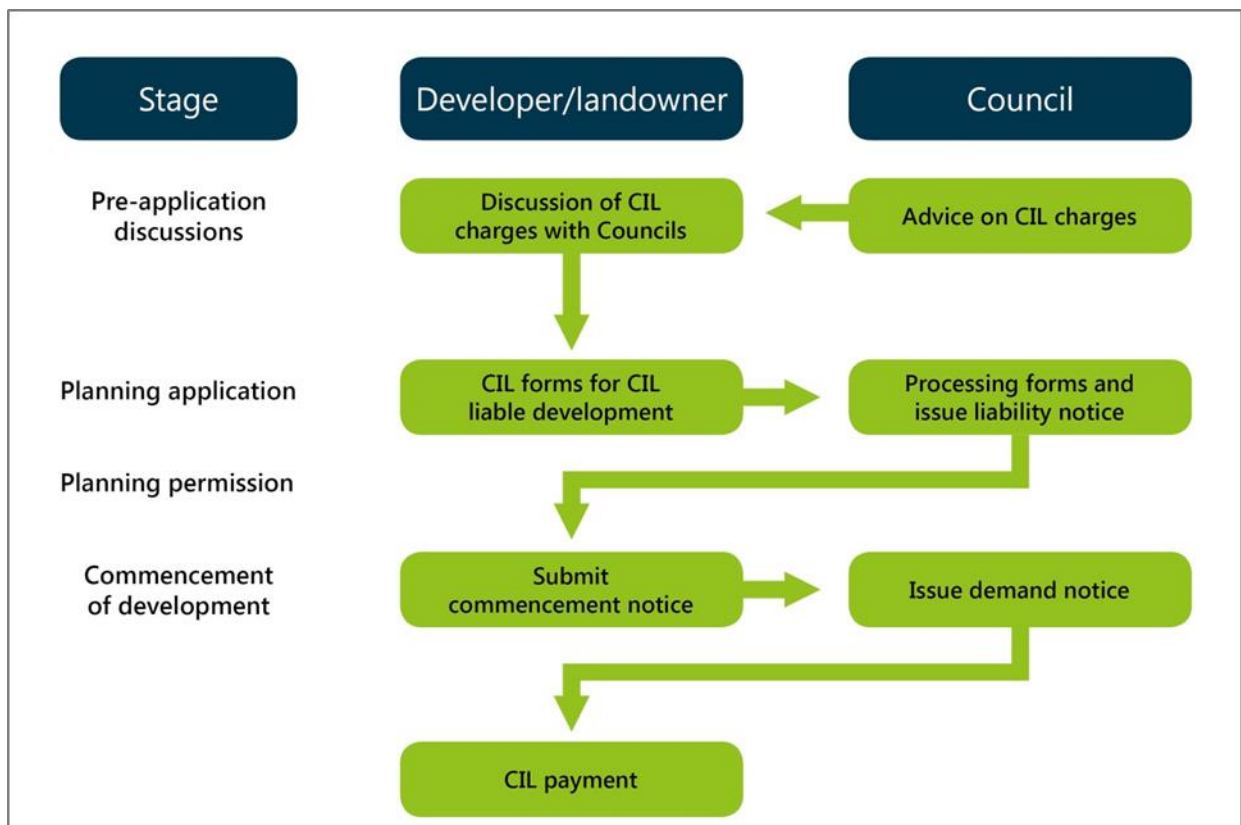
Collection of CIL

38 Hart District Council is the Charging Authority for the purpose of Part 11 of the Planning Act 2008 and CIL Regulations 2010 (as amended) and is also the collecting authority for the purposes of the CIL Regulations 2010 (as amended).

39 When planning permission is granted, the Council will issue a liability notice setting out the amount payable, and the payment procedure.

40 In the case of development enabled or authorised under permitted development orders, the person(s) liable to pay will need to consider whether their proposed development is chargeable, and to issue the Council with a notice of chargeable development. All new homes and all developments of 100 m² (GIA) or more are liable for CIL, however in some cases the existing floorspace can be discounted against the CIL liability.

41 The diagram below illustrates a summarised version of the collection process.



Appeals

42 A liable person can request a review of the chargeable amount by the charging authority within 28 days from the issue of the liability notice. CIL Regulations allow for appeals on:

- the calculation of the chargeable amount following a review of the calculation by the Council;
- disagreement with the Council apportioned liability to pay the charge;
- any surcharges incurred on the basis that they were calculated incorrectly that a liability notice was not served or the breach did not occur;
- a deemed commencement date if considered that the date has been determined incorrectly;
- against a stop notice if a warning notice was not issued or the development has not yet commenced;
- charitable relief (Reg 116)
- exemptions for residential annexes (Reg116A); and
- exemption for self-build housing (Reg 116B)

Spending CIL revenue

43 CIL receipts are split into 3 portions. Between 70% and 80% of the CIL receipts must be used for “*funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area*”. 5% of the CIL receipts are spent on administration of the process. The remaining 15% is known as the Neighbourhood Portion. Where the CIL receipt derives from a development within the area covered by a ‘made’ Neighbourhood Plan that proportion increases up to 25%.

Administration fee

44 The Council will use 5% of total CIL receipts to refund and meet the costs associated with the establishment and on-going administration of the Levy.

Parish & Town Councils’ Neighbourhood Portion

45 At least 15% of CIL receipts are allocated to Parish and Town Councils where CIL liable developments have taken place. This is known as the Neighbourhood Portion. If a Parish or Town Council area is covered by a ‘made’ Neighbourhood Plan, then the amount increases to 25% of CIL receipts from the area covered by the Neighbourhood Plan.

46 There is a cap of £100 (indexed) per council taxed home within a Parish or Town Council area per financial year, in areas without a made Neighbourhood Plan, but no cap if one is in place.

47 All Councils must pass over the Neighbourhood Portion of levy receipts from development to Parish or Town Councils if they are the accountable body. As Hart district is fully covered by Parish or Town Councils, the money (subject to any cap) will be passed to the relevant Parish or Town Council. CIL guidance recommends however that Charging Authorities and receiving Parish or Town Councils should engage and work closely to agree how best to spend these funds.

48 The CIL Regulations allow for the Neighbourhood Portion of levy receipts to be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

49 Provisions for the recovery of CIL monies by a Charging Authority are available, if Parish or Town Councils do not spend the Neighbourhood Portion of CIL receipts within five years of receiving it, or apply it otherwise in accordance with the Regulations.

Council's CIL Fund

50 The remaining funds, after administration and neighbourhood portion deductions will be allocated by the Council to infrastructure projects. The Council is required to publish on their website an Infrastructure Funding Statement (IFS) no later than the 31 December each calendar year which includes:

- a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) (“the infrastructure list”);
- a report about CIL, in relation to the previous financial year (“the reported year”), which includes the matters specified in paragraph 1 of Schedule 2 (“CIL report”);
- a report about planning obligations, in relation to the reported year, which includes the matters specified in paragraph 3 of Schedule 2 and may include the matters specified in paragraph 4 of that Schedule (“section 106 report”).

51 In addition to the IFS, the Council is also required, each calendar year, between 2 and 31 December to publish an ‘annual CIL rate summary’ in accordance with Regulation 121C.

CIL and Section 106 agreements

52 Unlike Section 106 planning obligations, the levy is to provide infrastructure to support the development of an area, not to make individual planning applications acceptable in planning terms. It breaks the link between a specific development site and the provision of infrastructure and thus provides greater flexibility for delivery of infrastructure when and where it is needed.

53 Section 106 agreements and Section 278 Highways Agreements will continue to be used to secure site-specific mitigation and affordable housing. In some instances, S106 agreements may be used in large sites needing the provision of their own specific infrastructure for which delivery may be more suitably dealt with through S106s.

54 The Council will not seek Section 106 contributions for infrastructure that they propose to fund through CIL. This is to avoid double charging and provide confidence on infrastructure funding to the community, developers, investors and infrastructure providers.

55 The Council is setting a threshold whereby developments of 400 homes or more or on sites of 10 hectares or more will be CIL zero rated. On these developments, financial contributions will be negotiated and legally bound through S106 and S278 agreements. Below these thresholds CIL will apply to all relevant development and the financial contributions will be based on the Charging Schedule. An exception to this is affordable housing which is legally required to be secured through S106 agreements.

56 Appendix 1 sets out how S106 planning obligations will operate alongside CIL. It makes it clear what types of infrastructure will be covered by CIL and what will still be required through S106 planning obligations.

Annex 1 - Relationship between CIL and S106 contributions

How will planning obligations operate alongside the Community Infrastructure Levy?

Regulation 122(2) of the CIL Regulations 2010 (as amended) and Para 57 of the NPPF (2021) state that a planning obligation must only be sought where they meet all of the following tests [and may only constitute a reason for granting planning permission for the development if the obligation]:

- a) necessary to make the development acceptable in planning terms;
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development.

In Hart district, CIL will replace planning obligations as the means of funding off-site infrastructure on sites below the threshold of 400 homes or more or on sites of 10 hectares. This includes infrastructure such as additional school places, transport improvements or improved leisure facilities, which are required in connection with new development and consequent population or economic growth.

On developments of 400 homes (gross) or more or on sites of 10 hectares (gross) the Council will require bespoke planning obligations covering both on site infrastructure and financial contributions through S106 and S278 agreements. As a result, these sites will be zero rated for CIL.

The Council will publish a list to set out what projects or types of infrastructure it intends to fund wholly or partly through CIL, and to avoid 'double charging' it will not seek contributions from Section 106 planning obligations for those items. The list will be kept under regular review and will be updated whenever necessary to take account of changes in circumstances.

Maintenance Contributions

Where a development results in a need for new infrastructure or a new facility, that item of infrastructure or facility may in some cases be transferred into the Council's ownership. Examples of items that may be passed to the Council's ownership are public open space and children's play areas. In such cases, the Council will require a maintenance contribution, generally as a one-off payment. The maintenance contribution to cover the physical upkeep of the facility. The level of the contribution required will be calculated on a case-by-case basis. This would be secured by a S106 planning obligation.

Where developers choose to retain responsibility for the facility, they will need to be bound by a planning condition or S106 planning obligation to ensure proper maintenance.

Types of infrastructure

The table below summarises types of infrastructure and their mechanism for delivery when required as part of a planning permission.

The mechanisms for delivery of various types of infrastructure			
Type	Infrastructure and other items to be delivered through S106 Agreements; S278 of the Highways Act; or through Planning Conditions	Infrastructure to be funded or part funded through CIL	Relevant planning policies: HLP32
Affordable Homes	On-site provision and financial contributions towards affordable homes	CIL will not be used to pay for affordable homes	H2 H3
Biodiversity	On-site habitat creation or enhancement; relocation of protected species to a suitable alternative site; off-site mitigation, for instance where measures are required to mitigate identified impacts upon a nearby area of high biodiversity interest	Significant off-site measures e. large areas of compensation land resulting from loss of habitat to development	NBE4
Community Facilities	Only where there is a specific requirement for the facility to be located on that site. In exceptional circumstances, where granting planning permission leads to the loss of community facilities, the Council will secure alternative provision of equivalent or improved benefit to the community in terms of size, utility and access. This may be through contributions towards replacement/improvement of facilities or direct provision on an alternative site.	Most community buildings/facilities	INF5

Day-care provision for adults	Not provided under S106	All day-care provision	INF1
Education	Only where there is a specific requirement for the facility to be located on that site	Most provision of new schools or expansion of existing schools including early years, primary and secondary (covering ages 3 – 19)	INF1 INF8
Environmental Improvements	Only where there is a specific requirement for environmental improvements to be undertaken on that site	Off-site provision or enhancement, including public realm improvements	INF8
Flood Defence	On-site measures which an FRA identifies as a requirement	Flood defence works	INF1 INF8
Indoor sports facilities	Only where there is a specific requirement for facilities to be provided on that site. In exceptional circumstances, where granting planning permission leads to the loss of indoor sports facilities, the Council will secure alternative provision of equivalent or improved benefit to the community in terms of size, utility and access. This may be through contributions towards replacement/improvement of facilities or direct provision on an alternative site.	Most indoor sports provision including swimming pools, gyms and indoor sports halls	INF4
Libraries	Not provided under S106	Any library provision	INF1
Maintenance	Infrastructure provided under S106 agreements and transferred to the Council local authority will require a contribution towards future maintenance		INF2
Outdoor sports facilities, public open	Only where there is a specific requirement for facilities to be provided on	Most outdoor sport and play provision, including outdoor	INF2 INF4

<p>space/children's play areas, allotments</p>	<p>that site. In exceptional circumstances, where granting planning permission leads to the loss of outdoor sports facilities, public open space, play areas or allotments in active use, the Council will secure alternative provision of equivalent or improved benefit to the community in terms of size, utility and access. This may be through contributions towards replacement/improvement of facilities or direct provision on an alternative site</p>	<p>sports pitches, courts and greens, recreational open space, allotments</p>	
<p>SUDS</p>	<p>SUDS provision will normally be onsite and may require a maintenance payment</p>		<p>NBE5</p>
<p>Transfer of land</p>	<p>This may be included in a S106 for example where land is being transferred to the Council as public open space, or land upon which public art is located etc</p>	<p>In-kind payments under CIL regulations</p>	<p>INF1</p>
<p>Transport</p>	<p>Provision of works required to secure safe access and egress from the development site to the adjoining highway network, provision of internal roads, on-site pedestrian/cycle facilities and on-site public transport facilities.</p> <p>Travel Plans are likely to be secured through planning conditions on most sites, but may require a planning obligation on some larger or more complex development proposals.</p>	<p>Off-site transport improvements are expected to be funded under CIL.</p>	<p>INF1</p>

Youth services	Not provided under S106	All aspects of the Youth Service	INF1
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The table below sets out planning obligations for purposes other than delivering infrastructure.

Planning obligations for purposes other than delivering infrastructure		
Type	Purpose of planning obligation	Relevant planning policies
Joint User Agreement	The Council will seek public access to private and institutional facilities through sharing schemes and joint user agreements schemes which would be secured through S106 planning obligation. The details of these agreements will be negotiated on a case by case basis.	

Suitable Alternative Natural Greenspace (SANG)

The Thames Basin Heaths Special Protection Area (TBH SPA) is an area of lowland heath covering over 8,000 hectares of land across Surrey, Berkshire and Hampshire. The TBH SPA was designated under the European Birds Directive in March 2005 because it represents a mixture of heathland, scrub and woodland habitat that support important breeding populations of nightjar, woodlark and Dartford warbler.

Policy NBE3 in the Hart Local Plan (Strategy & Sites) 2032 sets out the approach to the protection of the SPA. These set out the principles of avoidance and mitigation to avoid harm to the TBHSPA arising from new homes. These measures include:

- Directing development to those areas where potential adverse effects can be avoided without the need for mitigation measures;
- The establishment of a 400 metre exclusion zone around the TBHSPA within which no net new housing development will be supported;
- The provision of mitigation through Suitable Alternative Natural Greenspace (SANG);
- Contributions towards Strategic Access Management and Monitoring (SAMM) measures.

The provision of Suitable Alternative Natural Greenspace (SANG) to mitigate any impact upon the Thames Basin Heaths Special Protection Area and contributions towards Strategic Access Management and Monitoring (SAMM) will not be paid for using the CIL levy.

Annex 2 - Guide to Use Class Order definitions

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. This Order is periodically amended. The current Use Classes were last updated on 1st September 2020.

The following list is based on the Government's guide to Use Classes as shown in their planning and building regulations online resource 'The Planning Portal'. It is not a definitive source of legal information. The list gives an indication of the types of use which may fall within each use class. Please note that this is a guide only and it is for local planning authority to determine, in the first instance, depending on the individual circumstances of each case, which use class a particular use falls into.

Class B

- **B2 General industrial** - Use for industrial process other than one falling within class E(g) (*previously class B1*) (excluding incineration purposes, chemical treatment or landfill or hazardous waste)
- **B8 Storage or distribution** - This class includes open air storage.

Class C

- **C1 Hotels** - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels)
- **C2 Residential institutions** - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres
- **C2A Secure Residential Institution** - Use for a provision of secure residential accommodation, including use as a prison, young offenders' institution, detention centre, secure training centre, custody centre, short-term holding centre, secure hospital, secure local authority accommodation or use as a military barracks
- **C3 Dwellinghouse** - This class is formed of three parts
 - C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child
 - C3(b) covers up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems
 - C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4

HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger

- **C4 Houses in multiple occupation** - Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

Class E - Commercial, Business and Service

In 11 parts, Class E more broadly covers uses previously defined in the revoked Classes A1/2/3, B1, D1(a-b) and 'indoor sport' from D2(e):

- **E(a)** Display or retail sale of goods, other than hot food
- **E(b)** Sale of food and drink for consumption (mostly) on the premises
- **E(c)** Provision of:
 - **E(c)(i)** Financial services,
 - **E(c)(ii)** Professional services (other than health or medical services), or
 - **E(c)(iii)** Other appropriate services in a commercial, business or service locality
- **E(d)** Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)
- **E(e)** Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)
- **E(f)** Creche, day nursery or day centre (not including a residential use)
- **E(g)** Uses which can be carried out in a residential area without detriment to its amenity:
 - **E(g)(i)** Offices to carry out any operational or administrative functions,
 - **E(g)(ii)** Research and development of products or processes
 - **E(g)(iii)** Industrial processes

Class F - Local Community and Learning

In two main parts, Class F covers uses previously defined in the revoked classes D1, 'outdoor sport', 'swimming pools' and 'skating rinks' from D2(e), as well as newly defined local community uses.

- **F1 Learning and non-residential institutions** – Use (not including residential use) defined in 7 parts:
 - **F1(a)** Provision of education
 - **F1(b)** Display of works of art (otherwise than for sale or hire)
 - **F1(c)** Museums
 - **F1(d)** Public libraries or public reading rooms
 - **F1(e)** Public halls or exhibition halls
 - **F1(f)** Public worship or religious instruction (or in connection with such use)
 - **F1(g)** Law courts
- **F2 Local community** – Use as defined in 4 parts:

- **F2(a)** Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 m² and there is no other such facility within 1,000 metres
- **F2(b)** Halls or meeting places for the principal use of the local community
- **F2(c)** Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)
- **F2(d)** Indoor or outdoor swimming pools or skating rinks

Sui Generis

'Sui generis' is a Latin term that, in this context, means 'in a class of its own'. Certain uses are specifically defined and excluded from classification by legislation, and therefore become 'sui generis'. These are:

- theatres
- amusement arcades/centres or funfairs
- launderettes
- fuel stations
- hiring, selling and/or displaying motor vehicles
- taxi businesses
- scrap yards, or a yard for the storage/distribution of minerals and/or the breaking of motor vehicles
- 'Alkali work' (any work registerable under the Alkali, etc. Works Regulation Act 1906 (as amended))
- hostels (providing no significant element of care)
- waste disposal installations for the incineration, chemical treatment or landfill of hazardous waste
- retail warehouse clubs
- nightclubs
- casinos
- betting offices/shops
- pay day loan shops
- public houses, wine bars, or drinking establishments – *from 1 September 2020, previously Class A4*
- drinking establishments with expanded food provision – *from 1 September 2020, previously Class A4*
- hot food takeaways (for the sale of hot food where consumption of that food is mostly undertaken off the premises) – *from 1 September 2020, previously Class A5*
- venues for live music performance – *newly defined as 'Sui Generis' use from 1 September 2020*
- cinemas – *from 1 September 2020, previously Class D2(a)*
- concert halls – *from 1 September 2020, previously Class D2(b)*
- bingo halls – *from 1 September 2020, previously Class D2(c)*
- dance halls – *from 1 September 2020, previously Class D2(d)*

Other uses become 'sui generis' where they fall outside the defined limits of any other use class. For example, C4 (Houses in multiple occupation) is limited to houses with no more than six residents. Therefore, houses in multiple occupation with more than six residents become a 'sui generis' use.

Notes:

In relation to specialised housing and accommodation for older people the Housing LIN uses an amended 'typology' compared to what was used in the SHMA (2016), covering:

Housing for older people: this includes what was referred to in the SHMA as 'sheltered' and 'enhanced sheltered'. These terms included but did not distinguish between for rent and for sale tenure distinctions. In addition, the term 'enhanced sheltered' is now used by very few social landlords. Housing for older people includes:

- Older people's housing for social/affordable rent, e.g. contemporary 'sheltered' housing.
- Older people's housing for sale, (typically referred to as retirement housing).

Housing for older people with care: this mirrors the term 'extra care housing' used in the SHMA, but it does not distinguish between for rent and for sale tenure distinctions. In the private market, the term 'extra care housing' is almost never used, this term being used primarily by social landlords. Housing with care includes:

- Extra care housing for rent.
- Housing with care for sale/shared ownership. These are sometimes referred to as retirement villages (where it may or may not have an onsite care home).

Residential care for older people: provides live-in accommodation, typically in en suite rooms, with 24 hour-a-day supervised staffing for residents, who may need extra help and support with their personal care. For example, help with things such as washing, dressing, personal hygiene, medication, toileting, communication, feeding and mobility.

Nursing care for older people: these provide 24-hour care and support, as with residential care, but with added nursing care and assistance for residents who require input from and supervision by a registered nurse, who is in situ to devise and monitor care plans and provide and administer treatment.

The National Planning Practice Guidance refers to an additional category of **Age restricted general market housing**. This is not covered by the SHMA and is not included within this typology as a type of specialised housing and accommodation for older people.

Annex 3 – How to calculate the amount of CIL payable

Regulation 40 of the Community Infrastructure Levy (Amendment) Regulations 2014 confirms that the collecting authority must calculate the amount of CIL payable (“chargeable amount”) in respect of a chargeable development in accordance with the provisions of Schedule 1”

The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 provided further details. The details as to how to calculate the amount of CIL payable are contained in Schedule 1 to the CIL Regulations. Schedule 1 is in 5 parts, and deals with:

- Standard Cases (Part 1);
- ‘Amended’ Planning Permissions (Part 2);
- Calculation of social housing relief (Part 3);
- Pre-CIL permissions ‘amended’ when CIL is in effect (Part 4); and
- Pre-CIL permissions ‘amended’ when CIL is in effect: appeal.

Annex 4 – How to measure Gross Internal Area

The Council will use the Royal Institution of Chartered Surveyors (RICS)'s Code of Measuring Practice to measure or check the Gross Internal Area (GIA) of a development and calculate or confirm its relevant CIL rate. The guide below is based on RICS' Code of Measuring Practice (6th edition, with amendments), the full Code of Measuring Practice is available in RICS website at www.rics.org

GIA is the area of a building measured to the internal face of the perimeter walls at each floor level.

Including:

- Areas occupied by internal walls and partitions
- Columns, piers, chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like
- Atria and entrance halls, with clear height above, measured at base level only
- Internal open-sided balconies, walkways, and the like
- Structural, raked or stepped floors are property to be treated as a level floor measured horizontally
- Horizontal floors, with permanent access, below structural, raked or stepped floors
- Corridors of a permanent essential nature (e.g. fire corridors, smoke lobbies)
- Mezzanine floor areas with permanent access
- Lift rooms, plant rooms, fuel stores, tank rooms which are housed in a covered structure of a permanent nature, whether or not above the main roof level
- Service accommodation such as toilets, toilet lobbies, bathrooms, showers, changing rooms, cleaners' rooms, and the like
- Projection rooms
- Voids over stairwells and lift shafts on upper floors
- Loading bays
- Areas with a headroom of less than 1.5m*
- Pavement vaults
- Garages
- Conservatories

Excluding:

- Perimeter wall thicknesses and external projections
- External open-sided balconies, covered ways and fire escapes
- Canopies
- Voids over or under structural, raked or stepped floors
- Greenhouses, garden stores, fuel stores, and the like in residential

* GIA is the basis of measurement in England and Wales for the rating of industrial buildings, warehouses, retail warehouses, department stores, variety stores, food superstores and many specialist classes valued by reference to building cost (areas with a headroom of less than 1.5m being excluded except under stairs)

Annex 5 – Instalments’ policy

Community Infrastructure Levy Instalments policy

This policy is made in line with regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended). The Council will allow the payment of CIL as outlined in points 1, 2 and 3 below:

1. Where the chargeable amount is less than £200,000 the chargeable amount will be required within 60 days of commencement.

2. Where the chargeable amount is between £200,000 and £2 million, the chargeable amount will be required as per the following four instalments:

1 st instalment	2 nd instalment	3 rd instalment	4 th instalment
25% within 60 days	25% within 160 days	25% within 260 days	25% within 360 days

3. Where the chargeable amount is over £2 million, the chargeable amount will be required as per the following four instalments:

1 st instalment	2 nd instalment	3 rd instalment	4 th instalment
25% within 60 days	25% By end of year 1	25% By end of year 2	25% By end of year 3

Commencement will be taken to be the date advised by the developer in the commencement notice under CIL regulation 67. In both 2 and 3 above the dates run from the date of commencement.

Further guidance on the definition of commencement is provided in Section 56(4) of the Town and Country Planning Act 1990 says that “*development is taken to be begun on the earliest date on which a material operation is carried out*”. A material operation is defined in the Act and can include any works of construction, demolition, digging foundations, laying out or constructing a road and a material change in the use of the land.

Notes:

N1: When the Council grant an outline planning permission which permits development to be implemented in phases, each phase of development is a separate chargeable development and the instalment policy will apply to each separate phase.

N2: This policy will not apply if:

a) A commencement notice is not submitted prior to commencement of the chargeable development

- b) Nobody has assumed liability to pay CIL in respect of the chargeable development prior to the intended day of commencement
- c) Failure to notify the Council of a disqualifying event before the end of 14 days beginning with the day the disqualifying event occurs
- d) An instalment payment has not been made in full after the end of the period of 30 days beginning with the day on which the instalment payment was due.



Report for Hart District Council

Hart Community Infrastructure Levy

Viability Assessment – September 2021

Three Dragons

This report is not a formal land valuation or scheme appraisal. It has been prepared using the Three Dragons toolkit and is based on district level data supplied by Hart District Council, consultant team inputs and quoted published data sources. The toolkit provides a review of the development economics of illustrative schemes and the results depend on the data inputs provided. This analysis should not be used for individual scheme appraisal.

No responsibility whatsoever is accepted to any third party who may seek to rely on the content of the report unless previously agreed.

The assessment has been undertaken following national and professional standards, with objectivity, impartially, without interference and with reference to all appropriate available sources of information. No performance related or contingent fees have been sought.

EXECUTIVE SUMMARY

1. Three Dragons, have been commissioned by Hart District Council to provide viability advice to inform a potential Community Infrastructure Levy (CIL) rate.
2. Hart District Council wishes to set a CIL rate that is fair and reasonable and that will contribute to funding infrastructure and meeting the needs of the local community but not set at a level that prevents development coming forward. The supporting evidence contained within this report presents a cautious approach including on residential values and no allowances for any offsetting or grants.
3. Whilst the majority of development identified in the adopted local plan is already committed (i.e. has planning permission or a resolution to grant permission), it is still important that this report demonstrates impact of policies (both local and national) to help the council inform its CIL rates.
4. The study, following national guidance, assesses the residual value of development and compares this with a benchmark land value. The residual value of a scheme is calculated as the difference between its total value and costs.
5. For the assessment, a typology approach is used. The typologies selected were identified in discussion with Hart. They are not intended to represent specific development proposals but to reflect typical forms of development that could come forward over the plan period.
6. For each typology a mix of home types was identified, based on the housing market assessment and the viability work that support the adopted Local Plan and a review of a selection of recent planning applications. The testing has included greenfield and brownfield sites with no allowances for offsetting existing floorspace. The percentages and tenures of affordable homes used in the testing are based on discussions with the council and reflect the targets in the adopted Local Plan.
7. The set of the market values used in the study was derived from an analysis of Land Registry and floorspace data for new build homes giving the size and values of homes, for the past five years.
8. A review of property sites, EGi, agent reports and other web based data was used to inform the assumed values for the specialist residential and the non residential uses i.e. older person homes and the non residential typologies (employment, retail and leisure).
9. The information gathered was used to inform a set of viability tests, the results of which were used to help guide the council to a range of potential CIL rates. Guidance is provided as to important considerations for the council in setting rates including, simplicity, avoiding market shock, focussing on most likely future development scenarios and risk to delivery and meeting planning policy.
10. Using this guidance, a range of CIL rates have been recommended for the council, although guidance is clear that whilst the rates should be reasonable there is no requirement for a proposed rate to exactly mirror the evidence and that there is room for pragmatism.

11. The rates set out reflect the viability evidence in terms of residential development, older persons and retail. Other tested uses are not able to support a CIL on a speculative build basis. However, the Council has made it clear that in addition to setting CIL rates for viable development in the standard way, there is some interest in setting a nominal low charge for other development. We have illustrated the proportion of GDV and cost including land for nominal rates of £20/sq m, £35/sq m, £50/sq m and £65/sq m. The following sets out the potential CIL rates:

Zone and/or use	Proposed CIL rate
Standard residential development	£273 / sq m
Residential development exceeding 400 homes	£0 / sq m
Hartland Village (all uses)	£0 / sq m
Older persons (excluding 'care/nursing' homes)	£80 / sq m
All retail	£80 / sq m
All other development	£0 / sq m or nominal low rate e.g. £20/ sq m - £65/ sq m

CABINET

DATE OF MEETING: 4 November 2021

TITLE OF REPORT: **ASSESSMENT TO DETERMINE THE NEED FOR A LOCAL PLAN REVIEW, SHAPLEY HEATH GARDEN COMMUNITY PROJECT, AND SETTLEMENT CAPACITY AND INTENSIFICATION STUDY**

Report of: Joint Chief Executive

Cabinet member: Cllr Graham Cockarill, Place

1 PURPOSE OF REPORT

- 1.1 This report sets out the intent in Spring 2022 to progress with a factual assessment of the current Hart Local Plan (Strategy & Sites) 2032 (the Local Plan) which was adopted in April 2020. The assessment will decide at what point it would be right to consider a review of the Local Plan in line with the latest government guidance on local plan reviews.
- 1.2 The report also addresses the future of the current work associated with the Shapley Heath Garden Community (SHGC).
- 1.3 Finally, the report recommends that a comprehensive evidence-based study is commissioned to review the potential capacity within the district's settlements to accommodate future growth. The study will seek to identify regeneration opportunities, the potential for intensification of development, as well review as the scale of brownfield land available to meet any future need for new homes.

2 OFFICER RECOMMENDATION

- 2.1 A Local Plan review assessment is carried out once any 'Planning Bill' has passed through Parliament and the Government has issued any associated updated guidance.
- 2.2 That the Shapley Heath Garden Community Project is concluded with immediate effect but that existing baseline studies and surveys proceed to completion and be published early in the new year.
- 2.3 Cabinet agrees to the principle of seeking the commissioning of a 'Settlement Capacity and Intensification Study' to be funded through a drawn down from the Local Plan reserve.

3 BACKGROUND

- 3.1 At Cabinet on 2 September 2021, following discussion on the budget and medium-term financial strategy it was agreed that *'an additional business case should be explored to bring forward a review of the Local Plan. Whilst the business case was being considered, all activity relating to the Garden Community project should in the interim be paused'*

- 3.2 The Local Plan was adopted in April 2020. At the time of adopting the Local Plan it was proposed to produce two further development plan documents:
- Development Management Policies Development Plan Document (DPD); and
 - Gypsy and Traveller DPD.

4 CONSIDERATIONS

A. Assessment Review of the Local Plan

The Council must review its local plan every five years, starting from the date of the adoption of the local plan¹.

The need to review local plans at least every 5 years is also reiterated in the 2021 National Planning Policy Framework (NPPF) in paragraphs 31 to 33. This advises that:

- The preparation and review of all policies should be underpinned by relevant and up-to-date evidence;
- Policies in local plans should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary;
- Reviews should be completed no later than five years from the adoption date of a plan and take into account changing circumstances affecting the area, or any relevant changes in national policy; and

Relevant strategic policies will need updating at least once every five years if their applicable local housing need figure has changed significantly; and they are likely to require earlier review if local housing need is expected to change significantly in the near future

It is important to note that a “*plan does not become out-of-date automatically after 5 years*” and there is a distinction between a review and update. The term ‘review’ means a discrete assessment of whether the adopted local plan needs to be updated. There are three potential outcomes of a review:

- It is decided that no changes are required to the plan and the Council publishes a statement to that effect setting out the reasons for the decision; or
- It is decided that some changes are required, and work commences on a partial update to the plan; or

It is decided that more substantial changes are required, and work commences on a new plan/full update

Method

There is no prescribed format for a five-year review assessment but Planning Practice Guidance (PPG) provides guidance on how they should be undertaken. The PPG sets out a number of factors to consider to determine whether a plan or policies within a plan should be updated, these include (but are not limited to):

- conformity with national planning policy;

¹ (Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012)

- changes to local circumstances; such as a change in local housing need;
- the Housing Delivery Test performance;
- whether the authority can demonstrate a 5 year supply of deliverable sites for housing;
- whether issues have arisen that may impact on the deliverability of key site allocations;
- appeals performance;
- success of policies against signals in the Development Plan as set out in the Authority Monitoring Report;
- the impact of changes to higher tier plans;
- plan-making activity by other authorities, such as whether they have identified that they are unable to meet all their housing need;
- significant economic changes that may impact on viability; and
- whether any new social, environmental or economic priorities may have arisen

To carry out the assessment the Planning Advisory Service Local Plan *Route Mapper and Toolkit – Review and updating local plan policies*² will be used. This will ensure that the review assessment is carried out in a robust and objective way It will allow the Local Plan to be assessed in a structured format to reveal any inconsistencies or weakness against national planning policy.

In gathering evidence to inform an review assessment, the PPG states that “*Reviews should be proportionate to the issues in hand.*” Evidence from the Annual Monitoring Report, information on planning appeals, a review of relevant Council plans, policies and strategies, the Housing Delivery Test results and technical papers such as the 5-year housing land supply – will be used to inform the review assessment.

There are also other broader factors that will contribute to informing whether the Local Plan needs updating such as:

- The review of the Hart Corporate Plan and local ambitions;
- The Council declaration of a Climate Emergency, with a commitment to becoming a carbon neutral authority by 2035 and a carbon neutral district by 2040;
- The Environment Bill and the mandatory requirement for biodiversity net gain and local nature recovery strategies through creating a ‘biodiversity duty’ for public sector services;
- The impact of the Covid-19 pandemic upon the economy and society has prompted re-consideration of how and where people want to work and live; and

The anticipated ‘Planning’ Bill that is due to go to Parliament later this year with any updated Government planning policy advice published in the spring.

The intention is to complete the assessment review by the end of summer 2022.

² [Local Plan Route Mapper & Toolkit - reviewing and updating local plan policies | Local Government Association](#)

B. Shapley Heath Garden Community (SHGC) Project

It is intended to conclude the SHGC project. The project has given invaluable insight onto the complexity of the issues that surround the delivery of a potential new settlement. The information gained will now go forward to support any future work that will be undertaken, if after assessment, a new Local Plan is required.

The choice of delivering a new settlement to meet future growth needs will now be evaluated as an integral part of any future Local Plan process. It will be assessed against all other growth options, particularly those opportunities arising from regeneration, brownfield development, settlement intensification and proportionate urban extensions. Once future growth targets have been set by the Government, a new Local Plan may come forward for consultation with residents. This would then allow all residents to be engaged in the discussion about what is the best growth option for Hart.

There are, however, several unfinished SHGC technical baseline assessments and surveys that have been commissioned and are currently underway. It is intended that these surveys and technical baseline assessments continue to completion and that they are all published early in the new year. These are:

- a) Community Survey
- b) Base Line Surveys
 - Transport
 - Landscape
 - Agricultural land classification
 - Heritage
 - Flooding, Drainage, and Water Management
 - Utilities
 - Air Quality
 - Noise
 - Contamination
 - Ecology and Biodiversity; and
 - Woodland, trees, and Hedgerows

In all other respect the SHGC project is concluded. No further resources will be devoted to the project and its associated governance arrangements etc. will now cease.

C. Settlement Capacity and Intensification Study

The new housing and communities secretary has recently said that "urban regeneration" and building homes on "neglected brownfield sites" will be a priority for the government. This is a clear sign that the focus on future growth will be directed at seeking to prioritise the opportunity to deliver growth wherever reasonably possible within the settlement areas.

The proposal, therefore, is that the Council should commission a far-ranging and robust study that assesses the opportunity and capacity for the district's settlements to deliver regeneration, brownfield renewal, and general development intensification. The focus will be assessing the

opportunities that arise from *within* settlement boundaries rather than looking at the green fields beyond those boundaries.

Although the magnitude of the opportunity will differ, a wide range of settlement types can contribute to sustainable development. For example, a previously developed site in a village could provide the opportunity for essential new homes, which could in turn help to sustain nearby local shops and services. It follows that the Study is relevant to rural areas and not just main settlements.

It is important that appraisals should consider as many sources of capacity as possible, no matter how unlikely some sources and locations may at first appear. It is crucial that all previously developed land is brought within the scope of the study. A misconception has been that only vacant and derelict land should be considered, i.e. the type of site commonly associated with the term 'brownfield'. But this is only one possible source.

An example (but not exclusively) of capacity sources are:

- Subdivision of existing housing
- Flats over shops
- Empty homes
- Previously developed vacant and derelict land and buildings (non-housing)
- Intensification of development within existing areas
- Redevelopment of existing housing
- Redevelopment of car parks
- Conversion of commercial buildings
- Review of all existing land use allocations in plans
- Vacant land not previously developed.

The Study will adopt a 'policy off' approach which means that current planning policy designations (unless the designation is a statutory designation) will not apply to any initial assessment. This is to avoid missing opportunities for assessment simply because of historic land use designations/constraints in previous plans.

For regeneration opportunities, the Study will concentrate as a priority on those areas where regeneration has been specifically highlighted in an adopted or emerging Neighbourhood Plan. These are the opportunities that have been identified by local communities themselves.

The information gained from such a Study will go forward to support any future work that will be undertaken when a new Local Plan is required. The capacity for intensification of development within the settlements can then be balance against all other growth options.

5. ALTERNATIVES CONSIDERED

5.1 A Local Plan review assessment within 5 years of adoption is required by statute. There is no other reasonable alternative to consider.

5.2 The Shapley Heath Garden Community Project has reached a point where it can be concluded and any subsequent work on the choice of delivering a

new settlement to meet future growth needs will now be evaluated as an integral part of any future Local Plan process. The alternative would be to continue with the project outside the Local Plan framework. In the absence of significantly greater government funding however, the continuation of the project is not currently necessary or financially desirable.

- 5.3 The Government has highlighted the need to look more imaginatively at the opportunities arising from regeneration, brownfield land development and intensification of growth opportunities within the settlement areas. This comprises a significant piece of work which is not something that can be concluded in the short term. The option of not doing it is not seen as tenable because it needs doing. Furthermore, if it is to inform future growth options it should be commenced now using an existing Local Plan reserve to fund it. The alternative would be to delay it but the risk for the Council is that it will be commissioned too late to inform any future Local Plan.

6 NEXT STEPS

6.1 Local Plan Assessment

The assessment does not currently form part of the 2021/22 Service Plan for the Planning Policy team and at this stage that is not necessary. This is because the assessment is not intended to commence until after the 'Planning Bill' has passed through Parliament and once the suitable Government advice has been published which would appear to include a new National Planning Policy Framework (NPPF). The programme of work will however be included in the 2022/23 Service Plan.

6.2 Shapley Heath Garden Community Project

The project itself is concluded but existing baseline studies and surveys will proceed to completion and will be published early in the new year at the very latest.

6.3 Settlement Capacity and Intensification Study

This Study will comprise a significant project. It is not to be specifically timebound and it will take some time to complete. The programme will be included in the 2022/23 and future Service Plans, but commissioning will start earlier. Commissioning will also be done through a normal procurement exercise.

7 FINANCIAL IMPLICATIONS

- 7.1 There are no immediate financial impacts associated with this report. The Local Plan Review assessment can be accommodated within current annual budgets. The additional resources required to deliver the Settlement Capacity and Intensification Study can be considered and agreed by Cabinet once the procurement exercise has confirmed the potential cost envelope. It is anticipated that this will be resourced from the Local Plan reserve.

8 CLIMATE CHANGE IMPLICATIONS

- 8.1 There are no direct carbon/environmental impacts arising from the recommendations, but the proposal will support climate change policy objectives wherever reasonably practicable.

9 EQUALITIES IMPA

9.1 There are no equalities implications arising from the proposals.

Contact Details:

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Jenny Wood: Email: jenny.wood@hart.gov.uk
Daryl Phillips Email: daryl.phillips@hart.gov.uk

CABINET

DATE OF MEETING:	4 NOVEMBER 2021
TITLE OF REPORT:	NEXT STEPS IN THE CIVIC QUARTER REGENERATION
Report of:	Joint Chief Executive
Cabinet Portfolio:	Deputy Leader and Finance & Corporate Services
Key Decision	No
Confidentiality	Non Exempt

1 PURPOSE OF REPORT

- 1.1 To update Cabinet with regards to the work being undertaken by the Civic Quarter Regeneration Work Group and seek Cabinet's approval to further funding to enable the next stages, as proposed, around public engagement.

2 OFFICER RECOMMENDATION

- 2.1 That 24K is allocated in the council 21/22 budget, to fund consultancy costs, and other resource requirements (website, publications, media and analysis) to enable an effective public engagement with regard to the Civic Quarter.

3 BACKGROUND

- 3.1 In July 2021, a report was made to Cabinet on the progress regarding the Civic Quarter Regeneration to date. Having established a firm foundation of knowledge recognising the ambitions and aims for a civic quarter regeneration, it was acknowledged that the financial and economic environment had changed since the Working Group was established in 2019.
- 3.2 Based in this Cabinet agreed a refreshed governance approach for the Civic Quarter Regeneration Group which included enhanced local representation from Ward Members.
- 3.3 This Cross Party Group, with representatives from Fleet Town Council and Hampshire County Council met on the 18th October 2021. Their key focus was on next steps and (as will be noted from the minutes of that meeting in Appendix 1) how best to engage with our residents to garner their views on what they would like to see as part of a civic regeneration opportunity.
- 3.4 The engagement as proposed will be both face to face – with a display to be hosted in The Harlington, as well as on-line opportunities to provide views.

4 CONSIDERATIONS

- 4.1 Hart does not have the inhouse resources or capacity to undertake the work as outlined by the Civic Quarter Regeneration Group.
- 4.2 The Working Group indicated a desire to have the display accompanied by an officer, to both explain the engagement and capture (via questionnaire or alternative means) the feedback. At present we have no capacity within the organisation so additional resources will be required. The costs associated with this could be reduced if Councillors or key partners to this project (notably Hampshire County Council and Fleet Town Council) were able to provide some support on this ambition.
- 4.3 In addition to the above mentioned resource requirements, resources will also be required for compilation and analysis of responses provided, either from face to face interaction or via our website.
- 4.4 In total it is anticipated that £24K is allocated to this engagement, enabling effective and timely decisions to be taken on the best mechanisms and approaches, whilst recognising any underspend will be returned to reserves.

5 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5.1 Not to undertake the work.
This does not meet with the Councils Corporate Plan objectives, nor Cabinet's earlier resolution to explore the opportunities with regards to a civic quarter regeneration
- 5.2 To undertake the work in house.
The Council has the capability but not the capacity to complete this work. If Cabinet wishes this work to be undertaken within existing resources, it will need to be considered as part of the 2022/2023 Service Plan approach with work beginning on this initiative from April 2022.

6 RELEVANCE TO THE CORPORATE PLAN AND/OR THE HART VISION 2040

- 6.1 This work will assist the council in achieving its agreed objective of exploring a civic quarter regeneration.

7 SERVICE PLAN

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	No
Have staffing resources already been identified and set aside for this proposal?	No

8 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 It is estimated that the cost of the next stages in the civic quarter regeneration, the engagement of our residents with regards to this site, will cost £24K.

9 EQUALITIES

- 9.1 No equality issues resulting from approval of this reports recommendation have been identified. Opportunities for face to face or on-line engagement provides greater flexibility and accessibility for those with protected characteristics.

10 CLIMATE CHANGE IMPLICATIONS

- 10.1 It is anticipated that members of the public would provide their feedback via the face to face display, when already in town for other reasons (shopping, visiting the library or other event at The Harlington) and in so doing, not cause any additional impact to the environment. We will also be encouraging our residents to engage on-line.

11 ACTION

- 11.1 Subject to agreement by Cabinet, it will be recorded that an exemption has been applied for the continued use of HLM Consultants, and the Council will confirm their continued role on this project
- 11.2 Work will also begin on the online resources which will help support effective public engagement and the analysis framework to ensure the Civic Quarter Regeneration Working Group will be provided with a clear indication of the public's views.

Contact Details: Patricia Hughes – patricia.huges@hart.gov.uk

Appendices: None

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	None							

Background papers: None

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7
CIVIC CAMPUS REGENERATION GOVERNANCE Cabinet 1 st July 2021							
MINUTES OF CIVIC QUARTER REGENERATION Cabinet 4 th February 2021 Cabinet 4 th March 2021 Cabinet 1 st April 2021							

Appendix 1

Civic Quarter Regeneration Meeting (Teams) 18 October 2021 – 09:00

Attendees: Cllr Mark Butcher; Cllr Anne Crampton; Cllr David Neighbour;
Cllr Richard Quarterman; Cllr James Radley (Chairman);
Gabrielle Ellen; Emma Foy; Patricia Hughes; Daryl Phillips;
Joanne Rayne; Rebecca Borrett (Minutes)

Olivia Paine HLM Architects
Cllr Bob Schofield Fleet Town Council
Elizabeth Weighill Hampshire County Council (Library Service)

Apologies: None received

1	Welcome from the Chairman	
	Councillor Radley welcomed everyone and explained the purpose of today's meeting is to establish where we are at with the Civic Quarter Regeneration as it has been some time since the last meeting.	
2	Introductions	
	The group members introduced themselves and welcomed Elizabeth Weighill (Liz) who is representing the Library Service.	
3	Presentation by Gabrielle Ellen	
	<p>GE provided a summary of the actions previously taken and already reported back to the group. She further explained the options to be explored for engaging with community, and further work to be taken to explore further options.</p> <p>RQ clarified this project does not form part of the Commercialisation Portfolio he is responsible for which generates income as this project is not expected to do that. It needs to ensure the project generates some kind of income, there is no target or threshold, but it cannot lose HDC money.</p> <p>MB asked if there is a defined time limit for not losing money. EF explained this is in the commercialisation strategy approved in July.</p> <p>MB asked if the impact of Covid has been taken into account. OP confirmed it was but would need updating and reflection of actual needs once known. PH explained HDC now have agile working policy and the results of staff survey would soon be known to help shape this moving forwards.</p>	
4	FUTURE OF THE PROJECT/NEXT STAGES	

	<p>The group discussed the importance of understanding what the public feel is the correct vision and ambition for the town.</p> <p>RQ expressed concern engaging with the public when the commercial aspects had not agreed, which could prevent the project being deliverable. The group agreed it was important engagement messaging made clear this represented potential options, not decision taken.</p> <p>MB asked if there were any known blockers to the success of the project. EF explained managing the commercial expectations and negotiations would be critical to success. LW confirmed the Library Service were very keen to work with the partners to provide a service that balances a presence with online services, alongside other opportunities like learning.</p> <p>OP suggested a starting point for public engagement was to present the public with the critical success factors that had been previously designed. This would include engaging with the public on key fundamental issues of what is important in this project. Future stages can then be shown to be driven by this.</p> <p>Alongside this, conversations with the public on what their vision of a library or the Harlington Centre, and open public spaces in a post Covid world could look like, enabled a public lead for the project.</p> <p>BS informed the group feedback to FTC questioned why it was not a Fleet Town Regeneration, utilising Hart Shopping Centre. JR and DN advised previous conversations with the UK agents had proven difficult for Fleet Bid.</p> <p>The group discussed possible time frames in view of upcoming panto season and a period of purdah. It was agreed this would therefore take place in January/February 2022.</p> <p>There was a discussion around resources available for moving this forward, and who would be doing this.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Public engagement in the Harlington Centre, designed to encourage dialogue around the architect suggestions • Operate a parallel online version of the above for full inclusivity • Engagement with stakeholders • Check procurement regulations to make sure comply with standing orders for engagement 	<p>TBC</p> <p>TBC</p> <p>TBC</p> <p>EF</p>
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	<ul style="list-style-type: none"> • Review of resources available from existing capacity and workloads • Cabinet paper to be prepared to bring into the open • A further study into some of the elements to ensure meaningful discussion of what we mean, and what this potentially looks like 	EF DP OP
4.	AOB	
	<p>(MB) felt solid communication of how this is being funded and paid for needs to be fed back to the community and needs to be transparent and honest regarding public finance.</p> <p>(DN) suggested the date of next meeting needed to be before January/February consultations commence.</p> <p>(JR) asked everyone listed in the agenda receive an invite to the meeting, as he believed Councillor Katies Davies had not been included on the invite list for today.</p> <p>(BS) advised FTC have identified there are many people new to the Fleet area who are not aware of recent history relevant to this project, and it was important to be aware of this when regard to the information to be sent. (OP) agreed and explained the key to public consultation is showing options and asking them to prioirtise the aspects of the project most important to them as an individual. JR suggested it would be helpful to have something to comment on for the next meeting, OP will send a proposal within the next month.</p>	OP
5.	Date of next meeting	
	The next meeting is to be arranged for a Monday morning in early December	
	Meeting ended at 10:08am	

CABINET

DATE OF MEETING:	4 November 2021
TITLE OF REPORT:	COUNCILLOR COMMUNITY GRANT SCHEME – PLATINUM JUBILEE
Report of:	Joint Chief Executive
Cabinet Portfolio:	Leader and Strategic Direction and Partnerships
Key Decision	No
Confidentiality	Non Exempt

1 PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for a pilot Councillor Community Grant which would support the Council's Corporate Plan priority of supporting both healthy communities and people.
- 1.2 This would enable the introduction of ward-based approach to funding projects, which in the pilot year, would support the coming together of our communities, after a long period of social separation, to celebrate the Platinum Jubilee. It also supports our equality objectives through funding projects that encourages community cohesion.

2 OFFICER RECOMMENDATION

That Cabinet approves the policy for adopting a ward-based approach for awarding of Ward based community grants, as attached at appendix one, for the purpose of a one year trial specifically to bring communities together to celebrate the Platinum Jubilee.

3 BACKGROUND

- 3.1 The council has, for many years, been in a fortunate position to be able to provide significant funding towards a range of Voluntary Sector organisations including Hart Voluntary Action, Citizens Advice Hart, Hampshire Inclusion, Fleet Phoenix, Basingstoke Canal and the Blackwater Valley Countryside Trust.
- 3.2 However our work, both directly with our communities and indirectly through our voluntary sector partners has dramatically increased, throughout the Covid pandemic. As reported to Cabinet in September, this has included a wide range of activity including awarding grants to community groups who support vulnerable residents, provision of a new home help service, help for those who were unemployed via our employment support hub as well as provision of our covid hardship fund for those most in need.

- 3.3 Our active involvement in our communities has continued to grow, as part of our Here for Hart programme, build on the Supporting Communities Plan (adopted by Cabinet) which aims to ensure we work with people and partners in our places to
1. Support communities to recover from the impacts of the pandemic
 2. Better understand and tackle social and health inequalities
 3. Nurture safe, supportive and inclusive communities

4 MAIN ISSUES

- 4.1 The Here for Hart programme works with our communities who advise us that people have really missed personal interaction, some people have lost the confidence to go out and about and there have been increases in anxiety and loneliness
- 4.2 One of the key aspects of feedback from our communities and partners was that they wanted to build upon from the Covid pandemic, was to continue the sense of community. To continue to grow the sense of togetherness.
- 4.3 A whole host of opportunities have been highlighted in the recent [Here for Hart Bulletin](#), however, the Platinum Jubilee provides another ideal opportunity to bring our communities together
- 4.4 To help in this ambition, a pilot Councillor Community Grant scheme is proposed, which would help support and fund community events and initiatives, delivering an opportunity to help continue to rebuild the sense of community, post pandemic, as well as contributing to the achievement of the council's Corporate plan priorities
- 4.5 The proposed scheme (set out in appendix 1) is a Ward based approach for determining applications for funding, rather than providing funding to individual members. This would facilitate the pooling of funds to support more expensive projects that could have greater impact within the community. However, where Members could not reach agreement within a Ward on the applications to be supported, each Member may take responsibility for a third of the total Ward funding.
- 4.6 The scheme would be open for bids, if adopted by the Cabinet, from the 1st December and would be open until the 1st May.

5 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5.1 To continue the status quo with regard to funding to our voluntary and community sector and not seek to pilot a Councillor Community Grant Scheme. However this would not provide the opportunity to test the efficacy of such a scheme, nor support our communities in this important post pandemic environment.

6 CORPORATE GOVERNANCE CONSIDERATIONS

Relevance to the Corporate Plan and/or The Hart Vision 2040

This proposed scheme fully supports The Hart Vision 2040 ambition which is to continue to build a great sense of community, reducing social isolation, celebrating our diversity and through this increasing community connectedness and resilience.

Service Plan

Is the proposal identified in the Service Plan?	No
Is the proposal being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for this proposal?	No

Legal and Constitutional Issues

The proposed Councillor Community Grants scheme does not present any legal implications.

Financial and Resource Implications

Reserves were released by Cabinet to support the delivery of the Supporting Communities Plan and in particular the Here for Hart initiative of which this proposal forms a part. As such, this proposal is fully funded.

Should the pilot be successful and the Council wish to continue with a Councillor Community Grant Scheme, further funding sources would need to be identified or established within annual budget cycle processes.

The aim is to make the scheme simple to administer and simple to deliver, as such we hope that other than promoting the scheme, there would be no significant officer resource requirement.

Risk Management

The scheme proposes that Town and Parish councils may apply on behalf of unconstituted community groups, however they may not wish to engage. We will seek to carefully manage communications to reduce this risk.

7 EQUALITIES

7.1 We have considered our public sector equality duties under the Equality Act 2010 and the Councillor Community Grant would not have a negative impact on those protected by the Act. The approach actively encourages applications from organisations who represent minority or vulnerable groups, particularly that improve outcomes for disadvantaged groups and encourage community cohesion.

7.2 The criteria for the scheme makes it clear we will not fund applications that do not align with the council’s equalities objectives and/or the Equality Act 2010. The standard conditions also refer to the organisations having appropriate policies in place to comply with equalities legislation.

8 CLIMATE CHANGE IMPLICATIONS

8.1 There are no anticipated climate change implications arising directly from the proposed scheme. Indeed the scheme specifically aims to support local or neighbourhood level celebrations which would encourage active sustainable transport

9 ACTION

9.1 Subject to approval by Cabinet, we would seek to share this information with all Ward Members, offering an all Councillor Briefing on the scheme, to provide helpful guidance and advice in the administration and delivery of the scheme.

Contact Details: Patricia Hughes - Patricia.Hughes@hart.gov.uk

Appendices

**Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule of the Local Government Act 1972 by ticking the relevant</i>						
		1	2	3	4	5	6	7
A	Councillor Community Grant Scheme – Platinum Jubilee							



Hart District Council
Queen's Platinum Jubilee
Councillor Community Grant Scheme Guidance

Hart District Council has agreed to set up a grants fund to recognise the
QUEEN'S PLATINUM JUBILEE

The official 4-day celebration weekend will be held from 2 June 2022 till 5 June 2022

For each Ward a total of £1000 grant funding is available.

Grants can be made for a maximum of £1000, per Ward for example just one successful grant application, or a number of different applications can be made and awarded, up to a total of £1000 for that Ward area.

Basic rules of the scheme

- Projects must benefit the communities in the councillor's ward and directly deliver towards the celebration of the Platinum Jubilee in that area.
- The minimum grant is £100 and the maximum £1,000 for each Ward
- Applications to this grant scheme will be considered by all Ward members together.
- In the event that Members within a Ward are unable to reach consensus on which applications to support, Members within a Ward may agree to split the grant funding, allocating £333.33 per Ward Member
- Applications will be considered and awarded on a first come, first served basis.
- Funding applications cannot be retrospective and no organisation should commit themselves to any spending before any final decision is made
- If the application is successful, you will have to provide evidence of the spend/receipts and photographs as appropriate.

Applications will be assessed on their individual merits and against the criteria within this guidance.

1. Hart District Council Councillor Community Grants will be offered to properly constituted community groups and Parish and Town Councils within Hart District on a Ward by Ward basis. Parish and Town Councils can collaborate with local unconstituted groups and apply on their behalf.
2. The fund will open on 2 January 2022. The closing date for this Grants scheme is when all funds have been allocated or 1st May 2022, whichever is sooner.
3. The expectation is that events will take place on the celebration weekend between 2 June 2022 and 5 June 2022.
4. Applications will be considered on their own merit as they are received by the Ward Councillors and applicants should be notified of the decision within 14 days of receipt.

5. All projects must demonstrate a clear link to the Queen's Platinum Jubilee Celebrations and actively benefit Hart residents, promoting access for all and community wellbeing.
6. Funding will not be granted towards firework displays.
7. Application demonstrating that Hart District Council funding is matched funded pound for pound by other funds will be given greater weight. All applicants will need to show they have a bank account in place to process the grant.
8. All community events must, in some way, acknowledge Hart District Council's contribution and are encouraged to do so on any publicity material, or social media used to promote the event
9. Advice about obtaining public liability insurance, licences etc may be sought from Town and Parish Councils and Hart Voluntary Action (HVA).
10. Ward Councillors must advise Hart District Council of any successful applications and bank details to enable payment.
11. Any grant funding unspent or uncommitted on the 6th June 2022 will return to the Councils reserve for Here for Hart.

Who or what is not eligible under this scheme:

- Applications from
 - Other public sector bodies (excluding Town and Parish Councils) or the delivery of any statutory obligations
 - Individuals (including making payments to individuals on behalf of community groups)
 - Private businesses or political or lobbying groups
 - Organisations who operate a grant scheme of their own or who budget for giving grants/donations as part of their annual budget
 - Nationwide organisations (with the exception for nationwide organisations based in Hart who will deliver the output solely to the benefit of Hart residents)
- Applications which contribute to the core/recurring revenue costs like salaries, rent, rates or ongoing hire fees of organisations
- Applications on behalf of third parties (with the exception of Town and Parish Councils on behalf of unconstituted community groups)
- Projects that don't align with the council's equalities objectives and/or the Equality Act 2010 or seeks to 'pre-discriminate' certain members of the community
- Projects that will only benefit a small number of individuals (it must benefit a minimum of 5 or more people and greater weight will be given to projects that bring whole communities together, no matter the size of that community)



Hart District Council
Queen's Platinum Jubilee
Councillor Community Grant
APPLICATION FORM

1	Name of Organisation	
	Project title	
2	Applicant details:	
	Name	
	Position in Organisation	
	Telephone	
	Email	
3	Organisation details:	
	Address	
	Telephone (if different from above)	
	Email (if different from above)	
	Organisation type	
	Charity/Company number	
	What does your organisation do?	
	If successful, please name the organisation that will receive and hold the funds	

4	Name of <u>Ward area</u> you are requesting funding from	Amount of funding requested (maximum of £1,000 per Ward)

5	Please describe your Platinum Jubilee project:
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6	What value will your project add to the local community?
7	How many people will benefit?
8	Can you demonstrate any long term benefit from the event?
9	If you feel your project is beneficial to the environmental, please explain how.

10	How will you measure the impact your project has made?
11	Any additional supporting information:
	<p>Please note: Greater weight will be given to applications which</p> <ol style="list-style-type: none"> Benefit whole communities and Are able to be part funded from other sources All successful applications must in some way acknowledge Hart District Council's contribution are encouraged to do so on any publicity material, or social media used to promote the event A condition of any successful applications is the requirement to provide evidence of spend through the provision of receipts etc.

12	<p><u>Project Cost Breakdown</u></p> <p>Please use the tables below to list the income and expenditure expected for this project. <u>Your total expenditure should match your total income. <i>Please provide evidence of the costs listed below</i></u></p>								
	<p>Expenditure (please list all costs for this project):</p> <table border="1"> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> </table>		£		£		£		£
	£								
	£								
	£								
	£								

		£
		£
	Total project cost:	£

Income (please list all income including grants, sponsorship, subscriptions, in-kind support, match funding etc and please indicate whether the funding is confirmed or pending):		
<i>Hart Councillor Community grant (if successful)</i>		£
		£
		£
		£
		£
		£
		£
	Total project income (must match total project cost):	£

Does your organisation work with children or vulnerable adults?	
Does your organisation have a Safeguarding Policy? If yes, please state when it was last updated/adopted.	
If your organisation does work with children, or vulnerable adults but you do not currently have a Safeguarding Policy in place, you will need to contact our Safeguarding Lead (Rachel Wilkinson) regarding adopting one in line with the council's.	

CABINET

DATE OF MEETING: 4 November 2021

TITLE OF REPORT: 2022/23 BUDGET & MEDIUM-TERM FINANCIAL STRATEGY UPDATE

Report of: Head of Corporate Services

Cabinet Portfolio: Deputy Leader and Finance

Key Decision: Yes

Confidentiality: Non Exempt

1 PURPOSE OF REPORT

- 1.1 To consider the emerging budget for 2022/23 and the draft Medium Term Financial Strategy (MTFS) in line with the timetable set out in the Overview and Scrutiny meeting of the 17 August 2021. To approve the recommendations stated in Section 2 below.

2 OFFICER RECOMMENDATIONS

- 2.1 That the revised MTFS including Level One savings as shown at paragraph 3.4 is noted.
- 2.2 The Level Two business cases contained in Appendix One are discussed and approval provided for implementation.
- 2.3 The MTFS including Level One and Two savings shown at paragraph 6.4 is noted.
- 2.4 The detailed timetable for 2022/23 budget setting be approved.
- 2.5 Recruitment Management as detailed in paragraph 5.4 is agreed.

3 BACKGROUND

- 3.1 This report sets the context for the future financial position for Hart District Council. The Medium-Term Financial Strategy (MTFS) is a statement on the council's approach to the management of its financial resources to meet its Corporate Priorities. The MTFS also considers the appropriate level of reserves that the Council holds to mitigate current and longer-term risks.
- 3.2 This report was discussed at the meeting of Overview and Scrutiny Committee on the 19th October where Members approved the following recommendations: Members approved the following recommendations:
1. That the revised MTFS including Level One savings as shown at paragraph 3.4 is noted.

2. The Level Two business cases contained in Appendix One are discussed and noted.
3. The MTFs including Level Two and Three savings shown at paragraph 6.4 is noted.
4. The detailed timetable for 2022/23 budget setting be discussed and noted.
5. Recruitment Management as detailed in paragraph 5.4 is recommended to Cabinet for agreement.

3.3 In February 2021, Council approved the budget for 2021-22 including an indicative forward forecast for future years. This forecast was updated in August for investments and Minimum Revenue Provision and now has been updated further to incorporate the Level One savings approved by Cabinet in September 2021. As seen in the MTFs shown below at paragraph 3.4 after level one savings have been considered there remains an estimated budget gap of £825,000 in 2022-23 and £1,234,000 in 2023-24.

3.4 Updated Medium Term Financial Strategy

£'000	Approved 2021-22	Revised 2021-22	Forecast 2022-23	Forecast 2023-24
Net Service Budget	10,536	10,536	11,910	12,704
SANG Expenditure	258	258		
Cost of Service	10,794	10,794	11,910	12,704
Contractual Inflation		0	300	300
MRP Growth	418	516	363	0
Pressures/Savings	600	600	131	0
New Homes Bonus	-1,847	-1,847	-800	-500
Other non-ringfenced grant	-199	-199	-199	-199
Net Expenditure	9,766	9,864	11,705	12,305
Financed by:				
Council Tax		-7,487	-7,487	-7,487
Council Tax Increase			-205	-410
Business Rates Retained		-1,400	-1,440	-1,480
Collection Fund - CT Surplus				
Collection Fund - NNDR Deficit				
S106 Receipts		-53	-53	-53
SANG Receipts		-258	-258	-258
Commercial Income		-783	-1,048	-1,048
Commercial Income RPI			-54	-54
Level One Savings			-335	-335
Level Two Savings				
Total Financing		-9,981	-10,880	-11,125
(Surplus)/Deficit		-117	825	1,180

4 DETAILED DEFINITIONS AND ASSUMPTIONS

4.1 Net Service Budget

Gross expenditure for a service, less directly related income. This is made up of the prior year figure with any pressures, MRP and inflationary growth added to it.

4.2 SANG Expenditure

SANG expenditure is revenue spend on our SANGs sites. Historically this was shown separately but is not incorporated into the net service budget.

4.3 Cost of Service

Net Service Budget added to SANG expenditure.

4.4 Contractual Inflation

Estimated inflation on the Waste and Capita contracts. These will be calculated in detail and applied on the next version of the MTFIS reported in October.

4.5 Minimum Revenue Provision Growth

The minimum revenue provision (MRP) is the minimum amount that must be charged to an authority's revenue account each year and set aside as a provision for debt repayment or other credit liabilities.

4.6 Pressures / Savings

This is the total of additional expenditure required by additional pressures or a reduction in expenditure due to savings. Current levels anticipated for 2022/23 are made up of payments to Capita caused by a change in the allocation of costs. It should be noted that there is no specific growth item or pressure shown currently for climate change.

4.7 New Homes Bonus

The New Homes Bonus was an un-ringfenced grant linked to the delivery of additional housing. There is uncertainty as to whether this will continue into 2022/23; an estimation has nevertheless been made as to the level of funding that may possibly replace it which equates to our New Homes Bonus prediction excluding legacy grants pertaining to previous years.

4.8 Other non-ringfenced grant

This grant is a District Tier level specific grant first received in 2021-22. This is expected to be received again in 2022-23.

4.9 Net Expenditure

Total service cost after New Homes Bonus and Other non-ringfenced grant.

4.10 Council Tax

This is the estimated Council Tax rate based on projected collection rates at Band D equivalent level. It is calculated by taking Council Tax across the Band D equivalent level of properties and multiplying it by the collection rate

- 4.11 **Council Tax Increase**
There is currently an assumption of a 2% Council Tax increase; additional income is stated in this line.
- 4.12 **Business Rates Retained**
This is the amount of Business Rates retained after payments have been made to Central Government.
- 4.13 **Collection Fund surplus / Deficit**
This is any surplus or deficit above what has been forecast to be received from Council Tax and Business Rates after the monetary amount has been shared between the preceptors.
- 4.14 **Section 106 receipts**
These are developer contributions towards the implementation and maintenance of infrastructure assets.
- 4.15 **SANG receipts**
The contribution from the SANGS reserves pays for the SANG revenue expenditure. This is drawn down annually.
- 4.16 **Commercial Income**
Proceeds of commercial rental income. Hedge End is included in Net Service Budget, other schemes are shown in bottom line.
- 4.17 **Total Financing**
Total Financing Income – total of cells above.
- 4.18 **Surplus/Deficit**
Difference between Net Expenditure and Total Financing.

5 SIGNIFICANT FACTORS AFFECTING THE BUDGET

- 5.1 As reported in previous Medium Term Financial Strategies we are expecting the removal of New Homes Bonus. The financial challenges for local authorities will continue indefinitely and there are several factors which make accurate medium-term financial forecasting problematic at this stage. This report outlines the issues that may have the most impact on the Council's revenue budget.
- 5.2 **Local Government Settlement**
- 5.2.1 It is expected that the Government will publish a spending review on the 27 October 2021; this will contain a draft Local Government settlement. There is significant concern over what funding might be available in the spending review for Local Government as the Department for Levelling up, Housing and Communities' budget is not protected. There are significant further funding requirements for both Health (£5bn) and Aid (£5bn) combined with pressures for Education and Justice which will undoubtedly affect the total amount of funding remaining for Local Government. **It is therefore not possible at this time to predict with any certainty exactly what settlement the Council will ultimately receive. At this stage it can only be an estimation**

5.2.2 There is an assumption that on average District Councils hold approximately one year's expenditure requirements within their reserves and that this may be used to meet short-term deficits. As detailed in the MTFs report that was brought to the Overview and Scrutiny Committee in August 2021; total general fund balance excluding what must be held as minimum balances is £6.8m which falls short of annual expenditure requirements.

5.2.3 We do not anticipate a significant increase in levels of business rates; in fact, whilst leisure appears to be recovering from the Covid pandemic, the high street is still struggling.

5.2.4 The Council Tax base should also be prudently estimated, now that furlough has ended, and Universal Credit will be reduced, we anticipate both higher levels of Council Tax support and lower levels of Council Tax collection.

5.3 Other Budget Pressures

The Council faces several other potential budget pressures such as:

- Collection fund deficits on the NNDR account, particularly as the result of appeals and Covid-19.
- Pay increase for staff as required by National Joint Council (see the Pay Policy Statement to Staffing Committee, February 2021 for further details)
- Inflationary adjustments and indexation on major contracts.
- Reductions of fees and charges income because of Covid-19
- Impact of the National Waste Strategy which Members were briefed on, in June 2021

5.4 Recruitment Management

As can be seen in the MTFs; the savings gap is significant. There is a need to keep controllable service costs to a minimum. The Council has always been prudent in managing staff vacancies but now is the time to impose additional scrutiny. Pending approval by Cabinet, recruitment to vacant posts should now only be made with relevant portfolio-holder consultation and be reported as part of the quarterly budget monitoring process.

6 IDENTIFIED SAVINGS (LEVEL TWO)

6.1 A programme of potential savings was identified and reported to the August 2021 meeting of Overview and Scrutiny Committee. In September, Cabinet approved several areas to be worked up into more detailed cases and presented to Cabinet in November 2021.

These Level Two savings cases are provided in Appendix A to this report. For ease a list of these is provided in the paragraph below. An additional Level Two saving has been added to the list received by Cabinet which is the provision of the dog warden service. The below table shows a summary of the Level Two savings with anticipated savings levels presented further assessment work has taken place. Some savings take time to deliver, and this is reflected in the table overleaf.

Description	Total Annual Savings	2022-23 savings	2023-24 savings	2024-25 savings
Corporate – Corporate Services Restructure – bring services back from Mendip and restructure	181	85	181	181
Corporate – Review and revise skills and resources at Senior Management Team	90	90	90	90
Corporate – Carry out a review of Member and Staff allowances	4	29	54	75
Corporate – Outsource of Internal Audit to one provider.	15	15	15	15
Place – Review and revise skills and resources and skills required in the future within Place	50	25	50	50
Technical and Environmental – Review and revise skills and resources required within Technical and Environmental Services	35	35	35	35
Place – Review provision of dog warden service	27	27	27	27
Technical and Environment – Review County Highways Agency contract	25	25	25	25
Total Level 2 2022/23 savings provisionally identified	498	331	477	498

6.2 The above savings have been incorporated into a revised MTFS which is shown below at 6.4.

6.3 A further review of commercial income has taken place to ensure that additional income identified through inflationary increases has been considered. The additional income identified is set out in the table below. This has been incorporated into the MTFS at 8.8. Council Officers continue to work with local and national property agents to identify suitable investments which may meet the requirements of the Council's commercial strategy.

	£'000	£'000	£'000
	2022-23	2023-24	2024-25
Commercial Property inflationary income	18	54	54

6.4 Revised MTFS

£'000	Approved 2021-22	Revised 2021-22	Forecast 2022-23	Forecast 2023-24
Net Service Budget	10,536	10,536	11,910	12,704
SANG Expenditure	258	258		
Cost of Service	10,794	10,794	11,910	12,704
Contractual Inflation		0	300	300
MRP Growth	418	516	363	0
Pressures/Savings	600	600	131	0
New Homes Bonus	-1,847	-1,847	-800	-500
Other non-ringfenced grant	-199	-199	-199	-199
Net Expenditure	9,766	9,864	11,705	12,305
Financed by:				
Council Tax		-7,487	-7,487	-7,487
Council Tax Increase			-205	-410
Business Rates Retained		-1,400	-1,440	-1,480
Collection Fund - CT Surplus				
Collection Fund - NNDR Deficit				
S106 Receipts		-53	-53	-53
SANG Receipts		-258	-258	-258
Commercial Income		-783	-1,048	-1,048
Commercial Income RPI			-54	-54
Level One Savings			-335	-335
Level Two Savings			-331	-477
Total Financing		-9,981	-11,211	-11,602
(Surplus)/Deficit		-117	494	703

7 NEXT STEPS

- 7.1 It is expected that the Council will receive a provisional financial settlement on the 27 October in advance of the Cabinet meeting on Thursday 4 November 2021. A summary of the effect of the provisional settlement will be provided as a paper to follow to the meeting to enable time to analyse the results of the provisional settlement.
- 7.2 Depending on the outcome of the provision settlement, a series of Level Three savings may be required to balance the budget for 2022-23 and 2023-24. These will need to be brought forward to the December Cabinet for approval to be worked up into Business Cases and presented to January Overview and Scrutiny Committee and February Cabinet to be incorporated into the Council Budget meeting where the 2022-23 budget will be set.
- 7.3 As part of the report to Cabinet in January; the MTFS will be extended to a period of ten years into the future as recommended by the CIPFA Code of Financial Management.

7.4 Salary budgets and budgets for contracted services are being built from zero; this work will be completed by the 27 October 2021, to enable the updated MTFS to Cabinet to consider accurate predictions of levels of spend in these areas.

7.5 The Finance Team have sent requests for capital budgets and fee levels for fees and charges to the respective Services. This information will be returned to the Finance team by the end of October so that meaningful capital estimates, income levels and treasury management income levels can be built into later iterations of the MTFS and detailed budget for Member approval.

8 RELEVANCE TO THE CORPORATE PLAN AND/OR THE HART VISION 2040

This report links to the objective of delivering an Efficient and Effective Council.

9 SERVICE PLAN

Delivery of Balanced Budget and MTFS is a core element of the Corporate Services Service Plan.

10 FINANCIAL AND RESOURCE IMPLICATIONS

These are discussed within the body of the report.

11 EQUALITIES

An equalities impact assessment for all savings must be considered before implementation takes place.

12 CLIMATE CHANGE IMPLICATIONS

None directly but Climate Change is an area which must be funded to enable objectives to be met through prioritisation or direct funding.

13 ACTION

Approve Recommendations set out in the report followed by implementation by officers.

Contact Details: Emma Foy, email: Emma.Foy@hart.gov.uk

APPENDIX ONE – Level 2 Business Cases for Review
EXEMPT FROM PUBLICATION

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Exempt from Publication

CABINET

KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

November 2021

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Funding for Hart's Carbon Pathway	To seek Cabinet approval to provide funding for the appointment of consultants to review Hart's Climate Change Action Plan and prepare a report which sets out the pathway	Nov 21		Y	AO	TS	
Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule	Post consideration by Overview & Scrutiny Committee, to approve the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule for consultation	Nov 21			GC	P	
Consideration of Savings Options (Level 2) for the MTFS	Post consideration by Overview and Scrutiny Committee, to consider the opportunities presented by the Level 2 saving options for the MTFS	Nov 21			JR	F	YES

Report Title	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Civic Regeneration Working Group Funding	To seek funding for the next stage of the project	Nov 21			JR	JCX	
Platinum Jubilee Partnership Fund	To seek Cabinet's approval to pilot a Ward Councillor Grant scheme for the purpose of bringing our communities together	Nov 21			DN	JCX	
Quarterly Budget Monitoring - Outturn	Post consideration by Overview & Scrutiny Committee, to consider a report on Quarterly Budget Monitoring	Dec 21 Mar 22 Jun 22			JR	F	
Improving Energy Efficiency Measures in Affordable Housing	Post consideration by Overview and Scrutiny Committee, to consider housing capital funding for additional energy efficiency measures in affordable housing on sites in Hart	Dec 21			SB	CS	
A Task and Finish Group to Review Projects for Housing Capital Spend	Prior consideration by Overview and Scrutiny Committee, to consider a Task and Finish Group for the review of project options for Housing Capital Spend.	Dec 21			SB	CS	

Report Title	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Hart Interim Planning Policy Statement on First Homes	Prior to consider by Overview and Scrutiny, to agree the approach to First Homes in Hart.	Dec 21			GC	P	
Draft Communications and Engagement Strategy	Post consideration by Overview & Scrutiny Committee, to consider a new Communications and Engagement Strategy	Dec 21			TC	CS	
Budget and Medium-Term Financial Strategy	To give an early consideration of the emerging budget for 2021/22 and the MTFS	Dec 21			JR	F	
Citizens Advice Bureau move to the Apex Building	To approve CAB the use of the Apex Building	Dec 21			JR	F	
The Harlington Lease	Post consideration by Overview & Scrutiny Committee, to approve of a new lease of the Harlington Centre with Fleet Town Council	Oct 21	Jan 22		JR	F	
Treasury Management 2021/22 (Half Year Report)	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2021/22	Jan 22			JR	F	

Report Title	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Homelessness Strategy	Post consideration by Overview & Scrutiny Committee, to consider a new Homelessness Strategy 2022-2027	Nov 21	Feb 22		SB	CSF	
Draft 2021/22 Revenue Budget, Capital Programme and Council Tax Proposals	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2021/22 Revenue Budget, Capital Programme and Council Tax Proposals	Feb 22			JR	F	
Draft 2021/22 Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2021/22 draft Capital Strategy, the 2021/22 Treasury Management Strategy Statement and Asset Management Plan	Feb 22			JR	F	
Service Plans	Post consideration by Overview & Scrutiny Committee, agree the 2021/22 Service Plans	Apr 22			DN	ALL	
Odiham Common Management Plan	To update Members on the Odiham Common Management Plan	Apr 22			DN	AO	

Report Title	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)	* This item may contain Exempt Information
Outside Bodies	To approve representation from the Council on identified outside bodies	Jun 22			DN	JCX	
Revenue and Capital Outturn 2021/2022	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn	Jul 22			JR	F	

Note 1

A “key decision” means an executive decision which, is likely to -

- a) result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
- b) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

Note 2**Cabinet Members**

DN	Leader	TC	Digital	RQ	Commercialisation (Cn)	SB	Community (Cy)
SK	Regulatory	AO	Environment	JR	Finance and Corporate Services	GC	Place

Note 3**Service:**

JCX	Joint Chief Executive	CS	Corporate Services	P	Place Services
CSF	Community Safety	PP	Planning Policy	TS	Environmental & Technical Services
F	Finance	H	Community Services		
SLS	Shared Legal Services	MO	Monitoring Officer		

Note 4

* **This item may contain Exempt Information** - Regulation 5 of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

EXECUTIVE DECISIONS

21/10/21	Cllr Neighbour	Release of S106 funding towards the community orchard project at Cemetery Meadow, King Street, Odiham	