



NOTICE OF MEETING

Meeting: Cabinet

Date and Time: Thursday, 2nd July, 2020 and 7.00 pm

Place: Council Chamber

Enquiries to: 01252 622122
committeeservices@hart.gov.uk

Members: Ambler, Bailey, Cockarill, Kinnell, Neighbour,
Oliver, Quarterman and Radley

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

This meeting is being administered under the provisioning of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the Council governing the meeting and any such prohibition or restriction has no effect.

This Agenda and associated appendices are provided in electronic form only and are published in [Council meetings](#)

1 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5th March 2020 are attached for confirmation and signature as a current 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 CROOKHAM VILLAGE PARISH NEIGHBOURHOOD PLAN: EXAMINER'S REPORT AND DECISION TO PROCEED TO REFERENDUM

To seek agreement for the Crookham Village Parish Neighbourhood Plan to proceed to referendum at the next available opportunity. This would mean the Plan attracts 'significant weight' for decision-making purposes, despite Neighbourhood Plan referenda being postponed until May 2021.

Appendix 1 – Crookham Village Neighbourhood Plan – Examiners Report
Appendix 2 – Crookham Village Neighbourhood Plan – Decision Statement

RECOMMENDATION

1 That the Crookham Village Parish Neighbourhood Plan proceeds to a local referendum at the next available opportunity.

2 The Decision Statement at Appendix 2 is agreed and published.

7 NOMINATIONS OF OUTSIDE BODIES 2020/2021

To seek nominations to Hart's approved list of Outside Bodies.

RECOMMENDATION

That the list of nominations to Hart's approved list of Outside Bodies, as set out in Appendix 2, be approved.

8 COUNCIL RESPONSE TO COVID-19 AND NEXT STEPS

To receive a report from the Joint Chief Executive which provides an overview of the Council's work to support the district during the outbreak of Coronavirus (COVID-19) and also provides the council's emerging recovery plan to support the district in the coming months as peak infection passes. The report includes a list of Executive decision and includes a high-level assessment of the emerging financial impacts on the council budget.

RECOMMENDATIONS

- I. That Cabinet notes and endorses the council's response to the outbreak of coronavirus including executive decisions taken.
- II. That the outline Hart Covid 19 Recovery Plan is agreed but recognising that this is a document that will evolve and be updated as required in the light of emerging information and local circumstances.

10 COMMUNITY GARDEN AT EDENBROOK COUNTRY PARK

To agree the release of capital funding to enhance the current allotment area at Edenbrook to a "Community Gardens" facility and to inform Cabinet of the proposed mechanisms for delivering the Community Gardens.

RECOMMENDATION

That Cabinet agree, that £120,000 of earmarked (Hartland Park) S106 capital funding and £40,000 of general leisure S106 contributions are released to deliver the proposed Community Garden enhancement and to provide a sinking fund for its long-term maintenance at Edenbrook Country Park.

11 SERVICE PLANS

To agree Interim Service Plans pending finalisation of a revised budget later this summer to take into account COVID-19 implications.

12 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for consideration and amendment.

Date of Despatch: Saturday, 27 June 2020

CABINET

Date and Time: Thursday, 5 March 2020 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Ambler, Bailey, Cockarill, Neighbour (Chairman), Oliver, Quarterman, Radley

In attendance: Councillors Dorn, Wheale

Officers:

Daryl Phillips	Joint Chief Executive
Mark Jaggard	Head of Place
Jenny Wood	Principal Planning Policy Officer
Martina Duffin	Committee Services
Sarah Taylor	Committee Services

I02 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 6 February 2020 were confirmed and signed as a correct record.

I03 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Kinnell. Councillor Radley had notified that he may be late.

I04 CHAIRMAN'S ANNOUNCEMENTS

The Chairman moved that Item 9 be brought forward as a number of members of the public had been present for that item.

I05 DECLARATIONS OF INTEREST

None declared.

I06 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Item 9 – The Chairman of the Crondall Neighbourhood Plan Working Group raised concerns about news of a potential judicial review stalling the referendum.

I07 CIVIC REGENERATION WORKING GROUP

The minutes of the meeting held on 11 February 2020 were noted and the decisions endorsed.

Councillor Quarterman updated members on the progress of meetings with Fleet Town Council.

108 SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

The minutes of the meeting held on 17 February 2020 were noted and decisions endorsed.

Cabinet were advised this was the first meeting of the board and minutes would become more pertinent in the future once the board had sat for several sessions.

109 2019-20 BUDGET MONITORING – TO END OF DECEMBER

Cabinet was advised of the position on revenue and capital expenditure at the end of December 2019. The forecast is that £631k will be transferred to reserves at the end of 2019/2020 financial year.

DECISION

- 1 The revised projections and reasons for the main revenue variations highlighted be noted.
- 2 The current spending position for Capital shown, which included project details, be noted.

110 CRONDALL NEIGHBOURHOOD PLAN – REFERENDUM

The Head of Place introduced the item and explained that a pre-action protocol letter had been received by Hart District Council with regards to a potential judicial review. An addendum was then circulated.

Members were advised that the legal implications needed to be considered. As the plan was at such an advanced stage it would have considerable weight on any decisions moving forward. Members then considered and agreed to go into confidential session.

Cllr Radley arrived during this discussion

EXCLUSION OF PUBLIC

It was agreed that, 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 involved 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 outweighed the public interest in disclosing the information.

After discussion members were advised that the recommendation be voted on positively. No Judicial Review application could be made until the referendum is approved at which time the opposing party could apply for an injunction to stop the

referendum. Potentially if Hart District Council did not make a decision Crondall Parish Council could challenge the Council.

The addendum proposed a revised recommendation (3), and Cabinet agreed to proceed to referendum.

DECISION

- 1 That the changes proposed to the Crondall Neighbourhood Plan, as set out in the “Decision Statement” be agreed, and that subject to those changes the Plan meets the ‘basic conditions’;
- 2 That a factual update be inserted into the Neighbourhood Plan regarding the Broden Stables appeal decision which grants planning permission for 30 homes at the edge of Crondall Village;
- 3 That the amended Crondall Neighbourhood Plan proceeds to a local referendum based on the geographic boundary of Crondall Parish consistent with the defined Neighbourhood Plan Area, and that delegated authority is provided to the Head of Place in consultation with the Cabinet Member for Place, to agree not to proceed with a referendum (1) if a claim for judicial review is actually made, and (2) in light of the content of the application for judicial review, a technical assessment and any other material consideration, if it is considered appropriate to delay the referendum.

Cabinet returned to open debate and invited the public to return to the chamber.

III ADOPTION OF HART LOCAL PLAN (STRATEGY & SITES) 2032

Cabinet was asked to recommend the adoption of Hart Local Plan (Strategy & Sites) 2032 to Council.

Members praised officers and the Council on the work done on the Plan. Members raised queries on measures addressing climate change. The Head of Place confirmed that as a result of the plan being adopted the Council will be preparing supplementary planning documents covering such matters as parking and affordable homes.

There would also be an update of the local development scheme to clearly set out a time frame for future development plan documents and consultations. Lower level technical advice notes would also be prepared and made public on the website.

Concerns were raised about MM81, MM82, MM83 modifications with regards to Gaps. The Principal Planning Policy Officer explained the changes and that the landscape policy had been modified to include the necessary references. The Head of Place set out the potential flaws of not making the modifications, as Recommended by the Inspector. It was confirmed that no wording of any policy would be changed when any consequential edits to the Local Plan are made to include any necessary updates.

The Chairman stated how heartening it was that most of the queries raised were about looking to the future and not about the plan.

DECISION

- 1 That the Hart Local Plan (Strategy & Sites) 2032 [Proposed Submission Version incorporating the Inspector's recommended Main Modifications be adopted.
- 2 That the content of the Sustainability Appraisal Adoption Statement be agreed.
- 3 That a new Policies Map for Hart be adopted, that incorporates the Policies Map changes associated with adoption of the Hart Local Plan 2032;
- 4 That the Head of Place in consultation with the Portfolio Holder for Place be authorised to make minor alterations and corrections to the Local Plan and the updated Policies Map.

I 12 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and amended.

The meeting closed at 8.32pm

CABINET

DATE OF MEETING: 2 JULY 2020

TITLE OF REPORT: CROOKHAM VILLAGE PARISH
NEIGHBOURHOOD PLAN: EXAMINER'S REPORT
AND DECISION TO PROCEED TO REFERENDUM

Report of: Head of Place

Cabinet member: Councillor Graham Cockarill, Place

I PURPOSE OF REPORT

1.1 To seek agreement for the Crookham Village Parish Neighbourhood Plan to proceed to referendum at the next available opportunity. This would mean the Plan attracts 'significant weight' for decision-making purposes, despite Neighbourhood Plan referenda being postponed until May 2021.

2 OFFICER RECOMMENDATION

2.1 That the Crookham Village Parish Neighbourhood Plan proceeds to a local referendum at the next available opportunity.

2.2 The Decision Statement at Appendix 2 is agreed and published.

3 BACKGROUND

3.1 The Council has a statutory duty to assist communities in the preparation of Neighbourhood Development Plans.

3.2 The Crookham Village Parish Neighbourhood Plan was submitted for examination in September 2019. The purpose of the examination is to consider whether the Plan complies with the relevant legislative requirements, in particular with the Neighbourhood Planning (General) Regulations 2012 (as amended), and to consider whether the Plan meets a set of Basic Conditions¹.

3.3 The Examiner's Report (16 March 2020) is attached at Appendix I. It concludes that, subject to the recommended changes, the Plan meets the basic conditions and should proceed to referendum.

¹ The Basic Conditions are:

- i) have regard to national policies and advice contained in the guidance issued by the Secretary of State; and
- ii) contribute to the achievement of sustainable development; and
- iii) be in general conformity with the strategic policies contained in the development plan for the area; and
- iv) be compatible with and not breach European Union (EU) obligations; and
- v) not breach the requirements of Chapter 8 part 6 of the Conservation of Habitats and Species Regulations 2017

- 3.4 In normal circumstances a referendum would be held approximately 8 weeks after a Cabinet decision to proceed. However, due to COVID-19, a referendum cannot take place at this time. New regulations² mean that all neighbourhood plan referenda are postponed until 6 May 2021.
- 3.5 In light of this, and to help support the role of Neighbourhood Plans at this time, the Government has updated its planning guidance so that where a decision has been made to send a plan to referendum, that plan can be given significant weight in the determination of planning applications. The local planning authority would need to publish its 'decision statement' signalling this intention. It is therefore sensible to make the decision on the Crookham Village Plan now, rather than later, so that, if agreed, the Plan will attract significant weight.

4 CONSIDERATIONS

- 4.1 Having received the Examiner's Report the Council must decide what action to take in response to each of the Examiner's recommendations and take a decision on whether to send the Neighbourhood Plan to referendum. The options open to the Council are:
- a) If it is satisfied that the Neighbourhood Plan, as recommended to be modified by the examiner, meets the basic conditions then it can agree the Neighbourhood Plan for referendum.
 - b) If it is not satisfied that the Basic Conditions are met it can decide not to send the Neighbourhood Plan to referendum, or
 - c) It can decide to modify the Neighbourhood Plan.
- 4.2 If the Council makes a decision which differs to the Examiner (i.e. options 2 and 3 above) it must publish the decision, with its reasons, and invite representations.
- 4.3 Having considered all of the Examiner's recommendations (the two most notable of which are discussed below) the recommendation to Cabinet is that the Plan, subject to incorporating the Examiner's recommendations, meets the basic conditions and should proceed to referendum (Option 1 above).

Gap between Crookham Village and Dogmersfield

- 4.4 The Examiner recommends deleting the Gap between Crookham Village and Dogmersfield (part of Policy NE01). This does not affect the other two Gaps which remain in the Plan i.e. the Grove Farm area and the Cross Farm, Peatmoor Copse area.
- 4.5 The Examiner had sought clarification to the Gaps policy and the evidence behind it³. A particular concern was that the northern boundary of the Gap between

² [Local Government and Police and Crime Commissioner \(Coronavirus\) \(Postponement of Elections and Referendums\) \(England and Wales\) Regulations 2020](#)

³ Independent Examiners Clarification Note at https://www.hart.gov.uk/sites/default/files/4_The_Council/Policies_and_published_documents/Plannin

Dogmersfield and Crookham Village was an artificial line which did not correspond with any physical features on the ground.

- 4.6 In response the Parish Council prepared a paper which was subject to consultation during October – November 2019. Some 130 representations were received and considered by the Examiner. The Parish Council advised that it would address the gap boundary issue through the first refresh of the Plan. The examiner’s view was that this needed to be resolved at this point and consequently recommended deletion of this particular Gap.
- 4.7 In making this recommendation the Examiner was mindful of the outcome of the legal challenge to the Gap in the Hook Neighbourhood Plan, and to the new Hart Local Plan 2032 which specifically states that Neighbourhood Plans can designate Gaps between settlements (supporting text to Policy NBE2 Landscape).

Parking standards

- 4.8 The other main change is the deletion of parking standards within Policy TM01. These sought to propose relatively high car parking standards which the Examiner concluded was at odds with the sustainability agenda incorporated in the new Hart Local Plan 2032. Crookham Village Parish will therefore continue to be covered by the District Council’s parking standards (which are currently being reviewed).

5 THE DECISION STATEMENT

- 5.1 The Decision Statement at Appendix 2 sets out the Council’s response to each of the Examiner’s recommendations. If agreed, it will be published on the Council’s website and the Neighbourhood Plan will attract significant weight in the determination of planning applications.

6 FINANCIAL AND RESOURCE IMPLICATIONS

Is the proposal identified in the service plan?	Yes
Is the proposed being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for the proposal?	Yes

- 6.1 Support for neighbourhood plans is identified in the current Planning Policy service plan. The District Council funds Neighbourhood Plan referenda in Hart. Once a decision has made to proceed to referendum the Council will apply for a government grant of £20,000. This grant goes towards the costs of the Council’s involvement in the plan-making process including the costs of the examination and referendum.

[g_policy/Neighbourhood_planning/Crookham%20Village%20Parish%20Neighbourhood%20Development%20Plan%20-%20Clarification%20Note.pdf](#)

7 ACTION

Referendum

- 7.1 Subject to Cabinet's approval the Crookham Village Neighbourhood Plan can proceed to referendum when there is the opportunity to do so (at present no sooner than 6 May 2021). This will be organised by the District Council.
- 7.2 The Examiner has recommended that the referendum should be based on the Crookham Village neighbourhood area and that there are no reasons to extend this area for the purpose of the referendum. There are not considered to be any circumstances which would justify an alternative approach to this.
- 7.3 At referendum, if over 50% of those voting, vote in favour of the Neighbourhood Plan, then the Plan must be 'made' (adopted) by the Council and will form part of the statutory Development Plan.

Decision making

- 6.3 Section 70 (2) of the Town and Country Planning Act 1990 (as amended) provides that a local planning authority must have regard to a post-examination draft neighbourhood plan, so far as it is material to an application.
- 6.4 National Planning Guidance was updated on 7 April 2020 in response to the coronavirus pandemic and in particular the postponement of referendums until after 5 May 2021. It is now the case that where the local planning authority has issued a decision statement (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012) detailing its intention to send a neighbourhood plan to referendum, that plan can be given 'significant' weight in decision-making, so far as the plan is material to the application.

Contact Details: Jenny Wood jenny.wood@hart.gov.uk

APPENDICES

Appendix 1 – Crookham Village Neighbourhood Plan – Examiners Report
Appendix 2 – Crookham Village Neighbourhood Plan – Decision Statement

BACKGROUND PAPERS:

None.

Crookham Village Parish Neighbourhood Development Plan 2016-2032

**A report to Hart District Council on the Crookham
Village Parish Neighbourhood Development Plan**

**Andrew Ashcroft
Independent Examiner
BA (Hons) M.A. DMS M.R.T.P.I.**

Director – Andrew Ashcroft Planning Limited

Executive Summary

- 1 I was appointed by Hart District Council in September 2019 to carry out the independent examination of the Crookham Village Parish Neighbourhood Development Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 19 September 2019.
- 3 The Plan includes a range of policies and seeks to bring forward positive and sustainable development in the neighbourhood area. There is a very clear focus on safeguarding local character and providing a context within which development can be accommodated within a proposed Settlement Boundary. It proposes a series of local green spaces. In the round the Plan has successfully identified a range of issues where it can add value to the strategic context in the wider development plan. It has a particular focus on maintaining the rural identity of the neighbourhood area and identifying Local Gaps.
- 4 The Plan has been underpinned by community support and engagement. It is clear that all sections of the community have been actively engaged in its preparation.
- 5 Subject to a series of recommended modifications set out in this report I have concluded that the Crookham Village Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.
- 6 I recommend that the referendum should be held within the neighbourhood area.

Andrew Ashcroft
Independent Examiner
16 March 2020

1 Introduction

- 1.1 This report sets out the findings of the independent examination of the Crookham Village Parish Neighbourhood Development Plan 2016-2032 (the 'Plan').
- 1.2 The Plan has been submitted to Hart District Council (HDC) by Crookham Village Parish Council in its capacity as the qualifying body responsible for preparing the neighbourhood plan.
- 1.3 Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They aim to allow local communities to take responsibility for guiding development in their area. This approach was subsequently embedded in the National Planning Policy Framework (NPPF) 2012 and its updates in 2018 and 2019. The NPPF continues to be the principal element of national planning policy.
- 1.4 The role of an independent examiner is clearly defined in the legislation. I have been appointed to examine whether or not the submitted Plan meets the basic conditions and Convention Rights and other statutory requirements. It is not within my remit to examine or to propose an alternative plan, or a potentially more sustainable plan except where this arises as a result of my recommended modifications to ensure that the plan meets the basic conditions and the other relevant requirements.
- 1.5 A neighbourhood plan can be narrow or broad in scope. Any plan can include whatever range of policies it sees as appropriate to its designated neighbourhood area. The submitted plan has been designed to be distinctive in general terms, and to be complementary to the development plan in particular. It has a clear focus on maintaining the identity of the neighbourhood area and ensuring good design standards.
- 1.6 Within the context set out above this report assesses whether the Plan is legally compliant and meets the basic conditions that apply to neighbourhood plans. It also considers the content of the Plan and, where necessary, recommends modifications to its policies and supporting text.
- 1.7 This report also provides a recommendation as to whether the Plan should proceed to referendum. If this is the case and that referendum results in a positive outcome the Plan would then be used to determine planning applications within the Plan area and will sit as part of the wider development plan.

2 The Role of the Independent Examiner

- 2.1 The examiner's role is to ensure that any submitted neighbourhood plan meets the relevant legislative and procedural requirements.
- 2.2 I was appointed by HDC, with the consent of the Parish Council, to conduct the examination of the Plan and to prepare this report. I am independent of both HDC and the Parish Council. I do not have any interest in any land that may be affected by the Plan.
- 2.3 I possess the appropriate qualifications and experience to undertake this role. I am a Director of Andrew Ashcroft Planning Limited. In previous roles, I have over 35 years' experience in various local authorities at either Head of Planning or Service Director level. I am a chartered town planner and have significant experience of undertaking other neighbourhood plan examinations and health checks. I am a member of the Royal Town Planning Institute and the Neighbourhood Planning Independent Examiner Referral Service.

Examination Outcomes

- 2.4 In my role as the independent examiner of the Plan I am required to recommend one of the following outcomes of the examination:
- (a) that the Plan is submitted to a referendum; or
 - (b) that the Plan should proceed to referendum as modified (based on my recommendations); or
 - (c) that the Plan does not proceed to referendum on the basis that it does not meet the necessary legal requirements.
- 2.5 The outcome of the examination is set out in Sections 7 and 8 of this report.

Other examination matters

- 2.6 In examining the Plan I am required to check whether:
- the policies relate to the development and use of land for a designated neighbourhood plan area; and
 - the Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one neighbourhood area); and
 - the Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.
- 2.7 I have addressed the matters identified in paragraph 2.6 of this report. I am satisfied that the submitted Plan complies with the three requirements.

3 Procedural Matters

3.1 In undertaking this examination I have considered the following documents:

- the submitted Plan;
- the appendices of the Plan;
- the Basic Conditions Statement;
- the Consultation Statement;
- the HDC SEA/HRA screening determination;
- the Parish Council's responses to my Clarification Note;
- the District Council's responses to my Clarification Note;
- the Parish Council's additional evidence in respect of Policy NE01;
- the representations made to the Plan;
- the representations made to the additional evidence in respect of Policy NE01;
- the Hart District Local Plan and First Alterations 1996-2006 Saved Policies (2009)
- the Planning Inspector's report on the Hart Local Plan (Strategy and Sites) 2032 (10 February 2020);
- the Hart Local Plan (Strategy and Sites) 2032 as reported to the Council's Cabinet on 5 March 2020 and to be considered for adoption at the Full Council on 26 March 2020;
- the National Planning Policy Framework (February 2019);
- Planning Practice Guidance (March 2014 and subsequent updates); and
- relevant Ministerial Statements.

3.2 I visited the neighbourhood area on 19 September 2019. I looked at its overall character and appearance and at those areas affected by policies in the Plan in particular. My visit is covered in more detail in paragraphs 5.9 to 5.16 of this report.

3.3 It is a general rule that neighbourhood plan examinations should be held by written representations only. Having considered all the information before me, including the representations made to the submitted plan, I was satisfied that the Plan could be examined without the need for a public hearing. I advised HDC of this decision once I had received the responses from both HDC and the Parish Council to the clarification note.

3.4 With the agreement of HDC the examination was delayed so that I could take account of the outcome of a recent judicial review of the Council's intention to make the Hook Neighbourhood Plan after its separate examination and referendum. That review was based on the Plan's incorporation of local gaps. It has similarities with the approach of Policy NE01 in the submitted Crookham Village Plan.

3.5 During this same period significant progress was made in relation to the eventual adoption of the emerging Hart Local Plan (Strategy and Sites) 2032. On 10 February 2020 HDC received the Inspector's report on that Plan. HDC announced its intention shortly thereafter to report the Inspector's report to Full Council on 26 March 2020 and to proceed to adopt the Plan. In these circumstances I agreed with HDC that I should

assess the neighbourhood plan against what is anticipated to be the newly-adopted Local Plan for the purposes of the basic conditions.

- 3.6 In this context this report was prepared in advance of the Council's decision to adopt the Local Plan. This approach was taken so that the Council could make a decision on whether or not the neighbourhood plan meets the basic conditions and should proceed to referendum at a Special Cabinet meeting to be held immediately after the Full Council meeting. In doing so I had full access to the consolidated version of the Local Plan (incorporating all the recommended Main Modifications) which was considered at the Council's Cabinet on 5 March and which will be considered thereafter at the Full Council meeting on 26 March 2020. In addition, the District Council had committed not to consider the report on the neighbourhood plan in the event that the Local Plan was not adopted at the meeting on 26 March 2020.
- 3.7 This process will avoid the need for a neighbourhood plan which had been assessed against the Hart Local Plan 1996-2006 for the purposes of the basic conditions to be reviewed almost immediately thereafter once the Hart Local Plan (Strategy and Sites) 2032 had been adopted.

4 Consultation

Consultation Process

- 4.1 Policies in made neighbourhood plans become the basis for local planning and development control decisions. As such the regulations require neighbourhood plans to be supported and underpinned by public consultation.
- 4.2 In accordance with the Neighbourhood Planning (General) Regulations 2012 the Parish Council has prepared a Consultation Statement. This Statement sets out the mechanisms used to engage all concerned in the plan-making process. It also provides specific details about the consultation process that took place on the pre-submission version of the Plan (January to February 2018). The wider Statement is well-developed. It captures the key issues in a proportionate way and is then underpinned by more detailed appendices.
- 4.3 The various appendices are particularly helpful in the way in which they describe the stages of the wider plan-making process. They add life and depth to the Statement. Appendices B-F reproduce certain elements of the consultation materials.
- 4.4 The Statement sets out details of the comprehensive range of consultation events that were carried out throughout the various stages of the Plan. They included:
- the initial drop-in session in the Zebon Centre;
 - the provision of regular updates at Parish Council meetings;
 - the use of stands at local events such as the annual Zebon Copse Residents Association Fete and the annual Horticultural Society Show;
 - regular drop-in sessions at local venues both in the Zebon Community Centre on Zebon Copse and in the Old Village making use of both the WI Hall and the Crookham Street Social Club;
 - posters on the Parish noticeboards as well sandwich boards and countdown boards outside venues;
 - the use of A1 display boards and pull-up banner inside venues;
 - the delivery of leaflets and questionnaires to all households and businesses for both the non-statutory consultations and the Pre-Submission Plan Regulation 14 consultations;
 - the children's Art Competition;
 - the engagement with the local press;
 - the production of articles in Crookham Village Parish News;
 - presentations and Q&A sessions at the Parish Council AGM and the AGM of the Zebon Copse Resident's Association;
 - the use of social media (Facebook); and
 - the development of a dedicated website (www.plan4crookham.org)
- 4.5 The Statement also provides details of the way in which the Parish Council engaged with statutory bodies. It is clear that the process has been proportionate and robust.

- 4.6 Appendix H of the Statement provide specific details on the comments received as part of the consultation process on the pre-submission version of the Plan. It identifies the principal changes that worked their way through into the submission version. This provides a useful analysis of the areas where the Plan has been refined over time.
- 4.7 It is clear that consultation has been an important element of the Plan's production. Advice on the neighbourhood planning process has been made available to the community in a positive and direct way by those responsible for the Plan's preparation.
- 4.8 From all the evidence provided to me as part of the examination, I can see that the Plan has promoted an inclusive approach to seeking the opinions of all concerned throughout the process. HDC has carried out its own assessment that the consultation process has complied with the requirements of the Regulations.

Representations Received

- 4.9 Consultation on the submitted plan was undertaken by HDC for a six-week period that ended on 5 September 2019. This exercise generated comments from a range of organisations as follows:
- Waverley Borough Council
 - SGN
 - Church Crookham Parish Council
 - Odiham Parish Council
 - Crookham Care Village
 - Thames Water
 - Gladman Developments
 - HDC
 - Berkeley Homes (Southern) Limited
 - Natural England
 - Hampshire County Council
 - Historic England
- 4.10 Representations were also received from three local residents
- 4.11 HDC undertook further consultation on the additional information submitted by the Parish Council on the matter of Policy NE01. This consultation exercise generated comments from a range of organisations as follows:
- Church Crookham Parish Council;
 - Natural England;
 - Historic England;
 - Zebon Copse Residents' Association; and
 - Crookham Care Village Limited
- 4.12 Representations were also received from 129 local residents.

- 4.13 I have taken all the various comments into account in examining the Plan in general, and in preparing this report in particular.

5 The Neighbourhood Area and the Development Plan Context

The Neighbourhood Area

- 5.1 The neighbourhood area consists of the parish of Crookham Village. Its population in 2011 was 4037 persons living in 1630 houses. It was designated as a neighbourhood area on 7 August 2014. It is an irregular area located to the immediate west of Fleet. The neighbourhood area is predominantly a rural parish and much of its area is in agricultural use.
- 5.2 The majority of the built development in the neighbourhood area is located along its eastern boundary or within the traditional village of Crookham Village itself. It consists of three principal components. The first is the traditional Crookham Village. It is based around the junction of The Street and Pilcot Road. It is principally a linear settlement. It includes a designated conservation area. It is specifically addressed in Policy BE03 of the Plan. The second is the more modern development of Zebon Copse. It consists of approximately 1170 homes and is located to the south of Crookham Village. It is specifically addressed in Policy BE04 of the Plan. The third is Netherhouse Moor. It is also a modern development and is located in the north east of the neighbourhood area. It is specifically addressed in Policy BE05 of the Plan.
- 5.3 The remainder of the neighbourhood area consists of a very attractive agricultural hinterland. As the Plan describes it lies in the floodplain of the River Hart. It consists of broad, flat, low-lying and rolling valley floor landscape. It is poorly-draining and is bisected by numerous streams and minor tributaries. The River Hart and its flood plain provide a key wildlife corridor and a natural boundary. In a broader context the River Hart valley forms an important ecological corridor linking the Thames Basin Heaths Special Protection Area, the River Hart itself and the Basingstoke Canal SSSI

Development Plan Context

- 5.4 The neighbourhood plan has been prepared and examined within a changing development plan context. When the process started the development plan consisted of the saved policies of the Hart District Local Plan (Replacement) 1996-2006 and First Alterations to the Hart District Local Plan (Replacement) 1996-2006. At that time HDC was in the process of preparing a new local plan. The Hart District Local Plan (Strategy and Sites) 2032 was adopted in March 2020. The Parish Council has handled this potentially challenging set of circumstances in a sensitive fashion. Paragraph 3.1 of the Basic Conditions Statement advises that whilst the policies in the submitted Plan were assessed against the policies in the 2006 Local Plan, they also took account of what was then the emerging Local Plan.
- 5.5 In this context the Parish Council has taken account of the advice in Planning Practice (41-009-20190509) about the relationship between an emerging local plan, an emerging neighbourhood plan and the adopted development plan. This is good practice in general terms. In particular has avoided any future conflict between the newly-adopted Local Plan and the emerging neighbourhood plan.

- 5.6 The following policies in the recently-adopted Local Plan are particularly relevant to the submitted neighbourhood plan:

SD1	Sustainable development
SS1	Spatial Strategy: Scale and Distribution of Growth
ED3	The rural economy
NBE1	Development in the Countryside
NBE2	Landscape
NBE5	Managing Flood Risk
NBE6	Water Quality
NBE8	Historic Environment

They are all strategic policies for the purposes of neighbourhood planning (as identified in Appendix 4 of Local Plan).

- 5.7 An important part of the Plan is the way in which it produces evidence to support its proposed designation of Local Gaps in Policy NE01. This approach provides the type of detail anticipated by Policy NBE2 Landscape of the Local Plan. Part of that policy requires that development should not lead to the physical or visual coalescence of settlements, or damage their separate identity, either individually or cumulatively with other existing or proposed development. The supporting text to Policy NBE2 of the adopted Local Plan comments that policies to designate specific areas or ‘gaps’ between settlements can be prepared through subsequent development plan documents and neighbourhood plans.
- 5.8 The submitted Plan has been prepared within its wider adopted development plan context. In doing so it has relied on up-to-date information and research that has underpinned existing planning policy documents in the District. This is good practice and reflects key elements in Planning Practice Guidance on this matter. It is clear that the submitted Plan seeks to add value to the strategic planning context and to give a local dimension to the delivery of its policies. This is captured in the Basic Conditions Statement.

Unaccompanied Visit

- 5.9 I visited Crookham Village on 19 September 2019.
- 5.10 I drove into the neighbourhood area from Fleet along Hitches Lane. This gave me an initial impression of its setting and the character. It also highlighted the nature of the existing gap between Fleet and Crookham Village.
- 5.11 I parked in the village centre. Given its compact nature I was able to undertake the majority of the visit on foot and in the pleasant Autumn sunshine. I looked initially at that part of the neighbourhood area around Pilcot Road. I walked down the hill to Dogmersfield so that I could see the relationship between the two villages. In doing so I saw the element of the proposed Local Gap to the immediate north of Pilcot Road. I saw the way that it was bisected by Kiln House and its curtilage.

- 5.12 Thereafter I looked at that part of the village off Hitches Lane. I walked to the rear of the houses on the eastern side of the lane so that I could see the scale and extent of the proposed Local Gap between Crookham Village and Fleet.
- 5.13 I then walked into the village centre. I saw the Kiln Workshops, Village Cars and the Social Club. I also saw an interesting range of vernacular dwellings including Cedar Cottage, The Bawn, Westbrook Cottage and Lavender Cottage. I also saw the closed village shop and the very useful village plan showing many of the buildings that I had just seen.
- 5.14 I then walked along the two footpaths running south from The Street into the countryside and into that element of the proposed Local Gap to the south of the village. I saw the way in which the footpaths were restricted within agricultural fencing. I also saw the natural topography in this part of the neighbourhood area.
- 5.15 I then walked to the eastern extent of the neighbourhood area to the Basingstoke Canal. I looked into the Zebon Copse residential area. I saw that it had a different character to that of the traditional village.
- 5.16 I finished my visit by walking along Crondall Road to the River Hart. I then retraced my steps to Pilcot Road and then drove towards Crondall. In doing so I saw the Exchequer PH and Crookham Wharf.

6 The Neighbourhood Plan and the Basic Conditions

6.1 This section of the report deals with the submitted neighbourhood plan as a whole and the extent to which it meets the basic conditions. The submitted Basic Conditions Statement has helped considerably in the preparation of this section of the report. It is a well-presented and informative document. It is also proportionate to the Plan itself.

6.2 As part of this process I must consider whether the submitted Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. To comply with the basic conditions, the Plan must:

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan in the area;
- be compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations; and
- not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017 (7).

6.3 I assess the Plan against the basic conditions under the following headings.

National Planning Policies and Guidance

6.4 For the purposes of this examination the key elements of national policy relating to planning matters are set out in the National Planning Policy Framework (NPPF) issued in February 2019. This approach is reflected in the submitted Basic Conditions Statement.

6.5 The NPPF sets out a range of core land-use planning issues to underpin both plan-making and decision-taking. The following are of particular relevance to the Crookham Village Parish Neighbourhood Plan:

- a plan led system– in this case the relationship between the neighbourhood plan and the Hart District Local Plan (Strategy and Sites) 2032
- delivering a sufficient supply of homes;
- building a strong, competitive economy;
- recognising the intrinsic character and beauty of the countryside and supporting thriving local communities;
- taking account of the different roles and characters of different areas;
- highlighting the importance of high-quality design and good standards of amenity for all future occupants of land and buildings; and
- conserving heritage assets in a manner appropriate to their significance.

6.6 Neighbourhood plans sit within this wider context both generally, and within the more specific presumption in favour of sustainable development. Paragraph 13 of the NPPF

indicates that neighbourhoods should both develop plans that support the strategic needs set out in local plans and plan positively to support local development that is outside the strategic elements of the development plan.

- 6.7 In addition to the NPPF I have also taken account of other elements of national planning policy including Planning Practice Guidance and ministerial statements.
- 6.8 Having considered all the evidence and representations available as part of the examination I am satisfied that the submitted Plan has had regard to national planning policies and guidance in general terms. It sets out a positive vision for the future of the neighbourhood area. In particular it includes a series of policies on the scale and design of new development. It identifies a settlement boundary, proposes local green spaces and local gaps between Crookham Village and surrounding settlements. The Basic Conditions Statement maps the policies in the Plan against the appropriate sections of the NPPF.
- 6.9 At a more practical level the NPPF indicates that plans should provide a clear framework within which decisions on planning applications can be made and that they should give a clear indication of how a decision-maker should react to a development proposal (paragraph 16d). This was reinforced with the publication of Planning Practice Guidance in March 2014. Paragraph ID:41-041-20140306 indicates that policies in neighbourhood plans should be drafted with sufficient clarity so that a decision-maker can apply them consistently and with confidence when determining planning applications. Policies should also be concise, precise and supported by appropriate evidence.
- 6.10 As submitted the Plan does not fully accord with this range of practical issues. The majority of my recommended modifications in Section 7 relate to matters of clarity and precision. They are designed to ensure that the Plan fully accords with national policy.

Contributing to sustainable development

- 6.11 There are clear overlaps between national policy and the contribution that the submitted Plan makes to achieving sustainable development. Sustainable development has three principal dimensions – economic, social and environmental. It is clear that the submitted Plan has set out to achieve sustainable development in the neighbourhood area. In the economic dimension the Plan includes a policy to define a settlement boundary (Policy SB01). In the social role, it includes a policy on assets of community value (PA05), on local green spaces (Policy NE03) and on other open spaces (Policy NE04). In the environmental dimension the Plan positively seeks to protect its natural, built and historic environment. It has specific policies on design principles (Policies BE02-05)), on conservation areas and heritage assets (Policies PA01-04) and on gaps between settlements/open spaces/biodiversity (NE01-05). The Parish Council has undertaken its own assessment of this matter in the submitted Basic Conditions Statement.

General conformity with the strategic policies in the development plan

- 6.12 I have already commented in detail on the development plan context in Hart District in paragraphs 5.4 to 5.8 of this report. It has been an evolving context within which to prepare a neighbourhood plan.
- 6.13 I consider that the submitted Plan delivers a local dimension to this strategic context. The Basic Conditions Statement helpfully relates the Plan's policies to policies in the development plan. Subject to the recommended modifications in this report I am satisfied that the submitted Plan is in general conformity with the strategic policies in the development plan.

European Legislation and Habitat Regulations

- 6.14 The Neighbourhood Plan General Regulations 2015 require a qualifying body either to submit an environmental report prepared in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 or a statement of reasons why an environmental report is not required.
- 6.15 In order to comply with this requirement HDC undertook a screening exercise on the need or otherwise for a Strategic Environmental Assessment (SEA) to be prepared for the Plan. The report is thorough and well-constructed. As a result of this process it concluded that the Plan is not likely to have any significant effects on the environment and accordingly would not require SEA. The principal reasons for this conclusion were as follows:
- the Plan does not allocate sites for development; and
 - the policies of the plan when taken as a whole and in combination with other policies in the Hart Local Plan 1996-2006 (Replacement) and First Alterations and proposed policies in the Hart Local Plan 2014-2032 will likely have positive effects.
- 6.16 HDC has produced a separate Habitats Regulations Assessment (HRA) of the Plan. It concludes that the Plan is not considered to have the potential to cause a likely significant adverse effect on a European protected site. Following the adoption of the Local Plan 2032 the HRA was refreshed. It came to the same conclusion.
- 6.17 The HRA report takes account of the following protected European sites:
- Thames Basin Heaths SPA;
 - Thursley, Ash, Pirbright & Cobham Common SPA

In doing so it provides assurance to all concerned that the submitted Plan takes appropriate account of important ecological and biodiversity matters.

- 6.18 Having reviewed the information provided to me as part of the examination, I am satisfied that a proportionate process has been undertaken in accordance with the various regulations. In the absence of any evidence to the contrary, I am entirely satisfied that the submitted Plan is compatible with this aspect of European obligations.

- 6.19 In a similar fashion I am satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights (ECHR) and that it complies with the Human Rights Act. There is no evidence that has been submitted to me to suggest otherwise. In addition, there has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known. On the basis of all the evidence available to me, I conclude that the submitted Plan does not breach, nor is in any way incompatible with the ECHR.

Summary

- 6.20 On the basis of my assessment of the Plan in this section of my report I am satisfied that it meets the basic conditions subject to the incorporation of the recommended modifications contained in this report.

7 The Neighbourhood Plan policies

- 7.1 This section of the report comments on the policies in the Plan. In particular, it makes a series of recommended modifications to ensure that they have the necessary precision to meet the basic conditions.
- 7.2 My recommendations focus on the policies themselves given that the basic conditions relate primarily to this aspect of neighbourhood plans. In some cases, I have also recommended changes to the associated supporting text and rationale.
- 7.3 I am satisfied that the content and the form of the Plan is fit for purpose. It is distinctive and proportionate to the Plan area. The wider community and the Parish Council have spent time and energy in identifying the issues and objectives that they wish to be included in their Plan. This sits at the heart of the localism agenda.
- 7.4 The Plan has been designed to reflect Planning Practice Guidance (41-004-20170728) which indicates that neighbourhood plans must address the development and use of land. The Plan includes a Parish Aspiration. It is appropriately-distinguished from the principal land-use policies.
- 7.5 I have addressed the policies in the order that they appear in the submitted Plan. Where necessary I have identified the inter-relationships between the policies. The Parish Aspiration is addressed after the policies.
- 7.6 For clarity this section of the report comments on all policies whether or not I have recommended modifications in order to ensure that the Plan meets the basic conditions.
- 7.7 Where modifications are recommended to policies they are highlighted in bold print. Any associated or free-standing changes to the text of the Plan are set out in italic print.

The initial section of the Plan (Sections 1 and 2)

- 7.8 These initial parts of the Plan set the scene for the range of policies. They do so in a proportionate way. The Plan is presented in a very professional way. It makes a very effective use of well-selected photographs and maps. A very clear distinction is made between its policies and the supporting text. It also highlights the links between the Plan's objectives and its resultant policies.
- 7.9 The wider Plan has been prepared in a very thorough and comprehensive fashion. In particular it supplements the general information in the Plan with a series of well-developed appendices as follows:
- A1 Village Design Statement
 - A2 Flooding
 - A3 Profile of the Community
 - A4 Neighbourhood Demographics Snapshot

- B Listed, Historic and Notable Buildings
- C1 Environmental
- C2 Biodiversity Data
- C3 Landscape Character Assessment
- C4 Additional Views
- C5 Local Green Space Designations
- D Parking
- E Parish Plan 2010
- F Parish Plan 2013 Update
- G Analysis of Community Questionnaire
- H Assessing the Importance of Landscape and Sense of Place

- 7.10 Section 1 – Setting the Scene comments about the development of the Plan. It also provides background information on the wider planning policy context. It includes a very clear map of the designated neighbourhood area and identifies the Plan period. It includes comprehensive information on its built and natural environment.
- 7.11 Section 2 comments about the wider Vision for the Plan. The Vision itself is underpinned by a series of themed objectives.
- 7.12 The remainder of this section of the report addresses each policy in turn in the context set out in paragraphs 7.5 to 7.7 of this report.
- 7.13 In general terms I commend the Parish Council for the clarity of its presentation of the various policies in the Plan. In turn they follow a format where the policy itself is supplemented by a rationale for the approach taken. Thereafter the relevant evidence is listed. This is an excellent approach. In particular it provides clarity that its policies are evidence-based.

Policy SB01 – Settlement Boundaries

- 7.14 This policy establishes a spatial strategy for the Plan. It defines settlement boundaries which reflect the built-up nature of the neighbourhood area itself. The policy element then comments that development proposals within the settlement boundaries will be supported (where they are in accordance with other policies in the development plan). Elsewhere development will be restricted to that which supports a schedule of developments which are essentially rural in nature and countryside based. They include:
- rural exception sites to provide affordable housing;

- agriculturally-based activities or the sustainable diversification of such activities;
- sustainable visitor attractions;
- sustainable leisure activity; and
- the development of local services and community facilities.

7.15 Several developers contend that the approach taken is restrictive and does not have regard to national policy. I have considered these comments very carefully. However, I am satisfied that the policy has regard to national policy and is in general conformity with the strategic policies in the recently-adopted Local Plan. In particular I consider that the policy reinforces the Local Plan's focus on promoting sustainable development within existing settlements. In addition, the schedule of uses which would be supported outside the settlement boundaries is both relevant and distinctive to the neighbourhood area. It is also extensive in its coverage of different activities. The settlement boundaries also clearly respect the character and layout of the existing built development in the neighbourhood area.

7.16 I recommend a series of modifications to the wording used in some of the criteria in the second part of the policy. Whilst they do not impact on the intentions of its approach, they will bring the clarity required for a development plan policy. In addition, I recommend the deletion of the penultimate criterion which supports rural development as specifically mention in the NPPF. I have recommended this approach for two related reasons. The first is that there is no need for a neighbourhood plan to repeat or restate national policy. Secondly, and in any event, several of the types of development mentioned in the NPPF are already addressed in other criteria in the policy.

In the third bullet point add at the beginning 'the development of sensitive adaptations or extensions of'

In the fifth bullet point replace 'a sustainable.... scale development' with 'small scale sustainable leisure activity'

Delete the penultimate criterion.

Policy BE01 – Sustainable Development Principles

7.17 This policy is general in nature. It seeks to ensure that sustainable development principles are applied to all development in the Plan period. It sets out to apply five development principles across the neighbourhood area and to be distinctive to the three Character Areas identified in the Plan.

7.18 I am satisfied that the policy is appropriate and distinctive to the neighbourhood area. In particular the five proposed principles have a clear relationship to its character and appearance.

- 7.19 The Rationale clarifies that this is intended to be a universal policy which applies across the neighbourhood area and to all development. Whilst this is appropriate in principle, it fails to acknowledge that the majority of development will be modest in its nature and is unlikely to trigger the need to take account of all five of the development principles. In this regard I recommend that the opening part of the policy clarifies that the sustainable development principles will apply as appropriate to the nature, scale and location of the proposed development.
- 7.20 I also recommend detailed modifications to the wording used in the various criteria so that they have the clarity required by the NPPF. This is particularly the case with the infrastructure principle where I recommend that 'adequate' is replaced by 'required'. Plainly the former is open to interpretation.

At the beginning of the second sentence add: 'As appropriate to the nature, scale and location of the proposed development'

In the second sentence replace 'will be expected to' with 'should'

In the first bullet point delete 'and satisfy.... below'

In the second bullet point delete '(where appropriate)'

In the fourth bullet point replace 'by encouraging' with 'through'

In the final bullet point replace 'adequate' with 'required'

Policy BE02 – General Design Principles

- 7.21 This policy continues the approach incorporated in Policy BE01. In this case it comments about general design principles for new development. It is designed around the need for developments to comply with a series of design principles. They are extensive in their scale and nature.
- 7.22 As with Policy BE01 I am satisfied that the various criteria are appropriate to the scale and the nature of the neighbourhood area. As with Policy BE01 I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development. This is an important matter in two respects. The first is that the Plan does not directly propose new development and as such some of the principles may prove to be academic in nature and effect. The second is the number of criteria is such that few if any development proposals would be of a scale and nature to require compliance with the full schedule.
- 7.23 These comments also overlap with the representation made by Berkeley Homes to the Plan. It comments that consented sites such as that in its control, have been established through the granting of planning permission. In the case of the Berkeley site, this includes matters relating to design principles and set out within the submitted

Design and Access Statement at the time of the determination of the application. It comments that the policy should be amended to make it explicitly clear that in circumstances such as that highlighted above the principles set out within the planning permission, including any relevant planning conditions and obligations, should prevail. In this context it asserts that it would be entirely inappropriate for this policy (and others) to be used to inhibit the development of proposals that have previously been robustly considered through the planning system.

- 7.24 This suggested clarity is entirely appropriate. It is not the place of a neighbourhood plan to seek to interfere with extant planning permissions. I recommend a modification to the Rationale to address this matter.
- 7.25 I also recommend detailed modifications to the wording used in the various criteria so that they have the clarity required by the NPPF. This is particularly the case in the fifth bullet point. The reference to the 'least attractive area of the site' is unnecessary in the wider context of the need for affordable housing being integrated throughout the site. In any event the differences between elements of any development site would be subjective in nature.

At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'

In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'

In the first bullet point replace 'possible' with 'practicable'

In the fifth bullet point delete 'and not isolated.... the site'

In the sixth bullet point add 'where practicable' after 'enhanced'

In the penultimate bullet point replace 'appropriate' with 'practicable'

At the end of the second paragraph in the Rationale add:

'This policy does not affect extant planning permissions in the neighbourhood area. Any reserved matters applications which arise fall to be determined on the basis of the principles agreed as part of the granting of the relevant outline planning permission'

Policy BE03 – Crookham Village Ward Character Area

- 7.26 This is the first of a series of three policies which provide design principles for each of the built-up character areas in the neighbourhood area. This and the other two policies are significantly underpinned by the excellent Village Design Statement. In the case of the conservation area the policy is also influenced by the Conservation Area Character Appraisal.
- 7.27 The policy sets out a series of appropriate and distinctive criteria for this important and central part of the neighbourhood area. As with earlier policies I recommend that the

opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development. This is an important matter in two respects. The first is that the NP does not directly propose new development so some of the principles may prove to be academic in nature and effect. The second is the number of criteria is such that few if any development proposals would be of a scale to require compliance with the full schedule

- 7.28 I also recommend detailed modifications to the wording used in the various criteria so that they have the clarity required by the NPPF. This is particularly the case with the final bullet point on light pollution. Some lighting may be required for safety or other reasons and HDC suggest that some additional flexibility is introduced. I agree with that proposition. Otherwise the policy meets the basic conditions. In the round it is a very well-considered policy which sensitively captures the importance of this part of the neighbourhood area.

At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’

In the opening part of the policy replace ‘statutory, local and neighbourhood plan’ with ‘development plan’

In the penultimate bullet point replace ‘significant’ with ‘unacceptable’

Replace the final bullet point with: ‘are designed not to increase the level of light pollution within any of the three conservation areas within the neighbourhood area. Proposals for any necessary street lighting or external lighting should be fully justified through an assessment demonstrating the need for the lighting and the measures taken to minimise any impact’

Policy BE04 – Zebon Ward Character Area

- 7.29 This policy continues the approach taken in Policy BE03. In this case its focus is on the Zebon Character Area.
- 7.30 The policy sets out a series of appropriate and distinctive criteria for this distinctive part of the neighbourhood area. As with earlier policies I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development
- 7.31 I recommend a modification to the criterion so that it simply refers to parking provision in Policy TM01. As submitted the criterion is part policy and part supporting text.

At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’

Replace the final criterion with: ‘Complies with the parking requirements included in Policy TM01 of this Plan’

Policy BE05 – Netherhouse Ward Character Area

- 7.32 This policy continues the approach taken in Policy BE03. In this case its focus is on the Netherhouse Ward Character Area.
- 7.33 The policy sets out a series of appropriate and distinctive criteria for this distinctive part of the neighbourhood area. As with earlier policies I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development.
- 7.34 I recommend a modification to the criterion so that it simply refers to parking provision in Policy TM01. As submitted the criterion is part policy and part supporting text.
- 7.35 I recommend a very detailed modification to the third criterion for clarity purposes.

At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’

In the third criterion replace ‘NHM’ with ‘Netherhouse Ward’

Replace the final criterion with: ‘Complies with the parking requirements included in Policy TM01 of this Plan’

Policy BE06 – Prevention of Flooding

- 7.36 This policy seeks to address localised incidents of flooding. As the Rationale comments the most significant flooding issues are concentrated in small, discrete areas. The remainder of the parish is at relatively low risk of flooding.
- 7.37 The policy seeks to ensure that new development avoids increasing the risk of flooding in the neighbourhood area. It sets out a series of principles with which new development should accord.
- 7.38 As submitted the policy takes a prescriptive approach. In particular it comments that development will be resisted on greenfield sites shown to be at risk of flooding. This approach has attracted representations from developers to the extent that it does not have regard to national policy.
- 7.39 I have concluded that as submitted the policy does not have regard to national policy. Paragraphs 155 to 165 of the NPPF comment on this important matter. The approach taken in Policy BE06 does not have regard to either the sequential risk-based approach to the location of development (NPPF 157) or to the exception test (NPPF 159-162).
- 7.40 In response to my clarification note the Parish Council responded positively to my questions and to the representations made by the development industry. It provided a reworked policy together with an update Rationale and evidence base. Subject to a series of minor changes I am satisfied that the revised policy is both appropriate for

the neighbourhood area and meets the basic conditions. In particular it takes the nuanced approach in the NPPF. I recommend accordingly.

Replace the policy with:

‘Development will be supported where it avoids increasing the risk of flooding from any source and will be safe from flooding for the lifetime of the development. Development should take account of the vulnerability to flooding of its users, should not increase flood risk elsewhere (e.g. downstream) and, where possible, should reduce the flood risk overall. As appropriate to their scale, nature and location development proposals should be designed in accordance with the following principles:

- **development in locations, in particular greenfield sites, shown to be at risk of flooding from any source will be considered in accordance with the HDC Strategic Flood Risk Assessment (SFRA) sequential test;**
- **development that increases the risk of flooding from any source, either on- or off-site, should be associated with adequate mitigation;**
- **development in locations immediately adjacent to a river or canal should provide a buffer from development in line with the Hart SFRA and Hart Green Infrastructure Strategy;**
- **the incorporation of Sustainable Drainage Systems will be supported where they adhere to the principles in this policy and will only discharge surface water either at, or less than, greenfield runoff rates (where technically viable), will leave green corridors along watercourses and/or will reduce flood risk; and**
- **developments should, where practicable, incorporate sustainable drainage design features to manage the risk of surface water flooding within their boundary and elsewhere in the parish. Source control measures should, wherever practicable, be natural in their character, design and appearance’**

Replace the Rationale and Evidence Base with the information in Appendix 1 of this report

Policy BE07 – Development of Footpath and Cycleway Network

7.41 This policy comments about proposals which would use effective measures to join up bridleways, footpaths and cycleways into effective networks. It offers particular support to schemes which would:

- create or improve links to essential services;
- develop traffic segregated pedestrian and cycle routes; and/or
- improve the rights of way network

7.42 I recommend a detailed modification to the wording used in the policy. Otherwise it meets the basic conditions.

Replace ‘where effective...made’ with ‘which incorporate effective measures’

Policy PA01 – Crookham Village Conservation Area

- 7.43 This policy refers to the Crookham Village conservation area. It is supported by very helpful explanatory text. It seeks to build on established principles in the conservation area character appraisal.
- 7.44 As with other policies its approach is to define a series of principles which development proposals should respect. It carefully develops national policies into a detailed and bespoke policy in the submitted Plan. The principles are extensive and relate to the linear character of the conservation area, to its various open spaces and to listed and non-listed buildings.
- 7.45 The policy sets out a series of appropriate and distinctive criteria for this important part of the neighbourhood area. As with earlier policies I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development.
- 7.46 The policy identifies a series of locally-significant buildings. They are described and photographed in Figure 17. It comments that development proposals should not undermine the significance of their contribution. The final criterion comments that proposals to demolish the identified non-designated assets will be resisted.
- 7.47 In general terms I am satisfied that it is appropriate for the Plan to identify non-designated heritage assets. The Parish Council has put considerable time and effort into this matter and its judgements reflect the localism agenda. Nevertheless, the approach taken in the final bullet point of the policy does not have regard to national policy. In this context paragraph 197 of the NPPF comments that:
- ‘The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.’
- 7.48 The prescriptive approach in the submitted policy is at odds with this more nuanced approach. As such I recommend the deletion of this element of the policy.
- 7.49 HDC suggest detailed modifications to certain of the principles in the policy. They seek to ensure that the policy properly takes account of national legislation. I agree that these changes are necessary and I recommend modifications accordingly.
- 7.50 I also recommend detailed modifications to the wording used elsewhere in the policy to provide the clarity required by the NPPF.

At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’

In the opening part of the policy replace ‘statutory, local and neighbourhood plan’ with ‘development plan’

Throughout the policy replace ‘shall’ with ‘should’

Replace the third principle with: ‘Development should respect the linear nature of pattern of development in the Conservation Area, following adherence to recognised good examples of traditional building forms and the prevailing grain of development within the area. Where appropriate it should reflect the mix of single and two storey traditional buildings in order to introduce interest and variety into the development in order to reinforce the character and distinctiveness of an area’

Replace the sixth principle with: ‘Development shall respect the significance of heritage assets in the Conservation Area street scene. Particular consideration shall be given to retaining the contribution of buildings and sites to the significance of the conservation area where they frame, punctuate or terminate views though, out of and into the village’

In the seventh principle replace ‘distinct setting that’ with ‘positive contribution that’. Between ‘the’ and ‘Conservation Area’ add ‘setting of the’

In the penultimate principle delete ‘together with.... street scene’

Delete the final principle.

Policy PA02 – Basingstoke Canal Conservation Area

- 7.51 This policy refers to the Basingstoke Canal conservation area. It is supported by very helpful explanatory text. It seeks to build on established principles in the conservation area character appraisal.
- 7.52 As with other policies its approach is to define a series of principles which development proposals should respect. It carefully develops national policies into a detailed and bespoke policy in the submitted Plan. The principles are extensive and relate to the very specific character of the conservation area and to listed and non-listed buildings.
- 7.53 The policy sets out a series of appropriate and distinctive criteria for this important part of the neighbourhood area. As with earlier policies I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development.
- 7.54 The policy identifies a series of locally significant buildings. They are described and photographed in Figure 17. It comments that development proposals should not undermine the significance of their contribution. The final criterion comments that proposals to demolish the identified non-designated assets will be resisted
- 7.55 In general terms I am satisfied that it is appropriate for the Plan to identify non-designated heritage assets. The Parish Council has put considerable time and effort
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into this matter and its judgements reflect the localism agenda. Nevertheless, the approach taken in the final bullet point of the policy does not have regard to national policy. In this context paragraph 197 of the NPPF comments that:

‘The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.’

- 7.56 The prescriptive approach in the submitted policy is at odds with this more nuanced approach. As such I recommend the deletion of this element of the policy.
- 7.57 HDC suggest detailed modifications to certain of the principles in the policy. They seek to ensure that the policy properly takes account of national legislation. I agree that these changes are necessary and I recommend modifications accordingly.
- 7.58 I also recommend detailed modifications to the wording used elsewhere in the policy to provide the clarity required by the NPPF.

At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’

In the opening part of the policy replace ‘statutory, local and neighbourhood plan’ with ‘development plan’

Throughout the policy replace ‘shall’ with ‘should’

Incorporate the fifth, sixth and seventh bullet points as detailed elements of the overarching fourth bullet point rather than as free-standing principles

Delete the final principle.

Policy PA03 - Dogmersfield Conservation Area

- 7.59 This policy refers to the Dogmersfield conservation area. It is supported by very helpful explanatory text. It seeks to build on established principles in the conservation area character appraisal.
- 7.60 As with other policies its approach is to define a series of principles which development proposals should respect. It carefully develops national policies into a detailed and bespoke policy in the submitted Plan. The principles are extensive.
- 7.61 The policy sets out a series of appropriate and distinctive criteria for this important part of the neighbourhood area. As with earlier policies I recommend that the opening part of the policy clarifies that the general design principles will apply as appropriate to the nature, scale and location of the proposed development.

- 7.62 On the one hand the policy approach respects national advice that a neighbourhood plan should only address matters within the defined neighbourhood area. On the other hand neither the policy nor the Rationale acknowledges that the conservation area described in the Plan is the eastern part of the wider conservation area centred on the village of Dogmersfield to its immediate east. This matter is further compounded as the policy simply refers to the 'Dogmersfield Conservation Area' and given that Dogmersfield has its own 'made' neighbourhood plan and which includes a policy on the conservation area.
- 7.63 I sought clarification on this matter from the Parish Council. It provided a comprehensive response which included a detailed comparison of the policy in the 'made' Dogmersfield neighbourhood plan and in this policy in the submitted Plan. In general terms the Parish Council comments that the two policies are compatible. It also suggests that the policy in the submitted Plan could be clarified so that it was clear that it applied only to that part of the Dogmersfield Conservation Area in the Crookham Village neighbourhood area.
- 7.64 I have considered this matter very carefully in general terms, and in particular within the context that it is a procedural issue rather than one of any significant substance. I recommend that the policy and the Rationale comment that the policy only applies to that part of the conservation area in the Crookham Village neighbourhood area. I also recommend that first principle in the submitted policy is replaced by the second and third elements of the policy on the conservation area (Policy DNP2) in the 'made' Dogmersfield neighbourhood plan. Whilst the two Plans largely take an identical approach on the design of new development in the conservation area an identical approach would assist in bringing clarity for development management purposes. This matter will be particularly important given that there is the potential that properties on either side of the parish boundary would otherwise be determined against different design approaches. Plainly a common approach will provide clarity and consistency for HDC as it administers its role as the local planning authority throughout the conservation area.

At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'

In the opening part of the policy insert:

- **'the element of' between 'within' and 'the'**
- **'that lies within the Crookham Village neighbourhood area' between 'Area' and 'and'**

In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'

Throughout the policy replace 'shall' with 'should'

Replace the first principle with the following two principles:

‘Development proposals will be supported where their design reflects:

- **the distinct village character and respond to and reinforce the pattern of development in the Dogmersfield Conservation Area;**
- **the character, appearance and architectural detail of existing buildings and the character and/or appearance of the streetscape in respect of the use of construction materials and finishes for buildings or extensions; and**
- **as appropriate to their locations these finishes should include timber framed structures, local red brick, clay plain roof tiles, natural wood lap above render, and the use of wood or visually similar natural materials for fittings.**

New buildings should be of a density, scale, size, colour, style and proportions to complement the character of the Dogmersfield Conservation Area’

At the beginning of the Rationale add: ‘This policy addresses that part of the Dogmersfield Conservation Area that is within the Crookham Village neighbourhood area. The substantive part of the conservation area is within Dogmersfield Parish to the west. The policy has been designed so that it is consistent with Policy DNP2 of the made Dogmersfield Neighbourhood Plan. This will ensure that the District Council will be able to determine development proposals throughout the conservation area in a clear and consistent fashion’

Policy PA04 – Protection of Historic Assets

7.65 This policy comments about heritage assets. It does so to good effect. It has four related parts as follows:

- supporting restoration and conservation activities;
- supporting the sustainable use and repair of listed buildings; and
- requiring local distinctiveness including buildings and public spaces.

7.66 In this context the first part of the policy is appropriate in its intentions. However, it does not directly relate to the development process. I recommend a modification to remedy this matter. It acknowledges that some conservation/preservation measures may not need planning permission where they are restoring historic features or replacing them on a like-for-like basis. The same issue applies to the third criterion of the policy.

7.67 I also recommend detailed modifications to the wording used elsewhere in the policy to provide the clarity required by the NPPF.

Replace the first paragraph with:

‘Insofar as planning permission is required restoration and conservation proposals that would conserve or where practicable enhance the historic environment in the neighbourhood area will be supported’

Replace the second sentence of the third part of the policy with:

‘Within conservation areas development proposals which respect the built form and linear nature of their built environment will be supported. Where it is practicable to do so development proposals should not involve the net loss of native trees and hedges’

At the end of the third paragraph of the policy replace ‘encouraged’ with ‘supported’

Policy PA05 – Protection of Assets of Community Value

- 7.68 This policy seeks to safeguard and retain Assets of Community Value (ACV). It has two principal parts. The first resists proposals which would result in the loss or significant harm to an ACV. The second offers support to proposals which would provide suitable alternative facilities or where developments are needed to ensure the continued viability and sustainability of any ACV.
- 7.69 I recommend a detailed modification to the wording used in the policy so that it has the necessary clarity required by the NPPF.
- 7.70 Its final part comments about the applicability of the policy to current and any future ACV. I recommend that this issue is repositioned into the Rationale.

In the first part of the policy replace ‘be resisted’ with ‘not be supported’

In the second part of the policy replace ‘affecting’ with ‘which would affect the integrity or the use of an’

Delete the third part of the policy

At the end of the first paragraph in the Rationale add: ‘The policy will apply to any additional Assets of Community Value which may be designated within the Plan period.’

Policy NE01 – Preserving the Gaps between settlements

- 7.71 This is an important policy in the wider Plan. It proposes three Local Gaps to prevent the coalescence of Crookham Village with its surrounding settlements. As the Rationale describes the proposed Local Gaps ‘wrap around the village to separate Fleet from Crookham Village to the north, to prevent the coalescence of Crookham Village to the south with Church Crookham and to give a sense of open spaces to the north’. The proposed Local Gaps are shown on Figure 18.
- 7.72 The policy itself comments that development in the Local Gaps will only be permitted where it does not lead to the physical or visual coalescence of the settlements concerned, or damage their separate identity, whether individually or cumulatively, with other existing or proposed developments. The Rationale adds that acceptable land

uses in the Local Gaps would be agriculture, sports pitches and, in some cases the planting of trees and hedgerows.

- 7.73 As with other elements of the Plan this policy was developed within the context of the transition between the saved elements of the former Local Plan and what is now the recently-adopted Local Plan. The former Local Plan included Local Gaps of a similar scale and nature to those included in the submitted neighbourhood plan (Policy CON21). Together with other similar local gaps between identified settlements elsewhere in the District they had been a central plank of local planning policies for many years.

The background to the policy

- 7.74 I sought advice from the Parish Council on the extent to which it had undertaken a separate or related study on the differences between the proposed Gaps in the neighbourhood area in the Hart Local Plan 2006 and those proposed in the submitted neighbourhood plan. I was advised that:

'The Gaps between Settlements in the Parish as expressed in the submitted version of the neighbourhood plan were designed to conform to the Gaps designated by HDC in the previous Local Plan (Policy CON21) as amended for the extant planning permission for the Land at Netherhouse Copse. It thus conformed to Policy NBE2 in the Draft Local Plan Strategy and Sites, published in June 2018. The Parish Council relied on the supporting evidence in the HDC Emerging Local Plan for this policy together with the evidence provided by the Landscape and Sense of Place consultation conducted in 2016 to justify the proposed Gaps in the Neighbourhood Plan. The Crookham Village Neighbourhood Plan Steering Group conducted a review of the Gaps between Settlements within the Parish put forward in Policy NBE2 and were satisfied that these met the desired objective of preventing physical and visual coalescence between settlements.'

- 7.75 In this evolving context the Parish Council also advised that:

'it had not undertaken a study into the differences between the proposed Gaps and those in the adopted Local Plan as the Parish Council has, through the work of its steering group, taken great pains to ensure that the proposed boundaries for both Gaps between Settlements were identical to those in NBE2 in the Emerging Local Plan'

- 7.76 During the course of the examination of the then emerging Hart Local Plan main modifications proposed the deletion of local gaps and the inclusion of a more general approach towards the potential coalescence of settlements. This is now captured in Policy NBE2 Landscape of the recently-adopted Local Plan. That policy comments in general terms that 'development proposals must respect and wherever possible enhance the special characteristics, value or visual amenity of the District's landscapes'. One of its detailed criteria is that development 'does not lead to the physical or visual coalescence of settlements, or damage their separate identity, either individually or cumulatively with other existing or proposed development'.

7.77 This approach is consolidated in the supporting text to the policy (paragraph 282) which comments:

‘Development in the countryside between settlements can reduce the physical and/or visual separation of settlements. Development that would result in a perception of settlements coalescing, or which would otherwise damage their separate identity, will be refused. Both the individual effects of any proposals and the cumulative effects of existing and proposed development will be taken into account. Policies to designate specific areas or ‘gaps’ between settlements can be prepared through subsequent Development Plan Documents and Neighbourhood Plans’

7.78 In this context the Parish Council submitted additional evidence during the examination to justify its proposed designation of Local Gaps in the Plan. This evidence responded to the evolving context of the Local Plan itself, and to the comments of the Planning Inspector of that Plan who commented that ‘the justification for such designations would need to be robustly evidenced for any future examiner to find them appropriate’. (paragraph 197 of his report).

7.79 The additional evidence was submitted as part of the Parish Council’s response to the clarification note. It was the subject of separate consultation. The outcomes of that additional consultation are summarised in paragraphs 4.11/4.12 of this report.

7.80 The Planning Inspector’s report on this matter was necessarily general. The degree and extent of robust evidence to warrant the designation of local gaps will inevitably vary on a settlement-by-settlement basis. This variation will apply both to new neighbourhood plans and to ‘made’ neighbourhood plans which may be reviewed at some point in the future. The Crookham Village Plan finds itself in a place where it is the first neighbourhood plan addressing this matter in general, and the robust evidence hurdle in particular.

7.81 In summary the additional evidence paper includes the following elements:

- commentary on the local landscape within the proposed Local Gaps;
- details about the proposed Local Gaps themselves;
- evidence from the preparatory work on the recently-adopted Local Plan;
- information from relevant appeals;
- elements of national policy insofar as the Parish Council considers to be relevant to the matter; and
- overlapping issues from the made Dogmersfield Neighbourhood Plan.

7.82 In addition to the information in the additional evidence paper I have also taken account of Appendix C3 – the Landscape Character Assessment of the neighbourhood area. I looked at the proposed Local Gaps carefully when I visited the neighbourhood area. I looked in particular at their scale, their location in the neighbourhood area and the way in which they overlapped with the local topography.

7.83 The policy approach generated comments from the development industry when it was initially submitted. Gladman Developments assert that the (then emerging) Local Plan has inadequately addressed the matter and that Local Gaps should not be used as an

arbitrary tool to prevent sustainable development. Berkeley Homes takes a similar view and comments that the policy should be deleted.

- 7.84 Crookham Care Village Limited also asserted that there was insufficient information to justify the policy. In relation to its promotion of a care village at Cross Farm it also commented that 'Cross Farm should be excluded from any proposed Local Gap as set out in appendix 2 of this representation. This would exclude the area of built form proposed at Cross Farm which is located to the northern part of the Site adjacent the existing built up area of Crookham Village. This will ensure that the care village reads as part of the existing built up area and where good connectivity can result in a mutually beneficial relationship between the new development and the existing services and facilities available within Crookham Village'. HDC refused planning permission for that development proposal. The subsequent appeal was dismissed.
- 7.85 The consultation on the additional evidence generated a significant degree of support from local residents on the proposed designation of Local Gaps. Crookham Care Village Limited reinforced its early comments on the proposed Local Gaps. In particular it commented that a neighbourhood plan should not simply roll forward out of date local plan policies on this important matter.

The proposed Local Gaps

- 7.86 The Plan comments that there are two Local Gaps proposed in the Plan. For the purposes of this report I have referred to three Local Gaps. In my judgement whilst the Crookham Village gap as described in the Plan has an overall purpose within the context of the wider policy approach its two component parts have distinctive functions and landscape considerations. Taking account of all the relevant information I comment on the three separate proposed Local Gaps as follows:

Dogmersfield Gap – Pilcot Farm Area

- 7.87 This proposed Local Gap lies between Dogmersfield in the west and Crookham Village in the east and is bounded by Pilcot Road to the south and a map line approximately 300m to the north of Pilcot Road. As the additional evidence paper comments, it 'is designed to prevent the physical and visual coalescence of the two villages of Dogmersfield and Crookham Village'
- 7.88 The additional evidence also provides a summary of the area covered by the proposed Local Gap included in the separate Landscape Character Assessment as follows:
- 'an intimate, small scale landscape mosaic which includes:
- Open arable and wet floodplain grassland;
 - Horse pasture with wet meadow flora west of Hitches Lane;
 - Pony paddocks (associated with Pilcot Farm); and
 - A good network of mature hedgerows and tree belts'
- 7.89 When I visited the neighbourhood area, I saw the relatively self-contained nature of this proposed Local Gap. In particular I saw the way in which it reflected the distinction between Crookham Village and Dogmersfield. I also saw that it was defined to the

north of Pilcot Lane where there is a greater sense of openness than that which exists to the south of Pilcot Lane with its ribbon development to the immediate west of Crookham village and the more recent development of Knight Close. I also saw the way in which the proposed Local Gap wrapped round each side of the isolated dwelling to the north of Pilcot Road.

- 7.90 I saw that the proposed Local Gap had clearly defined boundaries along its western, southern and eastern edges. However, I saw that its northern boundary cut artificially through open agricultural fields. This may reflect changes in agricultural practices since the original boundary was defined. In its response to the clarification note I sought the Parish Council's comments on this matter. It advised that:

'(It) agrees that the northern boundary of the proposed Local Gap to the north of Pilcot Road is an artificial line which conformed to the Hart designated Local Gap for this area. Redrawing the Local Gap to natural and identifiable features and boundaries would not fundamentally alter the objective of the policy while using a boundary that would have more meaning in the landscape. However, the Parish Council suggests that revisiting the boundaries of this Gap be deferred to the first refresh of the neighbourhood plan'

- 7.91 Whilst I understand the Parish Council's comments about the northern boundary the incorporation of this proposed Local Gap in the submitted Plan would create a situation which would directly conflict with the requirement in the NPPF for a neighbourhood plan to contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals (NPPF paragraph 16 d). This matter is compounded as there is little, if any, clarity on where the northern boundary of any proposed Local Gap in this part of the neighbourhood area would be defined. This uncertainty has not provided me with any opportunity to recommend modifications to the spatial extent of the proposed Local Gap.

- 7.92 In addition I am not satisfied that the Parish Council's suggestion that revisiting the boundaries of this Gap should be deferred to the first refresh of the neighbourhood plan would meet the basic conditions. This is a fundamental matter which needs to be addressed at this point rather than in any review of a neighbourhood plan. Any specifically-defined Gap will need to be considered as part of any review of a made neighbourhood plan. At that time, it could properly be assessed against the basic conditions in the context of an appropriate and up-to-date evidence base in general terms and of clarity on its northern boundary in particular. In these circumstances I recommend the deletion of this proposed Local Gap.

Delete the proposed Local Gap from Figure 18.

Crookham Village Gap – Grove Farm Area

- 7.93 This proposed Local Gap (the northern area on Figure 6 Definitive Maps Supplement above) lies between the existing development of Netherhouse Moor, the Land north of Netherhouse Copse to the north and the Old Village in the south. It is bounded by Hitches Lane to the west and the Basingstoke Canal to the east.

- 7.94 As the additional evidence comments this proposed Local Gap is ‘a mixed rural landscape of arable fields, ancient semi-natural woodland, wet grassland, acid grassland, regenerating scrub and woodland and ancient hedgerow. It also contains the Grade II listed Grove Farm and its associated workshops and farm buildings. This area is important for recreation, biodiversity, its mosaic of habitats and for its distinctive landform. Although adjoining urban Fleet on its eastern boundary, large mature trees provide an effective visual buffer. Mature trees belts along Hitches Lane, Crookham Road, the Basingstoke Canal and the well wooded gardens of Crookham Village enclose the area and add to its attractive character. Three designated footpaths and a network of desire lines cross the area.’
- 7.95 When I visited the neighbourhood area, I saw the very contained nature of this proposed Local Gap. I saw in particular the way in which it reflected the distinction between Crookham Village to the south and Fleet to the east and the north-east. I also saw that it was in agricultural use and largely level in its topography. Given that the distance of approximately 250 metres between the two settlements the scale and the nature of the proposed Local Gap was self-evident. I also saw that its boundaries were clearly-defined.
- 7.96 On the basis of all the information I am satisfied that the Local Gap properly recognises and respects the sensitive nature of the gap between the two settlements. It is underpinned with evidence. In these circumstances its proposed designation meets the basic conditions.

Crookham Village Gap – Cross Farm, Peatmoor Copse and the River Hart floodplain Area

- 7.97 The proposed Local Gap (the southern area shown on Figure 6 Definitive Maps Supplement above) lies between the Old Village to the north and west, the Basingstoke Canal and Zebon Copse to the east and the Basingstoke Canal to the south.
- 7.98 The additional evidence paper makes extensive comments on the proposed Local Gap as follows:

‘(It) is an agricultural landscape with a mosaic of mostly arable open fields, pasture, wet meadow and copses. (It) is the most important compartment in the Parish for perceiving and enjoying the best qualities of the historic village of Crookham Village and its setting, the Crookham Village Conservation Area and its setting of open countryside. The Area has a strong sense of place with attractive rolling landform and extensive views in all directions including towards the settlement. Two footpaths overlook the Old Village from the rising ground of Cross Farm Ridge. Footpath 1 has panoramic views and particularly attractive views of the Old Village from both The Street/ Crondall Road and the Hart Valley. The compartment is tranquil and enclosed by mature trees and woodland with few detractors to the attractive open countryside character.

Attractive views of a series of isolated historic and listed buildings enrich the area’s scenic qualities and are local landmarks. There is a legible relationship of the settlement with the River Hart Valley with its attractive river terrace topography. Distant views of the Hart Downs strengthen the sense of place with its landscape mosaic which

is rich in wildlife and natural beauty. This character inspires well-being amongst those who use the area from the adjoining communities of Church Crookham, Fleet and Crookham Village’

7.99 When I visited the neighbourhood area, I saw that this proposed Local Gap was larger than the other two proposed Gaps. I also saw that it occupied a very distinctive landscape area and that it was defined by a series of natural and landscape features. I saw in particular the way in which it reflected the distinction between Crookham Village to the north, the linear part of the village off Crondall Road to the west and to Zebon Copse to the east. I walked along the two footpaths which run in a southerly direction from The Street. In this context I saw the way in which the proposed Local Gap had been defined (both for the purposes of this Plan and historically). I saw that it would have been impracticable to define a smaller Local Gap. In any event I saw the way in which the Zebon Copse development continued along the eastern boundary of the proposed Local Gap right up to the proposed southern boundary of the Gap.

7.100 In paragraph 7.84 of this report I have already commented about the proposed development of a care village in this part of the neighbourhood area. In his decision letter on the appeal the Planning Inspector commented that:

‘although the proposed development would not cause physical or visual coalescence, it would detract from the separate identity of Crookham Village, contrary to Policy CON 21 of the Local Plan, Policy NBE3(e) of the (emerging Local Plan), and Policy NE01 of the (emerging neighbourhood plan). The extent of harm, limited to an adverse impact on identity, merits moderate weight’ (Paragraph 66: APP/N1730/W/18/3216181).

7.101 On the basis of all the information I am satisfied that the Local Gap properly recognises and respects the sensitive nature of the gap between the two settlements. It is underpinned with evidence. In these circumstances its proposed designation meets the basic conditions.

The proposed policy

7.102 The policy itself is general in nature. It comments that development will only be permitted in the defined Local Gaps where it does not lead to the physical or visual coalescence of the settlements concerned. Whilst this provide a degree of high-level guidance the Rationale then points to a very limited range of ‘acceptable ‘land uses within the proposed Local Gaps. The proposed limited range of acceptable land uses is further reinforced given that both agricultural development and the planting of trees and hedgerows is permitted development. As such the effect of the policy would be extremely onerous.

7.103 In addition this policy fails to acknowledge its overlaps with Policy SB01. The three proposed Local Gaps fall outside the settlement boundary of Crookham Village. As such the second Part of Policy SB01 would apply to development in the proposed Local Gaps. As I commented in paragraph 7.14 of this report that policy provides support for a wide range of activities which would be appropriate in a countryside location taking account of national and local planning policies.

7.104 In order to remedy this internal conflict in the Plan I recommend that Policy NE01 is reconfigured so that it provides an additional layer of control to that already included in Policy SB01. The recommended approach seeks to ensure that any development which may be proposed within the Local Gaps in the context of the approach in Policy SB01 would be determined based on an assessment of the extent to which it would, either individually or cumulatively, lead to the physical or the visual coalescence of the settlements concerned. Plainly such decisions will be a matter of judgement for HDC on a case-by-case basis in the context of Policy NBE2 Landscape of the Local Plan and the specific policies in the neighbourhood plan. I recommend additions to the Rationale to explain the relationship between the two related policies.

7.105 I also recommend that the policy explicitly identifies the proposed Local Gaps. As submitted the Plan does not make a direct relationship between the policy and the Local Gaps as shown on Figure 18. Finally, I recommend detailed modifications to the wording used in the policy so that it has the clarity required by the NPPF.

At the beginning of the policy insert:

‘The Plan designates the following Local Gaps as shown on Figure 18:

- **Crookham Village Gap – Grove Farm Area; and**
- **Crookham Village Gap – Cross Farm, Peatmoor Copse and the River Hart floodplain Area’**

Replace ‘Development in the Gaps between Settlements’ with ‘Proposed development in the identified Local Gaps’

Replace ‘will only be permitted’ with ‘will be supported’

At the beginning of the Rationale add: ‘This policy reflects the sensitivity of the geographic location of Crookham Village and its surrounding settlements. The two identified Local Gaps are located in the countryside and are outside the settlement boundary of Crookham Village itself. In this context this policy has been designed to add distinctive value to the general approach towards the countryside in Policy SB01 of this Plan’

After the first paragraph in the submitted Plan add: The two identified local gaps are Crookham Village Gap – Grove Farm Area and Crookham Village Gap – Cross Farm, Peatmoor Copse and the River Hart floodplain Area. They are shown on Figure 18’

In the second paragraph of the submitted Plan delete the final sentence.

In the third paragraph of the submitted Plan (first sentence) replace ‘The gap’ with ‘The Local Gaps’ and ‘is’ with ‘are’

In the third paragraph of the submitted Plan delete the second and third sentences.

In the third paragraph of the submitted Plan (fourth sentence) replace ‘This is set’ with ‘The policy approach’

In the third paragraph of the submitted Plan (fifth sentence) delete ‘Although this...designation’ and replace ‘the identified...settlements is’ with ‘The identified Local Gaps are’ and ‘its’ with ‘their’

Replace the final paragraph of the Rationale with: ‘The policy approach seeks to ensure that any development which may be proposed within the Local Gaps in the context of the approach in Policy SB01 of this Plan would be determined on an assessment of the extent to which it would, either individually or cumulatively, lead to the physical or the visual coalescence of the settlements concerned. Plainly such decisions will be a matter of judgement for Hart District Council on a case-by case basis and in the context of policies in this Plan and Policy NBE2 Landscape of the Local Plan’

In the Evidence section insert an additional bullet point to read ‘ Supporting Paper for Policy NE01 of the Neighbourhood Plan (Amended Version - 17/10/2019)’

Policy NE02 – Preserving Key Views

7.106 This policy is based around safeguarding key views in the neighbourhood area. They are shown on Figure 19 and in Table 1. The views themselves are classified under four headings as follows:

- panoramic views – displaying a strong sense of place with a high sensitivity to change;
- focal views – with glimpses of the countryside and village setting from roads and lanes;
- feature views – views important for landscape character; and
- eye catchers – views which add to the quality of the countryside and contribute to distinctive landscape character.

7.107 The first part of the policy suggests that the Parish Council will be carrying out specific tasks to protect and enhance the key views. In its response to the clarification note the Parish Council confirmed that the purpose of the policy is to define a series of Key Views within the Parish and to provide guidance on the type of development that would be supported to safeguard these views. It also agreed with my proposition that the policy would be more robust if this guidance could be expressed positively and would comment that any development must respect and safeguard the defined key views through its location, scale, massing and height.

7.108 Berkeley Homes and Gladman Developments consider that the policy should either be deleted as it does not have sufficient clarity to be included within a development plan policy. Berkeley Homes makes specific comments about the potential impact of the policy and some of the identified views in particular on the development of its site at Netherhouse Copse. In its response to the clarification note the Parish Council acknowledges that proposed views 10, 11 and 15 are located within the Berkeley Homes development and therefore cannot be preserved. This point is largely acknowledged in the Rationale of this policy in the submitted Plan.

- 7.109 I have considered the appropriateness of the policy very carefully. I also took the opportunity to look at the various views when I visited the neighbourhood areas. In the round I am satisfied that the selected views are from public viewpoints rather than private views. In addition, I am satisfied that they reflect the character of the parish in general, and its landscape features in particular. Table 1 provides proportionate information about the views concerned. It has been carefully-developed by the Parish Council.
- 7.110 I recommend that proposed views 10, 11 and 15 are deleted from Figure 19 and from Table 1. As the Parish Council acknowledge they fall within the consented Berkeley Homes development and therefore cannot be preserved.
- 7.111 I recommend modifications to the policy itself. They both clarify the nature of the policy and change its format to one which has a positive approach and identifies the way in which new development should respect and take account of the identified views.

Replace the policy with:

‘The Plan identifies a series of key views in Table 1 and as shown on Figure 19.

Development proposals should respect the identified key views and should be designed so that their layout, scale, massing and height does not have an unacceptable impact on the characteristics of any affected key view concerned. Development proposals which would have an unacceptable impact on the character of an identified key view will not be supported’

Delete proposed views 10, 11 and 15 from Figure 19 and from Table 1 (page 83).

In the first paragraph of the Rationale delete the fourth, fifth and sixth sentences and replace with: ‘The various views are principally shown on Figure 19. They are also shown on Figures 13-16 to add value to the other information shown on those figures’

At the end of the Rationale add: ‘Policy NE02 provides a context within which new development should take account of the significance of the various identified viewpoints. It seeks to ensure through careful design, massing and the orientation of buildings that new development can be incorporated within the neighbourhood area whilst respecting the identified views’

Policy NE03 – Local Green Spaces

- 7.112 This policy proposes the designation of three local green spaces (LGSs). They are shown on Figure 20.
- 7.113 The Rationale includes a brief description of the three sites together with photographs. Appendix C5 provides details about the way in which the three proposed LGSs meet the criteria for such designation as included in the NPPF (paragraphs 99-101). It is an excellent analysis. It demonstrates that the policy approach is evidence-based.
- 7.114 The policy takes the matter-of-fact approach as required by the NPPF. However, I recommend that the examples in the policy about potential very special circumstances

should be deleted and repositioned within the Rationale. HDC will be able to take an informed decision on a case-by-case basis if any development is proposed within any of the three proposed LGSs.

In the final part of the policy delete ‘for example....in any other place’

At the end of the second paragraph of the Rationale add: ‘Policy NE03 provides appropriate protection for the three identified green spaces. The policy approach follows the matter-of-fact approach in the NPPF. The District Council will be able to take an informed decision on a case-by-case basis if any development is proposed within any of the three proposed green spaces. Very special circumstances may reflect the scale and nature of the three sites concerned. However, they may include the provision of essential infrastructure where it cannot be provided elsewhere’

Policy NE04 – Protected Open Space

- 7.115 This policy continues the open space theme. In this case it identifies a series of protected open spaces within both the Netherhouse Moor and the Zebon Copse Character Areas. In their different ways the proposed protected spaces are important elements of open space within their respective Character Areas.
- 7.116 Figure 23 helpfully shows the spatial relationship between the proposed LGSs and the protected open spaces.
- 7.117 The policy safeguards the identified open spaces. It indicates that development will only be permitted where one of three circumstances exist. It also safeguards the existing Wildlife Areas in Zebon Copse.
- 7.118 I am satisfied that the policy meets the basic conditions in a general sense. However, I recommend a series of detailed modifications so that it has the clarity required by the NPPF.

In the second paragraph replace ‘permitted’ with ‘supported’

In the first bullet point delete ‘e.g. play equipment’

In the final paragraph delete ‘they shall not.... development’

Policy NE05 – Protecting Biodiversity

- 7.119 This policy seeks to preserve biodiversity in the neighbourhood area. It is a very comprehensive policy. It has three principal elements as follows:
- proposals for development should demonstrate how they would aim to provide a net gain of biodiversity;
 - safeguarding the Thames Basin Heaths SPA; and
 - safeguarding Sites of Importance for Nature Conservation.

7.120 The policy has significant overlaps with national and local policy on this matter. Nevertheless, it provides a sufficient element of local distinctiveness and detail to warrant its retention in the Plan. In this respect it has been heavily underpinned by evidence and local research.

7.121 I am satisfied that the policy meets the basic conditions in general terms. However, the approach in the third element of the policy is rather loosely-drafted. I recommend modifications which more explicitly link it to the development management process. The recommended modification also clarifies the SINC's covered by the policy. As submitted the policy suggests that there is a difference between their wider number and those shown on Figure 28. Nevertheless, its wider intentions remain unchanged.

Replace the third element of the policy with:

'Development proposals should take account of the following Sites of Importance for Nature Conservation (as shown in Figure 28): [List the twelve sites]

Proposals which would have an unacceptable impact on the integrity and biodiversity of any of the sites listed above will not be supported'

Policy TM01 – Parking Standards

7.122 This policy includes several related elements as follows:

- support for electric vehicle charging points;
- off-street parking standards;
- applying those parking standards to extensions/alterations to an existing property; and
- parking standards for commercial premises.

7.123 I am satisfied that the first, third and fourth criteria of the policy are appropriate to the neighbourhood area. In each case I recommend detailed modifications to the wording used so that they have the necessary clarity for a development plan policy.

7.124 In relation to the second criterion of the policy Berkeley Homes contend that the proposed car parking policy for residential development at one parking space per bedroom is insufficiently-evidenced and that, in any event, it is a reaction to pre-existing issues. In the Rationale for the policy the Parish Council points to high levels of car ownership in the neighbourhood area, and the effect which this has on the ability or otherwise of smaller properties to accommodate their own parking requirements. It also highlights the nature of the Zebon Copse and Netherhouse Moor developments.

7.125 I have considered this element of the policy very carefully. On the one hand there are acknowledged parking issues within the neighbourhood area, and in Zebon Copse and Netherhouse Moor in particular. On the other hand, these matters are pre-existing conditions which it would be unreasonable for the Plan to expect new development to address or remedy. In addition, Policy I3 of the recently-adopted Local Plan comments

that development should promote the use of sustainable transport modes prioritising walking and cycling, improve accessibility to services and support the transition to a low-carbon future. It requires new development to provide parking provision to HDC's published standards or to those included in neighbourhood plans. In this context it would be inconsistent for the submitted Plan to propose higher car parking standards which would cut across the sustainability agenda incorporated in the Local Plan. In addition, in my view the evidence provided in the submitted Plan for higher parking standards is not sufficiently compelling to warrant such an approach.

- 7.126 In these circumstances I recommend that the second criterion of the policy is modified so that it refers to HDC published parking standards. I also recommend consequential changes to the Rationale. These changes highlight that the current parking standards are of an interim nature and that any updates to those standards would then apply in the neighbourhood area.

In the first criterion replace 'new developments' with 'they' and 'through the provision.... associated property' with 'through their design and layout in general, and through the provision of electric vehicle charging points appropriate to the layout of the development in particular'

In the second criterion replace 'must make.... sale or rent' with 'should provide appropriate parking provision, in terms of amount, design and layout, in accordance with the Hart District Council's published parking standards at that time'

In the third criterion replace 'are still' with 'continue to be'

In the fourth criterion replace 'which require.... commercial properties' with 'should provide appropriate parking provision, in terms of amount, design and layout, in accordance with the Hart District Council's published parking standards'

In the Rationale delete the first three paragraphs.

At the beginning of the fourth paragraph add: 'The neighbourhood area has a range of housing types. Some larger houses have sufficient capacity to park the vehicles used by their household within their curtilages. Older properties in the village centre were not designed to accommodate current car parking requirements. The more modern developments at Zebon Copse and Netherhouse Moor present a specific set of car parking issues'

In the fourth paragraph replace the penultimate and the final sentences with: 'Policy TM01 requires that any new developments comply with the District Council's published standards. The current published standards are interim in nature (August 2008). The District Council will be preparing a Supplementary Planning Document on this matter. Once it is adopted its parking standards will then be applied in the neighbourhood area. Whilst this approach will not resolve the existing parking issues in the neighbourhood area it should ensure that they do not become more intense. The first criterion of the policy also offers support to sustainable transport initiatives. This approach

consolidates the approach included in Policy I3 of the adopted Local Plan and wider initiatives being pursued by the County Council'

Aspiration TM02 – Reducing Congestion

7.127 The title is clear that this Aspiration is not intended to be a land use policy. It comments about the community's wish to see enhanced community transport and a reduction in traffic congestions. Its aim is laudable.

7.128 Nevertheless, as submitted the Aspiration is partly-written as a policy. I recommend modifications to its format and content to avoid any potential confusion in the Plan period. I also recommend that a different colour for the 'policy' box is used here to differentiate the Aspiration from the land use policies elsewhere in the Plan.

Replace the Aspiration to read:

'The local community will work with relevant organisations to secure:

- *enhanced community transport;*
- *safe cycle and pedestrian facilities; and*
- *measures to enhance road safety and to reduce congestion'*

Other matters

7.129 This report has recommended a series of modifications both to the policies and to the supporting text in the submitted Plan. Where consequential changes to the text are required directly as a result of my recommended modification to the policy concerned, I have highlighted them in this report. However other changes to the general text may be required elsewhere in the Plan as a result of the recommended modifications to the policies. It will be appropriate for HDC and the Parish Council to have the flexibility to make any necessary consequential changes to the general text. I recommend accordingly.

7.130 In the following section of this report I have recommended specific modifications to the Plan to reflect the recent adoption of the Hart Local Plan (Strategy and Sites) 2032. Nevertheless, this general recommended modification would also apply to any other consequential updates arising from the adoption of the Local Plan 2032 that may be required to other parts of the Plan.

Modification of general text (where necessary) to achieve consistency with the modified policies.

References to the Hart Local Plan (Strategy and Sites) 2032

7.131 When the Plan was initially being prepared the recently-adopted Local Plan was an emerging Plan. I recommend modifications to the substantive references to this Plan about the local plan context to take account of the passage of time in general, and the adoption of the Hart Local Plan (Strategy and Sites) 2032 in particular.

- 7.132 Any other consequential updates and modifications would be covered by the general recommended modification in paragraph 7.130 of this report.

Replace the Rationale on pages 13 to 15 of the Plan with:

'This Plan was prepared as the Hart Local Plan (Strategy and Sites) 2032 was being examined. That Plan was adopted in March 2020. The adopted Local Plan acknowledges the sites in the neighbourhood area which already have planning permission. In this context this neighbourhood plan does not identify additional development sites nor does it contemplate specific development proposals. Its focus is on a series of local and environmental matters which are of importance to the local community'

In Section 3 – Policies replace the second, third and fourth paragraphs with:

'In March 2020 Hart District Council adopted the Hart Local Plan (Strategy and Sites) 2032. The policies in this neighbourhood plan are in accordance with the strategic vision, priorities and policies of this local plan. The examination of the neighbourhood plan used the Local Plan 2032 as the development plan for the basis of assessing the neighbourhood plan against the basic conditions'

Detailed matters

- 7.133 HDC has made a series of detailed comments on the initial sections of the Plan. I recommend modifications to the various elements of supporting text insofar they are necessary to ensure that the Plan meets the basic conditions.

Whole document – delete any residual references to the NPPF 2012.

Section 1 Page 9- replace '154' with '16' and in the brackets replace '(NPPF)' with '(2019 NPPF)'

Figure 2 Page 11 – replace 'Existing Settlement Boundaries' with those shown (as proposed) in the Definitive Maps Supplement

Figure 4 Page 19 – show the SSSIs and SINCs on the figure. If necessary, produce the Figure to an appropriate scale to allow these designations to be shown with the clarity required for a development plan document.

Objectives Page 23 – update the three footnotes so that they correspond with the relevant elements of the 2019 NPPF (and to include the relevant paragraph numbers).

Maps

- 7.134 The submitted Plan is very detailed. It includes a series of maps/figures within the main body of the Plan itself. It then includes a separate section of Definitive Maps.
- 7.135 In some cases there are slight differences between the maps/figures within the Plan itself and those within the schedule of Definitive Maps. The definitive maps should be

used as the correct version. For clarity I recommend that the Definitive Maps are incorporated into the main body of the Plan in the event that it is 'made'. Whilst the process that has been followed has worked effectively for the preparation of the Plan it does not bring the clarity required by the NPPF for a development plan.

Incorporate the Definitive Maps into the main body of the Plan.

8 Summary and Conclusions

Summary

- 8.1 The Plan sets out a range of policies to guide and direct development proposals in the period up to 2032. It is distinctive in addressing a specific set of issues that have been identified and refined by the wider community.
- 8.2 Following my independent examination of the Plan I have concluded that the Crookham Village Parish Neighbourhood Development Plan meets the basic conditions for the preparation of a neighbourhood plan subject to a series of recommended modifications.

Conclusion

- 8.3 On the basis of the findings in this report I recommend to Hart District Council that subject to the incorporation of the modifications set out in this report that the Crookham Village Parish Neighbourhood Development Plan should proceed to referendum.

Referendum Area

- 8.4 I am required to consider whether the referendum area should be extended beyond the Plan area. In my view, the neighbourhood area is entirely appropriate for this purpose and no evidence has been submitted to suggest that this is not the case. I therefore recommend that the Plan should proceed to referendum based on the neighbourhood area as originally approved by Hart District Council on 7 August 2014.
- 8.5 I am grateful to everyone who has helped in any way to ensure that this examination has run in a smooth and efficient manner. The Parish Council's detailed responses to the clarification note assisted significantly in the wider process.

Andrew Ashcroft
Independent Examiner
16 March 2020

Appendix 1

Modified Rationale and Evidence for Policy BE06 – Prevention of Flooding Rationale

Within Crookham Village Parish, most significant flooding issues are concentrated in small, discrete areas with the rest of the parish at relatively low risk of flooding. The areas most at risk of flooding lie along the lower reaches of Crondall Road from Brook House down to the land along Zephon Common Lane and Watery Lane. These areas represent the lowest lying land within the parish and accept runoff from the surrounding higher areas both within the parish from Cross Farm and outside the parish from the higher land at Beacon Hill, which runs down through Ewshot Marsh, across Redfields Lane into the parish via Zebon Copse estate and then alongside the aptly named Watery Lane. The Street in Crookham Village also suffers from periodic surface water flooding from the runoff from the higher ground at Cross Farm. These represent the areas where the effects of flooding are likely to be most marked on the receiving environment. For example, old, listed properties such as Brook House on Crondall Road and West View and Grove Cottages on The Street have no foundations nor damp courses and are therefore particularly susceptible to increases in groundwater levels, runoff and floods. Prior to the building of the Zebon Copse estate, Velmead Farm was very marshy in character and acted as a sink for the runoff water from the higher land towards Ewshot and Beacon Hill. This meant that when the Zebon Copse development was planned in the late 1980's, the developer, Martin Grant, built a Sustainable Drainage System (SuDS) consisting of three large balancing ponds supplemented by several smaller drainage areas and a network of new and pre-existing drainage ditches that traversed the entire development. Unfortunately, experience has shown that this early SuDS proved inadequate to deal with the volume of water running off the surrounding high land and has had to be enhanced.

Between 2000 and 2016, the Zebon Copse development experienced four major flooding events with numerous minor incidents. The first major flooding event took place in November 2006 following an extended period of heavy rain and was followed by further significant flooding events in January and February 2007 and again in July 2007. Following this flooding, the SuDS on the estate were enhanced by raising the height of the bank on the main balancing pond on Brandon Road but this still proved insufficient to prevent further flooding on 4 January 2014 after which the bank was further extended and, apart from one instance when the outlet from the pond was partially blocked by a discarded plastic container, no further overflows have been reported. On each occasion, the flooding was not limited to the Zebon Copse development and significant levels of flooding also occurred in Crookham Village, reaching as far as the parish boundary with Dogmersfield. Particular impacts were felt at the western edge of the parish; on the southern side of The Street and along Crondall Road, Stroud Lane and Zephon Common Lane, with subsequent downstream impact to the Dogmersfield conservation area. There is also documentation of extensive flooding on Hitches Lane towards Fleet.

The Parish wishes to take a proactive approach to mitigating and adapting to climate change. Most of the flooding events described in this section have been described as one in a hundred-year events, despite taking place far more regularly than that. Due to climate change, it is anticipated that such events will continue to occur on a regular basis with long-term implications for flood risk, biodiversity and landscapes. The parish wishes to implement a flooding policy to support appropriate measures to ensure the future resilience of each of its

three community areas and implement appropriate infrastructure to help ameliorate the impact of climate change. This policy for flood prevention will also provide an opportunity to avoid increasing the exposure of both new and existing development to the risk of flooding and will also protect blue/green infrastructure⁴ for wildlife and amenity purposes. With regard to surface water drainage, the Parish regards it as being the responsibility of the developer of any future developments within the Parish to make proper provision for drainage to ground, watercourses or surface water sewers.

Footnote: 4 Blue/green infrastructure is defined as the set of ecological services for water quality, flood management, conservation of biodiversity and adaptation to climate change that work by controlling runoff, preventing soil erosion, and recharging aquifers. Natural infrastructure (unsurfaced areas and water bodies) and designed elements (such as SUDS) can help developments avoid flooding and other environmental impacts and support healthy ecosystems.

Evidence

Supporting evidence for this policy can be found in:

- NPPF core planning principles and requirements in Part 14;
 - In particular, according to NPPF paragraph 158: ‘The aim of the sequential test is to steer new development to areas with the lowest risk of flooding. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding. The strategic flood risk assessment will provide the basis for applying this test. The sequential approach should be used in areas known to be at risk now or in the future from any form of flooding.’
- Hart District Council Local Plan 2016 – 2032 Submission Version policies: NBE6;
- Hart District Council Strategic Flood Risk Assessment July 2016 (https://www.hart.gov.uk/sites/default/files/4_The_Council/Policies_and_published_documents/Planning_policy/SFRA%2012th%20December%20FINAL.pdf);
- In particular, according to Hart's SFRA 2016: table 17.1 key policy recommendations. Recommendation 7: It is recommended that an 8m buffer is left alongside main rivers and 5m buffer along ordinary watercourses.

Hart's SFRA 2016 section 9.5 Planning Considerations (page 64): ‘Although the residual risk of a canal embankment breach is low, the consequence on the local area immediately adjacent to the canal, should a breach occur, could be significant. For this reason, the site allocations should consider the risk of canal breach. Development adjacent to the canal embankments should be supported by a breach analysis and appropriate mitigation.’

According to Hart's Green Infrastructure Strategy 2017:

- Page 17: There are opportunities to create green corridors along roads, the railway line, rivers, the canal, footpaths, and also to enhance ecological connectivity through hedgerows

Page 22:

- Access to the rivers and canal for recreation should be promoted;
- The Whitewater and Hart river valleys should also be protected from development, and managed to promote natural flood alleviation.
- Where possible, a green buffer should be retained either side of the Basingstoke Canal and watercourses; an 8-metre buffer for main rivers and 5 metres for other watercourses respectively.

Page 29

- The Hart and Basingstoke Canal and Whitewater Valley are valuable resources but are fragmented in some locations. There are opportunities to increase connectivity enhancing the recreational value of these river corridors.

Page 30

- Regular flooding in a number of locations, including parts of all the main settlements highlights the need for more functional GI features in river catchments, and reinstatement of natural river flood plains where feasible.

Priorities:

- Strategic Green Corridors of SANGs - Can deliver biodiversity, access and flood management – use river corridors as basis for these.
- Secure appropriate investment to respond to SFRA- protect up stream flood plains
- Zebon Copse Residents Association Flooding Reports:
 - o April 2007
 - o July 2007
 - o January 2014
 - FACE IT Press Release 022 dated January 2014;
 - Personal statement made to land at Watery Lane (14/00504/MAJOR) planning appeal by Annette Blackwell re flooding at Zephon Common Lane Appeal document ID23;
 - Photographs of flooding along footpath 1 towards The Street.

Crookham Village Parish Neighbourhood Plan Post-Examination Decision Statement

Summary

1. Following an independent examination, Hart District Council confirms that the Crookham Village Parish Neighbourhood Plan, as recommended to be modified by the Examiner, will proceed to a Neighbourhood Planning Referendum.
2. This 'decision statement' sets out Hart District Council's response to each of the Examiner's recommendations.
3. The date of the referendum is to be determined. Due to Covid-19 the Government has passed regulations¹ preventing neighbourhood plan referenda from taking place before 6 May 2021.

Background

4. The Crookham Village Parish Neighbourhood Plan relates to the area that was designated by the Council as a Neighbourhood Area on 7 August 2014. This area is coterminous with the Crookham Village Parish boundary and is entirely within the Local Planning Authority area (i.e. Hart District).
5. Crookham Village Parish Council undertook pre-submission consultation on the draft Plan in accordance with Regulation 14 (March 2019).
6. Following the submission of the Crookham Village Neighbourhood Plan to the Council in July 2019, the Council publicised the draft Plan for a six-week period and representations were invited in accordance with Regulation 16. The publicity period ended on 5 September 2019.
7. The Council appointed Mr Andrew Ashcroft, with the consent of Crookham Village Parish Council, to undertake the examination of the Crookham Village Neighbourhood Plan.
8. During the examination a further consultation was held (October-November 2019) which focused on the evidence for the Preserving the Gaps Between Settlements policy.
9. The Examiner's Report, dated 16 March 2020, concludes that subject to making the recommended modifications, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Planning referendum. The Examiner also recommends that the referendum area is based on the Neighbourhood Area that was designated by the Council in August 2014.

¹ [Local Government and Police and Crime Commissioner \(Coronavirus\) \(Postponement of Elections and Referendums\) \(England and Wales\) Regulations 2020](#)

Decision and reasons

10. The Neighbourhood Planning (General) Regulations 2012 (as amended) requires in Regulation 18 for the local planning authority to outline what action to take in response to the recommendations of an Examiner in relation to a neighbourhood plan.
11. Having considered each of the recommendations in the Examiner's report and the reasons for them, the Council, with the agreement of Crookham Village Parish Council, has decided to accept the recommended modifications to the Crookham Village Parish Neighbourhood Plan set out in Table I below. This decision was made at Cabinet on [insert date].
12. The Council considers that subject to the modifications set out in Table I below, the Plan meets the basic conditions set out in the legislation.
13. The Council is also required to consider whether to extend the area to which the referendum is to take place under Regulation 18(1e). The Examiner recommended that the Neighbourhood Plan should proceed to a referendum based on the area that was designated by Hart District Council as a Neighbourhood Area. The Council has considered this recommendation and the reasons for it, and has decided to accept it. The referendum on the Crookham Village Neighbourhood Plan will be based on the designated Crookham Village Parish Neighbourhood Area.

Table I: Examiner’s Recommended Modifications and Amendments

Submitted Neighbourhood Plan Policy / Section/Page	Examiner’s Report para reference	Recommended Modification	HDC Consideration / Justification
Settlement Boundary			
Policy SB01 – Settlement Boundaries	Para 7.16	<p>In the third bullet point add at the beginning ‘the development of sensitive adaptations or extensions of’</p> <p>In the fifth bullet point replace ‘a sustainable.... scale development’ with ‘small scale sustainable leisure activity’</p> <p>Delete the penultimate criterion.</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.
Built Environment Policies and Sustainable Development Principles			
Policy BE01 – Sustainable Development Principles	Para 7.20	<p>At the beginning of the second sentence add: ‘As appropriate to the nature, scale and location of the proposed development’</p> <p>In the second sentence replace ‘will be expected to’ with ‘should’</p> <p>In the first bullet point delete ‘and satisfy.... below’</p> <p>In the second bullet point delete ‘(where appropriate)’</p> <p>In the fourth bullet point replace ‘by encouraging’ with ‘through’</p> <p>In the final bullet point replace ‘adequate’ with ‘required’</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.
Policy BE02- General Design Principles	Para 7.25	At the beginning of the policy add: ‘As appropriate to the nature, scale and location of the proposed development’	Agree with the modifications for the reasons

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p>In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'</p> <p>In the first bullet point replace 'possible' with 'practicable'</p> <p>In the fifth bullet point delete 'and not isolated.... the site'</p> <p>In the sixth bullet point add 'where practicable' after 'enhanced'</p> <p>In the penultimate bullet point replace 'appropriate' with 'practicable'</p> <p><i>At the end of the second paragraph in the Rationale add: 'This policy does not affect extant planning permissions in the neighbourhood area. Any reserved matters applications which arise fall to be determined on the basis of the principles agreed as part of the granting of the relevant outline planning permission'</i></p>	<p>set out in the Examiner's Report.</p>
<p>Policy BE03 – Crookham Village Ward Character Area</p>	<p>Para 7.28</p>	<p>At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'</p> <p>In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'</p> <p>In the penultimate bullet point replace 'significant' with 'unacceptable'</p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		Replace the final bullet point with: 'are designed not to increase the level of light pollution within any of the three conservation areas within the neighbourhood area. Proposals for any necessary street lighting or external lighting should be fully justified through an assessment demonstrating the need for the lighting and the measures taken to minimise any impact'	
Policy BE04 – Zebon Ward Character Area	Para 7.31	At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development' Replace the final criterion with: 'Complies with the parking requirements included in Policy TM01 of this Plan'	Agree with the modifications for the reasons set out in the Examiner's Report.
Policy BE05- Netherhouse Ward Character Area	Para 7.35	At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development' In the third criterion replace 'NHM' with 'Netherhouse Ward' Replace the final criterion with: 'Complies with the parking requirements included in Policy TM01 of this Plan'	Agree with the modifications for the reasons set out in the Examiner's Report.
Policy BE06 – Prevention of Flooding	Para 7.40	Replace the policy with: 'Development will be supported where it avoids increasing the risk of flooding from any source and will be safe from flooding for the lifetime of the development. Development should take account of the vulnerability to flooding of its users, should not increase flood risk elsewhere (e.g. downstream) and, where possible, should reduce the flood risk overall. As appropriate to their scale, nature and location development proposals should be designed in accordance with the following principles:	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<ul style="list-style-type: none"> • development in locations, in particular greenfield sites, shown to be at risk of flooding from any source will be considered in accordance with the HDC Strategic Flood Risk Assessment (SFRA) sequential test; • development that increases the risk of flooding from any source, either on- or off-site, should be associated with adequate mitigation; • development in locations immediately adjacent to a river or canal should provide a buffer from development in line with the Hart SFRA and Hart Green Infrastructure Strategy; • the incorporation of Sustainable Drainage Systems will be supported where they adhere to the principles in this policy and will only discharge surface water either at, or less than, greenfield runoff rates (where technically viable), will leave green corridors along watercourses and/or will reduce flood risk; and • developments should, where practicable, incorporate sustainable drainage design features to manage the risk of surface water flooding within their boundary and elsewhere in the parish. Source control measures should, wherever practicable, be natural in their character, design and appearance' <p><i>Replace the Rationale and Evidence Base with the following :-</i></p> <p><i>Within Crookham Village Parish, most significant flooding issues are concentrated in small, discrete areas with the rest of the parish at relatively low risk of flooding. The areas most at risk of flooding lie along the lower reaches of Crondall Road from Brook House down to the land along Zephon Common Lane and Watery Lane. These areas represent the lowest lying land within the parish and accept runoff from the surrounding higher areas both within the parish from Cross Farm and</i></p>	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p>outside the parish from the higher land at Beacon Hill, which runs down through Ewshot Marsh, across Redfields Lane into the parish via Zebon Copse estate and then alongside the aptly named Watery Lane. The Street in Crookham Village also suffers from periodic surface water flooding from the runoff from the higher ground at Cross Farm. These represent the areas where the effects of flooding are likely to be most marked on the receiving environment. For example, old, listed properties such as Brook House on Crondall Road and West View and Grove Cottages on The Street have no foundations nor damp courses and are therefore particularly susceptible to increases in groundwater levels, runoff and floods. Prior to the building of the Zebon Copse estate, Velmead Farm was very marshy in character and acted as a sink for the runoff water from the higher land towards Ewshot and Beacon Hill. This meant that when the Zebon Copse development was planned in the late 1980's, the developer, Martin Grant, built a Sustainable Drainage System (SuDS) consisting of three large balancing ponds supplemented by several smaller drainage areas and a network of new and pre-existing drainage ditches that traversed the entire development. Unfortunately, experience has shown that this early SuDS proved inadequate to deal with the volume of water running off the surrounding high land and has had to be enhanced.</p> <p>Between 2000 and 2016, the Zebon Copse development experienced four major flooding events with numerous minor incidents. The first major flooding event took place in November 2006 following an extended period of heavy rain and was followed by further significant flooding events in January and February 2007 and again in July 2007. Following this flooding, the SuDS on the estate were enhanced by raising the height of the bank on the main balancing pond on Brandon Road but this still proved insufficient to prevent further flooding on 4 January 2014 after which the bank was further extended and, apart from one instance when the outlet from the pond was partially blocked by a discarded plastic container, no further overflows have been reported. On each occasion, the flooding was not limited to the Zebon Copse development and significant levels of flooding also occurred in Crookham Village, reaching as far as the parish boundary with</p>	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p><i>Dogmersfield. Particular impacts were felt at the western edge of the parish; on the southern side of The Street and along Crondall Road, Stroud Lane and Zephon Common Lane, with subsequent downstream impact to the Dogmersfield conservation area. There is also documentation of extensive flooding on Hitches Lane towards Fleet.</i></p> <p><i>The Parish wishes to take a proactive approach to mitigating and adapting to climate change. Most of the flooding events described in this section have been described as one in a hundred-year events, despite taking place far more regularly than that. Due to climate change, it is anticipated that such events will continue to occur on a regular basis with long-term implications for flood risk, biodiversity and landscapes. The parish wishes to implement a flooding policy to support appropriate measures to ensure the future resilience of each of its three community areas and implement appropriate infrastructure to help ameliorate the impact of climate change. This policy for flood prevention will also provide an opportunity to avoid increasing the exposure of both new and existing development to the risk of flooding and will also protect blue/green infrastructure⁴ for wildlife and amenity purposes. With regard to surface water drainage, the Parish regards it as being the responsibility of the developer of any future developments within the Parish to make proper provision for drainage to ground, watercourses or surface water sewers.</i></p> <p><i>Footnote: 4 Blue/green infrastructure is defined as the set of ecological services for water quality, flood management, conservation of biodiversity and adaptation to climate change that work by controlling runoff, preventing soil erosion, and recharging aquifers. Natural infrastructure (unsurfaced areas and water bodies) and designed elements (such as SUDS) can help developments avoid flooding and other environmental impacts and support healthy ecosystems.</i></p> <p>Evidence Supporting evidence for this policy can be found in:</p>	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<ul style="list-style-type: none"> • <i>NPPF core planning principles and requirements in Part 14 on meeting the challenge of climate change and flooding</i> (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779764/NPPF_Feb_2019_web.pdf); • <i>In particular, according to NPPF paragraph 158: 'The aim of the sequential test is to steer new development to areas with the lowest risk of flooding. Development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding. The strategic flood risk assessment will provide the basis for applying this test. The sequential approach should be used in areas known to be at risk now or in the future from any form of flooding.'</i> • <i>Hart District Council Local Plan 2016 – 2032 Submission Version policies: NBE6;</i> • <i>Hart District Council Strategic Flood Risk Assessment July 2016</i> (https://www.hart.gov.uk/sites/default/files/4_The_Council/Policies_and_published_documents/Planning_policy/SFRA%2012th%20December%20FINAL.pdf); • <i>In particular, according to Hart's SFRA 2016: table 17.1 key policy recommendations. Recommendation 7: It is recommended that an 8m buffer is left alongside main rivers and 5m buffer along ordinary watercourses.</i> <i>Hart's SFRA 2016 section 9.5 Planning Considerations (page 64): 'Although the residual risk of a canal embankment breach is low, the consequence on the local area immediately adjacent to the canal, should a breach occur, could be significant. For this reason, the site allocations should consider the risk of canal breach. Development adjacent to the canal embankments should be supported by a breach analysis and appropriate mitigation.'</i> 	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p><i>According to Hart's Green Infrastructure Strategy 2017:</i></p> <ul style="list-style-type: none"> • <i>Page 17: There are opportunities to create green corridors along roads, the railway line, rivers, the canal, footpaths, and also to enhance ecological connectivity through hedgerows</i> <p><i>Page 22:</i></p> <ul style="list-style-type: none"> • <i>Access to the rivers and canal for recreation should be promoted;</i> • <i>The Whitewater and Hart river valleys should also be protected from development, and managed to promote natural flood alleviation.</i> • <i>Where possible, a green buffer should be retained either side of the Basingstoke Canal and watercourses; an 8-metre buffer for main rivers and 5 metres for other watercourses respectively.</i> <p><i>Page 29</i></p> <ul style="list-style-type: none"> • <i>The Hart and Basingstoke Canal and Whitewater Valley are valuable resources but are fragmented in some locations. There are opportunities to increase connectivity enhancing the recreational value of these river corridors.</i> <p><i>Page 30</i></p> <ul style="list-style-type: none"> • <i>Regular flooding in a number of locations, including parts of all the main settlements highlights the need for more functional GI features in river catchments, and reinstatement of natural river flood plains where feasible.</i> <p><i>Priorities:</i></p> <ul style="list-style-type: none"> • <i>Strategic Green Corridors of SANGs - Can deliver biodiversity, access and flood management – use river corridors as basis for these.</i> • <i>Secure appropriate investment to respond to SFRA- protect up stream flood plains</i> • <i>Zebon Copse Residents Association Flooding Reports:</i> <ul style="list-style-type: none"> o <i>April 2007</i> o <i>July 2007</i> o <i>January 2014</i> 	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<ul style="list-style-type: none"> • FACE IT Press Release 022 dated January 2014; • Personal statement made to land at Watery Lane (14/00504/MAJOR) planning appeal by Annette Blackwell re flooding at Zephon Common Lane Appeal document ID23; • Photographs of flooding along footpath 1 towards The Street. 	
Policy BE07 – Development of Footpath and Cycleway Networks	Para 7.42	Replace 'where effective...made' with 'which incorporate effective measures'	Agree with the modifications for the reasons set out in the Examiner's Report.
Protection of Historic and Community Assets			
Policy PA01 – Crookham Village Conservation Area	Para 7.50	<p>At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'</p> <p>In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'</p> <p>Throughout the policy replace 'shall' with 'should'</p> <p>Replace the third principle with: 'Development should respect the linear nature of pattern of development in the Conservation Area, following adherence to recognised good examples of traditional building forms and the prevailing grain of development within the area. Where appropriate it should reflect the mix of single and two storey traditional</p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p>buildings in order to introduce interest and variety into the development in order to reinforce the character and distinctiveness of an area'</p> <p>Replace the sixth principle with: 'Development shall respect the significance of heritage assets in the Conservation Area street scene. Particular consideration shall be given to retaining the contribution of buildings and sites to the significance of the conservation area where they frame, punctuate or terminate views though, out and into the village'</p> <p>In the seventh principle replace 'distinct setting that' with 'positive contribution that'. Between 'the' and 'Conservation Area' add 'setting of the'</p> <p>In the penultimate principle delete 'together with.... street scene'</p> <p>Delete the final principle.</p>	
Policy PA02 – Basingstoke Canal Conservation Area	Para 7.58	<p>At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'</p> <p>In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'</p> <p>Throughout the policy replace 'shall' with 'should'</p> <p>Incorporate the fifth, sixth and seventh bullet points as detailed elements of the overarching fourth bullet point rather than as free-standing principles</p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		Delete the final principle.	
Policy PA03 – Dogmersfield Conservation Area	Para 7.64	<p>At the beginning of the policy add: 'As appropriate to the nature, scale and location of the proposed development'</p> <p>In the opening part of the policy insert:</p> <ul style="list-style-type: none"> • 'the element of' between 'within' and 'the' • 'that lies within the Crookham Village neighbourhood area' between 'Area' and 'and' <p>In the opening part of the policy replace 'statutory, local and neighbourhood plan' with 'development plan'</p> <p>Throughout the policy replace 'shall' with 'should'</p> <p>Replace the first principle with the following two principles:</p> <p>'Development proposals will be supported where their design reflects:</p> <ul style="list-style-type: none"> • the distinct village character and respond to and reinforce the pattern of development in the Dogmersfield Conservation Area; • the character, appearance and architectural detail of existing buildings and the character and/or appearance of the streetscape in respect of the use of construction materials and finishes for buildings or extensions; and 	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<ul style="list-style-type: none"> as appropriate to their locations these finishes should include timber framed structures, local red brick, clay plain roof tiles, natural wood lap above render, and the use of wood or visually similar natural materials for fittings. <p>New buildings should be of a density, scale, size, colour, style and proportions to complement the character of the Dogmersfield Conservation Area'</p> <p><i>At the beginning of the Rationale add: 'This policy addresses that part of the Dogmersfield Conservation Area that is within the Crookham Village neighbourhood area. The substantive part of the conservation area is within Dogmersfield Parish to the west. The policy has been designed so that it is consistent with Policy DNP2 of the made Dogmersfield Neighbourhood Plan. This will ensure that the District Council will be able to determine development proposals throughout the conservation area in a clear and consistent fashion'</i></p>	
Policy PA04 – Protection of Historic Assets	Para 7.67	<p>Replace the first paragraph with: 'Insofar as planning permission is required restoration and conservation proposals that would conserve or where practicable enhance the historic environment in the neighbourhood area will be supported'</p> <p>Replace the second sentence of the third part of the policy with: 'Within conservation areas development proposals which respect the built form and linear nature of their built environment will be supported. Where it is practicable to so development proposals should not involve the net loss of native trees and hedges'</p> <p>At the end of the third paragraph of the policy replace 'encouraged' with 'supported'</p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
Policy PA05 – Protection of Assets of Community Value	Para 7.70	<p>In the first part of the policy replace 'be resisted' with 'not be supported'</p> <p>In the second part of the policy replace 'affecting' with 'which would affect the integrity or the use of an'</p> <p>Delete the third part of the policy</p> <p><i>At the end of the first paragraph in the Rationale add: 'The policy will apply to any additional Assets of Community Value which may be designated within the Plan period.'</i></p>	Agree with the modifications for the reasons set out in the Examiner's Report.
Landscape and Natural Environment Policies			
Policy NE01 – Preserving the Gaps between Settlements	Para 7.105	<p>Dogmersfield Gap – Pilcot Farm Area</p> <p><i>Delete the proposed Local Gap from Figure 18.</i></p> <p>At the beginning of the policy insert: 'The Plan designates the following Local Gaps as shown on Figure 18:</p> <ul style="list-style-type: none"> • Crookham Village Gap – Grove Farm Area; and • Crookham Village Gap – Cross Farm, Peatmoor Copse and the River Hart floodplain Area' <p>Replace 'Development in the Gaps between Settlements' with 'Proposed development in the identified Local Gaps'</p> <p>Replace 'will only be permitted' with 'will be supported'</p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p><i>At the beginning of the Rationale add: 'This policy reflects the sensitivity of the geographic location of Crookham Village and its surrounding settlements. The two identified Local Gaps are located in the countryside and are outside the settlement boundary of Crookham Village itself. In this context this policy has been designed to add distinctive value to the general approach towards the countryside in Policy SB01 of this Plan'</i></p> <p><i>After the first paragraph in the submitted Plan add: The two identified local gaps are Crookham Village Gap – Grove Farm Area and Crookham Village Gap – Cross Farm, Peatmoor Copse and the River Hart floodplain Area. They are shown on Figure 18'</i></p> <p><i>In the second paragraph of the submitted Plan delete the final sentence.</i></p> <p><i>In the third paragraph of the submitted Plan (first sentence) replace 'The gap' with 'The Local Gaps' and 'is' with 'are'</i></p> <p><i>In the third paragraph of the submitted Plan delete the second and third sentences.</i></p> <p><i>In the third paragraph of the submitted Plan (fourth sentence) replace 'This is set' with 'The policy approach'</i></p> <p><i>In the third paragraph of the submitted Plan (fifth sentence) delete 'Although this...designation' and replace 'the identified...settlements is' with 'The identified Local Gaps are' and 'its' with 'their'</i></p> <p><i>Replace the final paragraph of the Rationale with: 'The policy approach seeks to ensure that any development which may be proposed within the Local Gaps in the context of the approach in Policy SB01 of this Plan would be determined on an assessment of the extent to which it would,</i></p>	

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p><i>either individually or cumulatively, lead to the physical or the visual coalescence of the settlements concerned. Plainly such decisions will be a matter of judgement for Hart District Council on a case-by case basis and in the context of policies in this Plan and Policy NBE2 Landscape of the Local Plan'</i></p> <p><i>In the Evidence section insert an additional bullet point to read 'Supporting Paper for Policy NE01 of the Neighbourhood Plan (Amended Version - 17/10/2019)'</i></p>	
Policy NE02 – Preserving Key Views	Para 7.111	<p>Replace the policy with:</p> <p>'The Plan identifies a series of key views in Table 1 and as shown on Figure 19.</p> <p>Development proposals should respect the identified key views and should be designed so that their layout, scale, massing and height does not have an unacceptable impact on the characteristics of any affected key view concerned. Development proposals which would have an unacceptable impact on the character of an identified key view will not be supported'</p> <p><i>Delete proposed views 10, 11 and 15 from Figure 19 and from Table 1 (page 83).</i></p> <p><i>In the first paragraph of the Rationale delete the fourth, fifth and sixth sentences and replace with: 'The various views are principally shown on Figure 19. They are also shown on Figures 13-16 to add value to the other information shown on those figures'</i></p> <p><i>At the end of the Rationale add: 'Policy NE02 provides a context within which new development should take account of the significance of the various identified viewpoints. It seeks to ensure that</i></p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<i>through careful design, massing and the orientation of buildings that new development can be incorporated within the neighbourhood area whilst respecting the identified views'</i>	
Policy NE03- Local Green Spaces	Para 7.114	<p>In the final part of the policy delete 'for example....in any other place'</p> <p><i>At the end of the second paragraph of the Rationale add: 'Policy NE03 provides appropriate protection for the three identified green spaces. The policy approach follows the matter-of-fact approach in the NPPF. The District Council will be able to take an informed decision on a case-by-case basis if any development is proposed within any of the three proposed green spaces. Very special circumstances may reflect the scale and nature of the three sites concerned. However, they may include the provision of essential infrastructure where it cannot be provided elsewhere'</i></p>	Agree with the modifications for the reasons set out in the Examiner's Report.
Policy NE04 – Protected Open Space	Para 7.118	<p>In the second paragraph replace 'permitted' with 'supported'</p> <p>In the first bullet point delete 'e.g. play equipment'</p> <p>In the final paragraph delete 'they shall not.... development'</p>	Agree with the modifications for the reasons set out in the Examiner's Report.
Policy NE05 – Protecting Biodiversity	Para 7.121	<p>Replace the third element of the policy with: 'Development proposals should take account of the following Sites of Importance for Nature Conservation (as shown in Figure 28): [List the twelve sites]</p> <p>Proposals which would have an unacceptable impact on the integrity and biodiversity of any of the sites listed above will not be supported'</p>	Agree with the modifications for the reasons set out in the Examiner's Report.
Traffic and Movement Policies			

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
Policy TM01 – Parking Standards	Para 7.126	<p>In the first criterion replace 'new developments' with 'they' and 'through the provision.... associated property' with 'through their design and layout in general, and through the provision of electric vehicle charging points appropriate to the layout of the development in particular'</p> <p>In the second criterion replace 'must make.... sale or rent' with 'should provide appropriate parking provision, in terms of amount, design and layout, in accordance with the Hart District Council's published parking standards at that time'</p> <p>In the third criterion replace 'are still' with 'continue to be'</p> <p>In the fourth criterion replace 'which require.... commercial properties' with 'should provide appropriate parking provision, in terms of amount, design and layout, in accordance with the Hart District Council's published parking standards'</p> <p><i>In the Rationale delete the first three paragraphs.</i></p> <p><i>At the beginning of the fourth paragraph add: 'The neighbourhood area has a range of housing types. Some larger houses have sufficient capacity to park the vehicles used by their household within their curtilages. Older properties in the village centre were not designed to accommodate current car parking requirements. The more modern developments at Zebon Copse and Netherhouse Moor present a specific set of car parking issues'</i></p> <p><i>In the fourth paragraph replace the penultimate and the final sentences with: 'Policy TM01 requires that any new developments comply with the District Council's published standards. The current published standards are interim in nature (August 2008). The District Council will be</i></p>	Agree with the modifications for the reasons set out in the Examiner's Report.

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<i>preparing a Supplementary Planning Document on this matter. Once it is adopted its parking standards will then be applied in the neighbourhood area. Whilst this approach will not resolve the existing parking issues in the neighbourhood area it should ensure that they do not become more intense. The first criterion of the policy also offers support to sustainable transport initiatives. This approach consolidates the approach included in Policy 13 of the adopted Local Plan and wider initiatives being pursued by the County Council'</i>	
Aspiration TM02 – Reducing Congestion	Para 7.128	<p><i>Replace the Aspiration to read:</i></p> <p><i>'The local community will work with relevant organisations to secure:</i></p> <ul style="list-style-type: none"> • <i>enhanced community transport;</i> • <i>safe cycle and pedestrian facilities; and</i> • <i>measures to enhance road safety and to reduce congestion'</i> 	Agree with the modifications for the reasons set out in the Examiner's Report.
Other Matters			
General	Para 7.130	<i>Modification of general text (where necessary) to achieve consistency with the modified policies.</i>	Agree with the modifications for the reasons set out in the Examiner's Report.
General	Para 7.132	<p><i>Replace the Rationale on pages 13 to 15 of the Plan with:</i></p> <p><i>'This Plan was prepared as the Hart Local Plan (Strategy and Sites) 2032 was being examined. That Plan was adopted in March 2020. The adopted Local Plan acknowledges the committed sites</i></p>	Agree with the modifications for the reasons set out in the

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
		<p><i>in the neighbourhood area. In this context this neighbourhood plan does not identify additional development sites nor does it contemplate specific development proposals. Its focus is on a series of local and environmental matters which are of importance to the local community'</i></p> <p><i>In Section 3 – Policies replace the second, third and fourth paragraphs with: 'In March 2020 Hart District Council adopted the Hart Local Plan (Strategy and Sites) 2032. The policies in this neighbourhood plan are in accordance with the strategic vision, priorities and policies of this local plan. The examination of the neighbourhood plan used the Local Plan 2032 as the development plan for the basis of assessing the neighbourhood plan against the basic conditions'</i></p>	<p>Examiner's Report.</p>
Detailed Matters			
	<p>Para 7.133</p>	<p><i>Whole document – delete any residual references to the NPPF 2012.</i></p> <p><i>Section 1 Page 9- replace '154' with '16' and in the brackets replace '(NPPF)' with '(2019 NPPF)'</i></p> <p><i>Figure 2 Page 11 – replace 'Existing Settlement Boundaries' with those shown (as proposed) in the Definitive Maps Supplement</i></p> <p><i>Figure 4 Page 19 – show the SSSIs and SINCs on the figure. If necessary, produce the Figure to an appropriate scale to allow these designations to be shown with the clarity required for a development plan document.</i></p> <p><i>Objectives Page 23 – update the three footnotes so that they correspond with the relevant elements of the 2019 NPPF (and to include the relevant paragraph numbers).</i></p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>
<p>Maps</p>	<p>Para 7.135</p>	<p><i>Incorporate the Definitive Maps into the main body of the Plan.</i></p>	<p>Agree with the modifications</p>

Submitted Neighbourhood Plan Policy / Section/Page	Examiner's Report para reference	Recommended Modification	HDC Consideration / Justification
			for the reasons set out in the Examiner's Report.

CABINET

DATE OF MEETING: Thursday 2 July 2020

TITLE OF REPORT: NOMINATIONS TO OUTSIDE BODIES 2020/2021

Report of: Joint Chief Executive

Cabinet Member: Councillor David Neighbour, Leader

1. PURPOSE OF REPORT

1.1 To seek nominations to Hart's approved list of Outside Bodies.

2. OFFICER RECOMMENDATION

2.1 That the list of nominations to Hart's approved list of Outside Bodies, as set out in **Appendix 2**, be approved.

3. BACKGROUND

3.1 Annually, a specified number of representatives are nominated to sit on Hart's approved list of Outside Bodies.

3.2 At the end of each year, each representative is requested to prepare a short report outlining the role of the organisation; the benefit to the Council of providing a representative to that organisation; and how the priorities of the organisation link with the Council's corporate priorities. A summary of the reports is in **Appendix 1**.

3.3 Overview and Scrutiny Committee were not able to consider these reports due to cancellation of the April meeting because of COVID-19.

3.4 A list of outside bodies, subject to Cabinet approval, requiring nominations for 2020/21 are in **Appendix 2**.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications.

5. CONCLUSIONS

5.1 Cabinet is requested to approve the list of nominations to Hart's approved list of Outside Bodies.

Contact Details: Patricia Hughes, Corporate Director
Patricia.hughes@hart.gov.uk (01252) 774450

APPENDICES

Appendix 1 – 2019/2020 Summary of Comments from Representatives

Appendix 2 – List of Outside Bodies and required nominations

HART REPRESENTATIVES ON OUTSIDE BODIES 2019/2020

SUMMARY OF COMMENTS FROM REPRESENTATIVES – JUNE 2020

Outline of Organisation	Input from Representative	Benefit to Council	Comments / Retain
Basingstoke Canal Joint Management Committee			
Management of the canal, its facilities, upkeep and infrastructure throughout Surrey and Hampshire	3 meetings attended. Part of decision-making process with voting rights.	Representation does strengthen partnerships with other riparian authorities, the two County Councils as well as Hart Parish Councils and commercial users. The canal is important both ecologically and as a leisure facility. Much of the work either carried out directly by the Canal Authority or by volunteer groups. The work is led by the two County Councils, but there is opportunity for input from member representatives who have equal voting rights at the meetings.	Yes
Blackbushe Metals Liaison Panel			
To check environmental issues.	No response.		
Blackbushe Airport Consultative Committee			
Looks at complaints from the public on low flying aircraft and helicopters.	No response.		

Blackwater Valley Advisory Committee for Public Transport			
Working in partnership with other local councils to discuss and recommend proposals for the improvement of existing and new services.	Meeting cancelled due to COVID-19. HDC due to host in September.		Yes
Blackwater Valley Recreation and Countryside Management Committee			
This is a Partnership project between HCC, local authorities and community organisations, working to maintain and improve the River Blackwater and the open greenspaces alongside	<p>This Organisation has met once this year. Representative attended meeting.</p> <p>Organisation is most definitely not dormant. We have voting rights at the AGM and are informed and consulted with as part of the decision-making process. Additionally, we receive a quarterly bulletin/update via email, which includes budgetary information along with works and activities that have taken place around the valley by both the rangers and the volunteers.</p>	<p>This is an example of partnership working at its best where both bodies benefit from the work that's carried out. The North East of the District has, for many years, benefited considerably from the work of the BVCP.</p> <p>Recommended to continue.</p>	Yes
Citizens Advice Hart			
Providing Hart's Citizens with free, impartial and confidential advice	No response.		

Crookham Almshouse Charity			
<p>The charity “provides Almshouse accommodation for poor persons of good character” who are inhabitants of the district of Hart , with preference for those resident in Crookham Village, Ewshot, Church Crookham, Pondtail, Courtmoor and Fleet West.</p>	<p>The Committee meets twice a year but as Chair of Trustees I have regular, ad hoc contact with the Clerk as and when issues arise.</p> <p>The clerk, Chairman and Treasurer undertake the bulk of the day to day running of the Almshouses, relating their decisions via email and at committee meetings. More significant decisions are made at committee. I have voting rights and am involved in interviewing applicants when a unit becomes vacant.</p> <p>The charity “provides almshouse accommodation for poor persons of good character” who are inhabitants of the district of Hart, with preference for those resident in Crookham Village, Ewshot, Church Crookham, Pondtail, Courtmoor and Fleet West.</p>	<p>Representation on this body provides an important link with a well-established and long-standing local charity which offers a help in hand to vulnerable people in our community.</p> <p>It enables a group of local trustees and Hart officers to work together to provide much needed housing in this part of the district, particularly as housing is so expensive here.</p> <p>The Charity provides a link between the local authority and a little piece of history.</p> <p>On a personal level, it gives me the opportunity to be directly involved (for instance in interviewing applicants for vacant units) and to make a positive contribution to the running of the Almshouses. All our residents are vulnerable in some shape or form and it is hugely satisfying to be able to give them a roof over their head and security. Last summer we took all the residents out for afternoon tea. They are all extremely grateful for the accommodation they have at the Almshouses.</p> <p>During the current Covid crisis, the Clerk of the Almshouses has been proactive in keeping tabs on all the residents, many of whom are frightened and vulnerable.</p>	<p>Yes. Council input is positive and should be continued.</p>

District Councils' Network			
Lobbies on behalf of District Councils.	No response.		
District Health and Wellbeing Forum			
To lead collaborative working across the Hart District, to deliver added value in improving health and wellbeing and reducing health inequalities through working in partnership, to identify key issues within Hart's Health profile and develop actions to address them, to assist in the delivery of the outcomes and priorities of the Hampshire Health and Well Being Board Strategy.	No response		
Enterprise M3 Leaders Board			
Oversees public sector economic development.	No response		
Farnborough Aerodrome Consultative Committee (FACC)			
The FACC is a body designated to scrutinise the operation of Farnborough Aerodrome in respect to its impact on local residents and business community. It is made up in equal ratio of aviation stakeholders, public organisations and local authorities.	Meets around 3 times a year. Involved in decision making, informed and consulted on decisions.	Aircraft movements in and out of Farnborough can have an impact on residents across a wide range of the district but by far it affects more those directly under the flight path in Ewshot and Church Crookham. This is an ideal forum to raise their concerns and to maintain a constructive dialogue with the airport operator TAG. There is also an educational element to these meetings in that the committee invite industry	Yes, but representative s should continue to be selected from Wards which sit directly under the flight path.

		experts to come and give presentations on noise, safety and airspace regulation. Note: A new owner has recently taken over the aerodrome. It will be interesting to see if they are as open as TAG had been in recent years. Important for HDC to build a relationship with the new operator MacQuarie Infrastructure and Real Assets (MIRA).	
Fleet Business Improvement District (BID)			
Formal BID funded by levy on businesses (within BID area) to promote and support Levy Payer activity. Constituted through BID legislation and formed through Referendum in 2016	No response		
Fleet Pond Society			
Works in partnership with HDC to maintain and improve Fleet Pond	No Response		
Hampshire Partnership			
HCC	No response		
Hampshire Police and Crime Panel			
The panel holds the Police and Crime Commissioner to account on behalf of the public.	No response		
Hart Voluntary Action			
Supports the voluntary and community sector in Hart in	No response		

a range of ways - Provides advice and information, help with finding grants, run networking events, various training courses, volunteer recruitment			
HARAH (Hampshire Alliance for Rural Affordable Housing)			
	No response.		
Inclusion Hampshire			
An alternative education provider, helping young people through small structured teaching groups, to learn in a way that works for them.	No response		
Local Government Association (HIOWLA)			
An umbrella organisation for Hampshire local authorities to come together on issues of importance.	No response		
LGA General Assembly (Annual)			
The Confederation of Local Government	No response		

Military Covenant Group	<p>Representation on this body:</p> <p>1) strengthens the Council’s partnerships as it ensures coordinated approaches across the local authorities, allows for risk/problem mitigation and reduces actions across those broader areas(as military personnel are spread across a range of sites and live at dispersed locations). The links to HDC services help to provide better outcomes for serving personnel <i>and veterans</i> in need.</p> <p>2) demonstrates the Council’s commitment to the Hart Community Covenant which was signed in 2011. Enables a coordinated effort with partners, to encourage integration between military and civilian communities and ensures support is available for those with complex needs related to military service and the armed forces community.</p> <p>3) HDC can help to influence issues which impact on those living and working in Hart (civilian and military).</p> <p>As a coordination group there are no hard decisions, only agreement to take matters further within the council processes. Work is collaborative and hence inputs are a core part of the function. Extensive minutes are produced.</p>	<p>This organisation has met 4 times up to Feb, others since cancelled due to covid, next will be virtual meetings)</p> <p>Meetings attended: All have had HDC representation.</p> <p>Organisation is very active and effective.</p> <p>Much of the Cllr involvement has been through Cllr Collings who has now resigned and he should be thanked for all that he has done. Liz Glenn has also worked tirelessly on this issue and should be thanked and appreciated.</p> <p>Ideas and solutions for issues are shared along with good practice and information about projects and services available to support the local armed forces community. The “heads-up” briefing enables HDC to prepare for future issues.</p> <p>The team has looked at the impact of the Future Accommodation Model [FAM] (to enable serving personnel the opportunity to seek privately let accommodation) and how that might affect the local housing rental market. Work has continued in the Employer Recognition Scheme to enable Hart to be recognised as a Forces Friendly Employer (the Council achieved a Bronze Award from this national scheme and is working towards Silver).</p>	<p>Yes, strongly recommended to continue.</p>
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	Most input is based on sharing experiences, issues, initiatives and local activity within HDC. The members gain understanding from each other and receive briefings from the military teams to facilitate mitigating issues within the community.	<p>Cllr Collings has been actively involved in developing plans for a local Veterans Hub alongside key partners such as the Royal British Legion and Men's Shed.</p> <p>Meetings regularly consider issues associated with: Children and Education, Housing, Health & Wellbeing, Environment & Infrastructure, Veterans</p>	
North East Hampshire CPRE			
The CPRE seeks to use its national profile to 'enable people to recognise and enjoy the diverse natural environment by protecting exceptional countryside assets'.	No response		
North Hampshire Road Safety Council			
A forum to look into improving the safety on North Hampshire's roads. Promoting and encouraging road safety through campaigns and education.	No response		
Project Integra Strategy Board			
Partnership with all the local Councils in Hampshire to ensure a combined approach to waste disposal and recycling (marketing, education and innovation).	No response		

Safer North Hampshire Community Safety Partnership			
The Partnership oversees community safety issues across Hart, Rushmoor and Basingstoke.	No response.		
South East England Councils (SEEC)			
To provide a regional view of our interests to government.	No response.		
Thames Basin Heaths – Joint Strategic Partnership			
A body set up to advise on mitigation measures for protecting the SPA from the adverse effects of development. In particular in regards to managing SANGS policy and monitoring the effectiveness of SANGS.	Once or twice per year depending on need – it can meet more often if there are issues to be resolved. It also spins out a number of working groups to tackle particular issues. We are kept informed and are consulted on decisions. Hart have (throughout my involvement) been an active positive contributor to this body. There is also a parallel officer’s committee again in which Hart have made a major contribution. Not least because of the extensive SPA & SANG lands which we own and manage.	SANGS are vital to the effective delivery of housing in this district, without them all housing would need to be rammed into the southwestern corner of the district. SANGS also provide a wonderful in perpetuity resource of much needed public open space. Engagement in the TBH-JSPB is of strategic importance to Hart.	Yes definitely
Thames Basin Heaths – Strategic Access			
Management and Monitoring Board This is the body tasked with monitoring the use made by communities of SPA land which may have a deleterious effect on the ecology.	No response.		

The Vine Day Centre			
The Vine Day Centre is the only charity which provides shelter and learning facilities to those over 25 years old in the District (across Rushmoor as well).	No response.		
Vivid Housing Association			
	No response.		

(1), (2) etc - Indicates first, second or reserve member's comments

HART REPRESENTATIVES ON OUTSIDE BODIES 2020/21

Outside Bodies	No. of Representatives	Nominee(s)
Basingstoke Canal Joint Management Committee	2 Councillors (normally taken from Wards that include the line of the Canal)	1. 2.
Blackbushe Airport Consultative Committee	2 Councillors 1 Reserve	1. 2. Reserve:
Blackbushe Metals Liaison Panel	2 Councillors	1. 2.
Blackwater Valley Advisory Committee for Public Transport	2 Councillors 1 Reserve Councillor	1. 2. Reserve:
Blackwater Valley Recreation & Countryside Management Committee	2 Councillors (1xCabinet Member)	1. 2.
Citizens Advice Hart	1 Councillor (1xCabinet Member)	
Crookham Almshouse Charity (Trustee)	1 Councillor	
District Health and Wellbeing Forum	1 Councillor	
Enterprise M3 Leaders Board	1 Councillor (Leader)	
Farnborough Aerodrome Consultative Committee (FACC)	2 Councillors 1 Reserve Councillor	1. 2. Reserve:
Fleet Business Improvement District	1 Councillor	
Fleet Pond Society	1 Councillor 1 Reserve Councillor	1. Reserve:
Hampshire Partnership	1 Councillor, 1 Reserve (Leader & Deputy Leader)	1. Reserve:
Hampshire Police and Crime Panel	1 Councillor	
Hart Voluntary Action	1 Councillor (1xCabinet Member)	
HARAH (Hampshire Alliance for Rural Affordable Housing)	2 x Cabinet Members	1. 2.
Inclusion Hampshire	1 Councillor	

PAPER C
Appendix 2

LGA General Assembly (Annual Event)	1 Councillor (Leader or Deputy Leader)	
Local Government Association HLOW and District Councils Network	1 Councillor 1 Reserve (Leader & Deputy Leader)	1. Reserve:
Military Community Covenant	1 Councillor 1 Reserve	1. Reserve:
North East Hampshire CPRE	1 Councillor (Observer)	
North Hampshire Road Safety Council	1 Councillor 1 Reserve	1. Reserve:
Project Integra Strategy Board	1 Councillor 1 Reserve Councillor (2xCabinet Members)	1. Reserve:
Safer North Hampshire Community Safety Partnership	1 Cabinet Member	
South East England Councils (SEEC)	1 Councillor 1 Reserve Councillor	1. Reserve:
Thames Basin Heaths – Joint Strategic Partnership	1 Councillor 1 Reserve Councillor	1. Reserve:
Thames Basin Heaths – Strategic Access Management and Monitoring Project Board	1 Councillor 1 Reserve Councillor	1. Reserve:
The Vine Day Centre	1 Councillor	
Vivid Housing Association	1 Councillor	1. Reserve:

CABINET

DATE OF MEETING: 2 JULY 2020

TITLE OF REPORT: COUNCIL RESPONSE TO COVID-19 AND NEXT STEPS

Report of: Joint Chief Executive

Cabinet Member: Leader of the Council

I PURPOSE OF REPORT

- 1.1 This report provides an overview of the Council's work to support the district during the outbreak of Coronavirus (COVID-19) and also provides the Council's emerging recovery plan to support the district in the coming months.
- 1.2 This report only represents an initial, high level assessment of the current position. It is a 'holding' report. The situation is still live, the pandemic is still ongoing (albeit apparently decreasing in intensity), and more work is required to give a more informed assessment of the implications for the Council. Furthermore, informed reports particularly on the financial implications and the Recovery Plan will be prepared for consideration in due course.

2 RECOMMENDATIONS

- 2.1 That Cabinet notes and endorses the council's response to the outbreak of coronavirus including executive decisions taken.
- 2.2 That the outline Hart COVID 19 Recovery Plan is agreed but recognising that this is a document that will evolve and be updated as required in the light of emerging information and local circumstances.

3 BACKGROUND

- 3.1 The global pandemic of coronavirus has resulted in an unprecedented challenge to both the Council and the community that it serves. All public services have been placed under considerable stress, not least of which was to seek at no notice to continue to operate in a 'lockdown' scenario with staff displaced and working from home. The Council however, responded by maintaining essential Council services, providing support to local businesses, supporting the most vulnerable in our communities and delivering national funding packages.
- 3.2 The Council is a Category One responder under the Civil Contingencies Act and is therefore required to initiate and take action as necessary to respond to any emergency. The Council is also part of the Local Resilience Forum (LRF) which brings together partners and national advisors if required to support response and recovery. There are two distinct but overlapping phases in emergency management.
 - **Response Phase** – Encompasses the actions taken to deal with the immediate effects of the pandemic. At this point rapid implementation of arrangements for

collaboration, coordination and communication are vital. Response encompasses the effort to deal with the direct effects of the emergency itself and the indirect effects.

- **Recovery Phase** – The recovery phase begins at the earliest opportunity following the onset of an emergency, running in tandem with the response to the emergency itself. It continues until the disruption has been rectified, demands on services have returned to normal levels and the needs of those directly and indirectly affected have been met. In sharp contrast to the response phase, the recovery phase may endure for months, years or even decades.
- 3.3 The Joint Chief Executive’s preparations for COVID-19 began through internal management teams throughout January and February, including the testing of homeworking for all staff during February and early March. This early consideration of issues enabled significant preparation to be made to maintain Council services even when working remotely from the 23rd March 2020.
- 3.4 On Friday, 20th March, the Hampshire and Isle of Wight Local Resilience Forum formally declared coronavirus a major incident. On the following Sunday, after the announcement by the Prime Minister of the need to stay home, as well as make provision for the care and support of the shielded or vulnerable by Councils, Hart District Council invoked its Emergency Plan, advising Group Leaders of this decision, via email. This was then communicated to staff and the public on Monday, 23rd March, with the Council Offices closing its doors to the public.

4 GOVERNANCE

- 4.1 Under the constitution, decision making in the event of a Civil Emergency is altered as outlined below:
- *“Duty to act and power to incur expenditure, so as to provide support to the emergency services in dealing with a civil emergency as defined by the Hampshire County Council (or other appropriate body) and the District’s Major Civil Emergency Plan or successor Plan and/or arrangements. Such power may be exercised by the Officer in charge of the Council response or other formal arrangements entered into between the Council and Hampshire County Council pursuant to the Civil Contingencies Act 2004 or otherwise in accordance with the Emergency Plan.*
 - *“CSOs [contract standing orders] cannot be waived where the contract value is in excess of the relevant EU threshold, unless it can be demonstrated to be essential for reasons of responding to a civil emergency, business continuity incident or in recovery.”*
- 4.2 Whilst recognising the ability for the Joint Chief Executives to take emergency decisions, mechanisms were put in place to help ensure good engagement, communication and governance. These included establishing
- a weekly Group Leaders meeting from the 23rd March (moved from monthly)
 - a Group Leaders ‘chat’ via Teams from the 27th March
 - a fortnightly Cabinet meeting (moved from monthly)
 - a new way to respond effectively to all Councillor enquiries (2nd April)
- 4.3 To help keep Councillors informed, the engagement developed over time. Emails were sent to all Councillors on the 20th March (on social distancing), 23rd March (on local support hubs) and then on a daily basis, with a wide variety of issues covered from the 2nd April until the 4th June when by mutual agreement this was reduced to a

weekly update. The distribution list was broadened during April to include Parish and Town Councils, County Councillors and MP's, and more recently now also includes the Voluntary Community Co-ordinators across the district.

5 COVID-19 RESPONSE

5.1 The Council has had to fundamentally change the way in which it provides its services. The organisation was in essence split between 'Response' and 'Business Continuity'. Up to a third of the staff were reallocated to new roles, at any one time, as new obligations were placed on the Council. All of this occurred during a time when almost all staff were required to work at home, with only a very small number of staff required in the office on a rota basis to support front line response.

5.2 At the beginning of the emergency, the following strategic objectives were established.

5.3 Connect, Co-ordinate and Communicate

- Coordinate a holistic response across the Council to coronavirus.
- Support businesses and economy, to help their sustainability during this pandemic
- Respond to the changing expectations of the Government as it evolves through guidance, announcements and regulations
- Ensure the Council had resilient arrangements in place for the continuation of key priority services
- Ensure that arrangements were in place to receive and support those seeking help from the Council
- Ensure clarity of communication.

5.4 The response was split broadly into five separate areas;

- emergency response information management.
- Warning and informing
- supporting those who were shielded or vulnerable,
- business grants and support to our economy,
- hardship, homelessness and management of emergency discharge from hospital

Emergency Response Information Management

- During the emergency, there has been a plethora of information produced within the LRF, as well as through alternative sources such as the Office for National Statistic (ONS).
- The emergency response information management team was pulled together to help everyone to remain informed of key information that could help inform or shape decisions.

Warning and Informing

An important stage is to ensure residents, businesses, community groups and other stakeholders have access to key information during the crisis. Actions the Council implemented, included:

- A new section of the Council's website – the COVID-19 Information Hub,
- A leaflet sent to all households in Hart,
- Weekly business email,

- Social media – Facebook, LinkedIn, and Twitter,
- Daily updates to Members, Town & Parish Councils, and
- Internal weekly staff newsletter.

Supporting those who were shielded or vulnerable

The Council was advised on Sunday, 22nd March of a completely new area of work, to ensure that the ‘shielded’ or ‘vulnerable for another reason’ were able to access

- Food
- Prescriptions
- Support to prevent social isolation
- Other support (such as dog walking)

It was very clear from the outset, that there were advantages of working in collaboration with Hampshire County Council (HCC) who would be the recipient of data on those who were to be shielded, and who had obligations to many people across the county through their adult and child social care services.

Working alongside the HCC, other Districts and locally Hart Voluntary Action, the local response hub went ‘live’ in a matter of only a few working days after the announcement, with the HCC contact centre becoming operational at the beginning of April.

The team have worked hard to ensure the effectiveness of the systems locally and with our volunteer sector. Considerable work has gone into

- access to food supplies (recognising the paucity of food and restrictions on items that could be purchased at the beginning caused considerable challenges), with many generous donations from local supermarkets
- helping identify solutions to pharmacy and prescription collections (our staff and volunteers were being asked to wait hours to access prescriptions)
- COVID-19 Grants with Hart District Council providing funds to those community groups who were on the ‘front line’ of response

5.5 Hardship, Homelessness and Emergency Discharge from Hospital

- **Hardship Fund** – announced on the 27th March, this enables £150 to be discounted from all eligible persons (i.e. those who are in receipt of Council tax relief). All approximately 640 households eligible for this reduction have now been advised by letter and the reduction applied to their account.

Discretion was provided to local Councils to decide how best to apply any remaining funds within this hardship fund. Hart District Council took the decision to hold this funding for any person who found themselves without money and in need. The hardship fund has been managed within the Engagement and Support team and around £6k has been spent to support individuals in their daily lives. This has included the purchase of a fridge for an elderly resident, so she didn’t have to go to the shops daily and the purchase of a bicycle enabling another resident to get to work without using public transport.

- **Homelessness** – Ministry of Housing, local Government, and Communities (HCLG) required all Councils to bring inside any rough sleepers throughout lockdown. This has included those that faced hitting the streets during the pandemic and those who were not local to Hart. So far, the Council has housed

16 households in Bed & breakfast (B&B) since lockdown started. The team have worked exceptionally hard and all of those 16 households have now been assisted through into private rented sector accommodation, or other housing.

- **Emergency Discharge from Hospital** - there has been no mass discharge from local hospitals. However, the Council has worked with Hart Voluntary Action to support their “home from hospital” project, to make sure that those who have been discharged have a safe environment to return to.

5.6 Business Grants & Supporting the Economy

- **Business Grants** – Following an outline indication in the Budget on 11 March 2020, the Government announced the Small Business Grant Fund and Retail/Hospitality Grant Funds and provided initial guidance on how to run the scheme on 24th March 2020. Funding for this was provided to Hart District Council by 1st April 2020 and it was the Government’s expectation that the distribution of the grant would start immediately and be completed by 1 May 2020. The Council has, since then, distributed £12.76 million in grants to 970 small businesses (as at 23rd June 2020).

At the outset it must be acknowledged that the Council was not in any position at all to administer the distribution of the grant:

- The Business Grants scheme was predicated and necessitated the use of Business rates information to discharge this function. This is because businesses had to be on the ratings list as at 11 March 2020.
- The Council had outsourced Business Rates to Capita in 2008 (reprocured in 2015) and the Council held neither Business Rate data nor systems, resources or infrastructure to manage the Government’s Grant scheme.
- The timescales involved (one week) made it impractical to consider a meaningful procurement options exercise. The Council held no data on business rates, it held no information on the number of properties involved, or in what form (or format) it was held, and it had no way of extracting that data from Capita’s systems. In the middle of a ‘lock’ down’ pandemic it could not therefore, reasonably prepare a fully scoped and informed options assessment. Along with the other 5Cs partners the only practical and viable option was to turn to Capita to seek its support.
- The requirement to administer grants is not part of the existing Capita contract indeed, Capita’s Revenues systems were set up to receive payments, not to make bulk payments. This required the establishment of new processes from the outset, which added a level of complexity.
- The contract allowed for a limited resource, suitable for ‘business as usual’ and therefore the Council needed to work with Capita to enable further resources to be made available at a time when
 - Understandably, all other Council clients across the county with contracts with Capita were making the same request and
 - All Capita staff had similarly been dislocated to home working, which had subsequent impacts on telephony.
- It was recognised that, in the early weeks, Capita were not responsive to business contact. This was inevitable given the scale of properties and

workload involved. (10,000 within the 5Cs area) involved. Therefore, we increased management to include:

- Daily liaison between Authority leads and Client on progress.
 - Rapid turnaround by the Council on any decisions required to progress matters.
 - Close monitoring and twice weekly “all Council” coordination calls with key Capita representatives (at an operational and partnership level).
 - Chief Executive intervention with the Partnership Director and other senior stakeholders.
- However, the multitude (and often repeated) complaints coming direct from the businesses, from Councillors, Parish Councils and MP’s lead to a significant increase in workload for Hart District Council staff, who had no more ability to access the systems and ascertain progress on individual cases, than the individuals themselves. This was exacerbated decision taken by Capita (and supported by the Councils) to focus on processing grants, so businesses could receive funds, at the cost of responding to queries.
 - Notwithstanding this, Hart’s performance now is very much reflective of other councils’ performance and it has been carried out with appropriate due diligence, so the risk of fraud has been reduced. Across the 5Cs contract, £95.3M of grants have now been paid, to 7,627 businesses.
- **Small Business Discretionary Grants Fund.** The distribution of this ‘top-up’ grant (£707k) is being managed by the Council itself. It is aimed at those small and micro businesses with ongoing fixed property-related costs that have suffered a significant drop of income due to COVID-19 restrictions and who were not eligible for any other Government grant. Around 177 applications have been received and account is also been taken of those businesses which applied, but were not successful, for the earlier Government grant. The aim is to distribute the grant to eligible businesses from the week beginning 29 June 2020.
 - **Supporting the Economy** – this has been undertaken in a variety of ways including:
 - Weekly business e-newsletters, plus website, and social media – Facebook, LinkedIn, and Twitter,
 - Signposting to other Government support, plus FAQs,
 - Support and advice for pubs, restaurants and other food suppliers to move to takeaway-only options safely,
 - Provision of information online regarding which businesses are open for business – helping businesses, residents and community groups,
 - Ensuring only those businesses who are allowed to be open are open, dealing with those businesses who needed to close, and providing daily updates for Govt,
 - Working with groups like the Job Centre on the implications for our residents, and the number of people claiming benefits.

6 STAFFING THE RESPONSE

- 6.1 Hart District Council, by comparison to nearby authorities, has a relatively small number of directly employed staff. So, in the face of new legal obligations and duties we have needed to, as a whole organisation, be exceptionally flexible in the way we apply our resources.
- 6.2 From Parking to Planning Policy, from Countryside to Commercialisation, our staff from across the council have been inspirational in their enthusiasm to take on these new roles, exceptionally willing to take on and accept change, and incredible in their commitment (and sheer dogged determination) to get the best possible outcomes for our residents.

7 EMERGENCY DECISIONS TAKEN

- 7.1 As outlined in 4.1 above, in the event of a civil emergency, the Joint Chief Executives may make decisions to support the emergency plan response. These have been recorded, since the invocation of the emergency plan, via an online log.
- 7.2 Details of the decisions taken under the emergency provisions within the constitution are:

Date	Decision
22 nd March 2020	Invocation of the Hart Emergency Plan (O)
23 rd March 2020	Establishment of structure to deliver COVID-19 response, allocation of resources across the organisation for this purpose (O).
23 rd March 2020	Establishment of a new cost code to allocate all COVID-19 related spend (O)
24 rd March 2020	Discussion start with Capita across the 5 Council's partnership to assess how the Government Small Business Grants, and Retail, Hospitality and Leisure Grants proposals could be implemented (O)
24 th March 2020	Retention of Head of Community Services based on a negotiated agreement (with commensurate impact on the Head of Environment and Technical Services) – cost £15K
25 th March 2020	To establish a Hart Response Hub will require an IT platform. This could be done inhouse, but would require scarce resources – purchased a system at a cost of £1,000 (O)
27 th March 2020	Once £150 reduction is applied to eligible Council Taxpayers, all remaining funds in the hardship fund to be allocated for use by any resident who finds themselves in financial hardship. Until the £150 can be applied, no requests for Council Tax payment will be made of this group €
27 th March 2020	Additional resources required for communications, additional resources at additional cost brought in (website reformatted for COVID19) (O)

Date	Decision
30 th March 2020	The creation and distribution of a COVID 19 leaflet for all residents (O)
30 th March 2020	Two compartments in Elvetham Heath Nature Reserve closed due problems with visitors congregating at 'kissing' gates and also being unable to maintain reasonable social distancing (O)
3 rd April 2020	Agreement to match grant funding from HCC to Community/Voluntary Groups responding directly to the COVID pandemic – cost £5000 €
9 th April 2020	Agreed to establishment of Recovery in shadow, whilst response is ongoing (O)
28 th April 2020	Agreement to use of a survey to assess the impact of COVID on the community (O)
9 th May 2020	Commissioned consultants to help with the reallocation of road space for reopening of the high streets, current cost £11,000 €
25 th May 2020	Elvetham Heath Nature Reserve fully opened to the public (O)
1 st June 2020	Jointly commission consultants with Hampshire County Council to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP) – cost £20,000 to enable further bids for funding (E)
5 th June 2020	Additional resources required to enable effective Recovery, whilst providing continuity of business as usual services, as well as continued response. Cost £30,000 (E)
5 th June 2020	Commissioned contractors to install and manage traffic management measures in Fleet Road to facilitate social distancing for initial 6 weeks period cost £6k (O)

O = Operational Decisions – no further approval required as within operational terms and budget
E = Executive Decision – urgent decisions made in the absence of the Executive.

8 BUSINESS CONTINUITY

8.1 Under the Civil Contingencies Act, there is a requirement for Category I providers to aim to continue essential services during a civil emergency and we have sought to do so. Outlined below are the services and how they have been impacted:

Service	Impact (increase or decrease in demand)	Any change in service delivery	Restoration of service delivery if known
Benefits	Increase	No	Not applicable
Bottle Banks	Decrease	Yes, closed for around 6 weeks	Now open
Building Control	Decrease	Service remains fully functional and only completion site visits temporarily stopped during total lock down.	No applicated (all site visits resumed)
Business Support Unit	Same	No, albeit no staff on site	Not applicable
Car Parks	Decrease	Car park charging ceased in March	Charges are considered as part of a separate paper to Cabinet.
Communications	Increase	Temporary additional resources added	Not applicable
Committee Services	Decrease	Initially all Council Meetings were cancelled.	Normal meetings of the Council and Committees have now been reinstated but are operating under new Government virtual Council meeting rules.
Council Tax	Increase	No	Not applicable
Countryside	Increase	Short term closure of the Elvetham Nature Reserve Enclosure	All SANGS, Country parks and Heaths etc open (including Elvetham Heath Nature Reserve. are now open
Disabled Facilities Grants	Same	Yes. Unable to access inside properties – all non-emergency work ceased	Imminent restoration of service subject to

Service	Impact (increase or decrease in demand)	Any change in service delivery	Restoration of service delivery if known
			risk assessment for visits to homes
Elections	Decrease	Coronavirus Act prevents elections until next year	Subject to amendments of the legislation, no elections until May 2021
Environmental Protection	Increase	No. Fully functional throughout - larger number of calls/ complaints	Not applicable
Facilities Management	Increase	Need to ensure the building is safe for essential visits / delivering the virtual Council meetings	Not applicable
Food inspections	Decrease	Food inspections suspended until July – phone contact instead	May be reintroduced in July subject to risk assessment
Litter Enforcement	Decrease	Enforcement ceased 23 rd March	Enforcement to recommence at the beginning of July
Leisure Centres	Loss	Closed since March 2020 as a result of Government 'lockdown'	Unknown
Garden Waste	Same	Garden Waste services suspended to protect residual waste collections	Service restored from the 15 th June 2020
Homelessness	Increase	Government expectations increased	Not applicable
On street parking enforcement	Decrease	Carried out under a management agreement with Hampshire County Council who requested a reduction	On site visits now being carried out but enforcement not yet restored
Planning (Development Management)	Similar	Planning applications still administered. However, suspended site visits, suspended site notices,	Some site visits reintroduced June subject to risk assessment.

Service	Impact (increase or decrease in demand)	Any change in service delivery	Restoration of service delivery if known
		alternative arrangements for Planning Committee	The Government has introduced new statutory planning application publicity arrangements.
Planning Enforcement	Increase	Site visits suspended unless cases of emergency	Not applicable
Planning Policy & Economic Development	Increase	Local Plan adopted April Increase workload for Business Employment Skills Team	Not applicable

8.2 In the meantime, with the exception of the Reception area, the Council remains essentially closed to the public other than for access to essential welfare services such as homelessness and benefits. All payments can be made online and staff can still operate remotely and are accessible. The building itself is being adapted for safe occupation but it is not the immediate intention to bring staff back into the Offices until later this summer and even then, numbers will be carefully controlled to ensure safe working practices including social distancing. All tenants who occupied the premises are being kept informed.

9 URGENT BUSINESS CONTINUITY DECISIONS TAKEN

- 9.1 Naturally, with the requirement for social distancing, the ability to continue with normal democratic decision making has taken a sidestep.
- 9.2 The constitution makes provision for urgent decisions

Date	Decision
13 th March	Contract signed to install Virtual Private Network (VPN) to enable Council systems to be access from home
17 th March	Purchase of new laptops and mobile phones to enable home working.
18 th March 2020	Cessation of car parking charges and on-street parking charge enforcement
18 th March	Commission the purchase of Modern.gov Committee services software
23 rd March 2020	Garden Waste and Bulky Waste Collection Services suspended
22 nd April 2020	Decision to commission White Young Green (and separate legal advice) to investigate waste client team implications arising from BDBC concerns. Cost £15,000

Date	Decision
22 nd May 2020	Decision to go 'live' with Discretionary Grants Scheme on 26 th May 2020.

10 MOVING INTO RECOVERY

- 10.1 As part of established emergency planning protocols, the LRF has established a recovery group to oversee this complex and long running process. Recovery is defined as “the process of rebuilding, restoring and rehabilitating the community following an emergency”, but it is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process rather than just a remedial process. The broad, interlinked categories of impact that individuals and communities will need to recover from include humanitarian (including health); economic; environment and infrastructure.
- 10.2 Although the LRF recovery plan will provide a framework, it is important that a local recovery plan is established. The way recovery processes are undertaken is critical to their success. Recovery is best achieved when the plan is created with the affected community and this is somewhat easier to achieve in response to a physical emergency such as flooding as there are physical assets to repair. Recovery from a global pandemic has international, national and local impacts and as such the plan will change over time with the pace of recovery being particularly linked to national announcements. On 11th May, the Government published its recovery plan which also would have to respond to any second wave of infection, when recovery may pause and the response phase resume.
- 10.3 Therefore, the local recovery plan must be evidence based but intuitive and responsive to changing situations. The pandemic and the ongoing effects have potential to fundamentally change how people live and work; activities or projects the Council or communities intended to undertake may now not be viable or no longer relevant.
- 10.4 The scope of the proposed Hart Recovery Plan requires further development, but an initial draft plan is included as **Appendix I**
- 10.5 As engaging with the community is vital to this approach, one of our first steps has been to establish a ‘sounding board’ with key representation from the NHS, Business, the Voluntary Sector, Citizens Advice, Parish and Town Councils and Volunteers who have been on the forefront of the COVID response.
- 10.6 Recovery activity is currently being carried out ‘in shadow’ whilst the Council remains in the response phase (albeit it is running parallel to that work). In addition, with the gradual lifting of lockdown, public and political expectations regarding a return to ‘business as usual’ service delivery means that resource availability for response, recovery and returning to normal services is having a major impact on the Councils ability to deliver against this ‘perfect storm’ of expectation.
- 10.7 As part of the recovery process, the Council is leading on a number of interlinked projects to support the High Streets, provide a safe environment for people to use the High Streets, and support the local economy. This involved close collaboration with HCC, the M3 Local Enterprise Board (LEP), the Town/Parish Councils, and Fleet BID. On 5th June, two bids for funding were submitted, one to the LEP and the other via HCC to Department for Transport (DfT). This would support a 3-stage project in Fleet Road to pedestrianise it for a temporary period during the

current crisis and enhance the cycle route from the town centre, to the railway station. The Council is also working with Town and Parish Councils in the other key retail areas.

- 10.8 Linked with this High Streets project, the Council is also looking at funding opportunities to promote walking and cycling across the District and Safe Routes to Schools/School Streets. The Government has advised to avoid public transport if possible (and leave them available for key workers) and at the same time promote active lifestyles through walking and cycling. In order to progress bids for funding for these projects, the Council is working to jointly commission with Hampshire County Council a Local Cycling and Walking Infrastructure Plan (LCWIP). Hart District Council will need to fund 50% of the cost of this, probably around £20,000, agreed in principle, via emergency decision on the 1st June.

11 FINANCIAL IMPACT

- 11.1 This will be subject to a separate paper for Cabinet's consideration in August.

12 LEGAL AND EQUALITIES IMPACT

- 12.1 The Council is a Category One responder under the Civil Contingencies Act 2004 and is therefore required to initiate and take action as necessary to respond to any emergency. The Council is also part of the LRF which brings together partners and national advisors if required to support response and recovery in relation to major emergencies which require cross agency cooperation.
- 12.2 In addition, the Council has wide ranging authority under the 'general competence' provision of the Localism Act 2011 which enables it to take actions to the benefit of its area which are commonly available to other private sector bodies.
- 12.3 During the pandemic outbreak (which it must be stressed has not yet passed), new primary and secondary legislation was passed by Central Government in order to amend established ways living and working that required social distancing, home working, school closures, protection of key workers and the vulnerable. This framework enabled Councils to assist to combat the economic and health effects of the outbreak, through additional public protection enforcement and social care responsibilities.
- 12.4 For the purposes of equalities, one of the main principles adopted during the outbreak was to provide services for as long as possible at usual service levels. However, restrictions on social distancing did mean that some services, had to be reduced or rescheduled.
- 12.5 However, other services continued with amended ways of working, for example the Housing and Planning services continued.
- 12.6 Other services to support our most vulnerable and isolated residents were increased. As part of the Local Response Centre, colleagues supported shielded residents with shopping and/or collection of prescriptions.

13 CONSULTATION

- 13.1 Overview and Scrutiny Committee considered a paper on the Councils response to Covid and Next Steps on Tuesday 16th June
- 13.2 Members discussed the speed and effectiveness of response by Hart District Council and decisions made, in particular in relation to Business Grants. Particular issues associated with the distribution of the Grant were discussed including the lack of any business rate infrastructure and flexibility in service delivery following the outsourcing of the business rate function, the need to use the current service provider to distribute the Grant, the lack of communication from the supplier, and the frustration that this all caused to businesses who could not make contact with the supplier. These are dealt with in more detail in Section 5.8 above.
- 13.3 Members also discussed section 5.6 of the report and Hart's quick response to emergency discharge from hospitals. Members asked if we can improve our responses if there is a second peak and it was confirmed that a staff survey has been carried out regarding business continuity.
- 13.4 Members discussed the financial impact of the pandemic on the service delivery and how staff resources had been dispersed across the Council
- 13.5 It was noted that Hart will come out of the response phase and into recovery phase as guided by the LRF. Hart's recovery will continue in shadow until a decision is made when to move fully into the recovery phase.

CONTACT:
EXTENSION: 4450

Patricia Hughes – Joint Chief Executive
EMAIL: patricia.hughes@hart.gov.uk

Appendix I - Hart District Council COVID-19 Recovery Plan

DRAFT



Hart District Council COVID-19 Recovery Plan Introduction

Recovery is a complex and long running process that will involve many agencies and participants. It can be long lasting and may be more costly in terms of resources; it is therefore essential for the process to be based on well thought out and tested structures and procedures for it to work in an efficient and orderly manner.

Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency, but it is more than simply the replacement of what has been destroyed and the rehabilitation of those affected.

It is a complex social and developmental process rather than just a remedial process. The broad, interlinked categories of impact that individuals and communities will need to recover from include:

- Humanitarian (including. Health);
- Economic;
- Environment and Infrastructure;

The way recovery processes are undertaken is critical to their success. Recovery is best achieved when the affected community can exercise a high degree of self-determination.

The aim of the plan is to:

Provide an integrated management structure for recovery following the COVID-19 pandemic.

The objectives of the plan are:

- To meet the statutory requirements of the Civil Contingencies Act 2004.
- To implement and manage an effective multi-agency recovery process.
- To ensure a coordinated and integrated recovery process.
- To identify representation to populate the recovery structure.
- To identify partners in the recovery process.
- To ensure effective partnership working between the relevant organisations and agencies.
- To address the short, medium and long-term requirements of those affected.

Outline of the Incident Response

Response Phase – Encompasses the actions taken to deal with the immediate effects of the pandemic. Rapid implementation of arrangements for collaboration, coordination and communication are vital. Response encompasses the effort to deal with the direct effects of the emergency itself and the indirect effects.

The Gold (Strategic), Silver (Tactical) and Bronze (Operational) tiered command structure used by Category One responders is nationally recognised and accepted. The terms Gold, Silver and Bronze are used to describe *individual* agency levels of command. The terms Strategic, Tactical and Operational are used when describing multi-agency command levels. In this response the Local Resilience Forum with representation from Category 1 responders across Hampshire, Portsmouth and Southampton have come together under a holistic management structure, led by the Strategic Co-ordinating Group.

Recovery Phase – The recovery phase begins at the earliest opportunity following the onset of an emergency, running in tandem with the response to the emergency itself. It continues until the disruption has been rectified, demands on services have returned to normal levels and the needs of those directly and indirectly affected have been met. In sharp contrast to the response phase, the recovery phase may endure for months, years or even decades.

The HIOW LRF Community Recovery Plan provides a recovery framework and guidance. The Hart District Council COVID-19 Recovery Plan is aligned to this framework.

Understanding Recovery

The purpose of providing recovery support is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency, there is a need to supplement the personal, family and community structures which have been disrupted. Recovery should be done “with” the community not “to” the community.

The Principles of recovering from emergencies are:

- Recovery is an **enabling and supportive process**, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Effective recovery requires the establishment of **planning and management** arrangements, which are accepted and understood by recovery agencies, the community and armed forces (if deployed).
- Recovery management arrangements are most effective when they recognise the **complex, dynamic and protracted** nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.

- The management of recovery is best approached from a **community development** perspective. It is most effective when conducted at the local level with the active participation of the affected community and a strong reliance on local capacities and expertise. Recovery is not just a matter for the statutory agencies - the private sector, the voluntary sector and the wider community will play a crucial role.
- Recovery management is most effective when agencies involved in **human welfare** have a major role in all levels of decision-making which may influence the well-being and recovery of the affected community.
- Recovery is best achieved where the recovery process begins from the **moment the emergency begins**.
- Recovery is most effective where recovery management arrangements provide a **comprehensive and integrated framework** for managing all potential emergencies and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

The recovery process comprises the following overlapping activities:

- **Consequence management** – Taking steps to prevent the escalation of the impacts of an emergency (e.g. restoring essential services following a disruption or securing evacuated premises).
- **Restoring** the well-being of individuals, communities and the infrastructure which supports them – Emergencies can have enduring impacts and timely action will be needed to identify those impacts coupled with longer term engagement to ensure that they are adequately addressed.
- **Exploiting** opportunities afforded by emergencies – Establishing what happened, identifying where improvements could be made, and applying lessons learned. Taking steps to adapt systems, services and infrastructure affected by emergencies to meet future needs.

In order to develop Recovery capability, it is essential that roles and responsibilities have been identified and that the people involved have the necessary capacity to deliver. Starting recovery during the response phase does mean staff capacity is depleted as the same staff will in many cases, be involved in response.

Once the response phase is completed and recovery has begun in earnest, staff capacity may still remain limited with public expectations regarding a 'return to normal' of Council services, reducing capacity for recovery.

As recovery is coordinated via the Hampshire Isle of Wight LRF there are opportunities to gain information, expertise and share knowledge across the county.

Impacts of an Emergency

Emergencies affect communities in a wide variety of ways. To understand what recovery comprises, one first needs to map out who is affected and how emergencies affect them.

One of the first stages in recovery will be the creation of a community impact assessment. It is likely to develop over time from a rough and ready assessment, probably covering the more immediate needs of people, to a more refined assessment of longer-term humanitarian needs and economic development.

To understand how emergencies can affect individuals and their communities – and thus the scope of the recovery effort, it is important to understand how emergencies impact upon the environment individuals live and work in. There are some standard interlinked broad categories of impact from which individuals and communities will need to recover:

Humanitarian Assistance (including health and social impacts)	Physical impacts (including individuals' health, housing, financial needs) Psychological impacts Deaths
Economic	Economic and business recovery; education and skills
Environmental and Infrastructure	Disruption to daily life (e.g. educational establishments, welfare services, transport system, food distribution etc) Disruption to utilities/ essential services

Whether, and, at what level action needs to be taken, will depend on the nature, scale and severity of the emergency itself and the impact it has had on the community it serves.

Elected Members/ Parish Councils /Community and Voluntary Groups can play a critical role in the impact assessment process, identifying problems and vulnerabilities in their community that may require priority attention and feeding them back to the relevant recovery group. They also have an important role in disseminating consistent credible information and advice back to the community, maintaining community cohesion and providing public reassurance.

It is vital that following the impact assessment process (which will be an iterative process occurring throughout the recovery phase), any resulting actions are accurately captured, and progress monitored.

COVID-19 Pandemic Recovery Strategy

Strategic Aims

The following strategic aim has been proposed to guide recovery in Hart:

Working with the Hampshire Local Resilience Forum, to restore to the “New Normal” the social, economic and political well-being of the communities of Hart and operation of the District Council services.

Objectives

The following objectives have been created based on the framework set out by the Local Resilience Forum Recovery Plan:

1. Agree community and operational visions for the “New Normal”.
2. Help the communities, the voluntary sector and businesses of Hart to recover and move forward as speedily as possible through an effective, collaborative, and well-communicated multi-agency response led by the Council.
3. Develop and maintain an impact assessment for the COVID-19 pandemic in Hart
4. Develop a concise, balanced, and affordable (whatever that means now) recovery action plan.
5. Help those traumatised by their experience of the impact of COVID-19 on themselves, their families and their loved ones to address their trauma (and grieve their loss).
6. Celebrate and commemorate the contributions made to support our communities through the incident and give the public opportunities to express their appreciation.
7. Ensure we build on the good work in response, to retain good engagement with key stakeholders including other public sector organisations, voluntary sector, business sector and Parish and Town Councils.
8. Use recovery as an opportunity to rethink the way the Council provides its service and support our staff in the change management process.
9. Cherish and implement the learning from the incident, including capturing best practice and reflect on future priorities in the light of collective experience.

Targets

As part of the recovery strategy, targets and milestones for the recovery will be established and agreed. The community should be involved in establishing these targets. These targets provide a means of measuring progress with the recovery process and may assist in deciding when specific recovery activities can be scaled down.

The following targets/milestones* are being developed (with SMART proxy indicators to be identified):

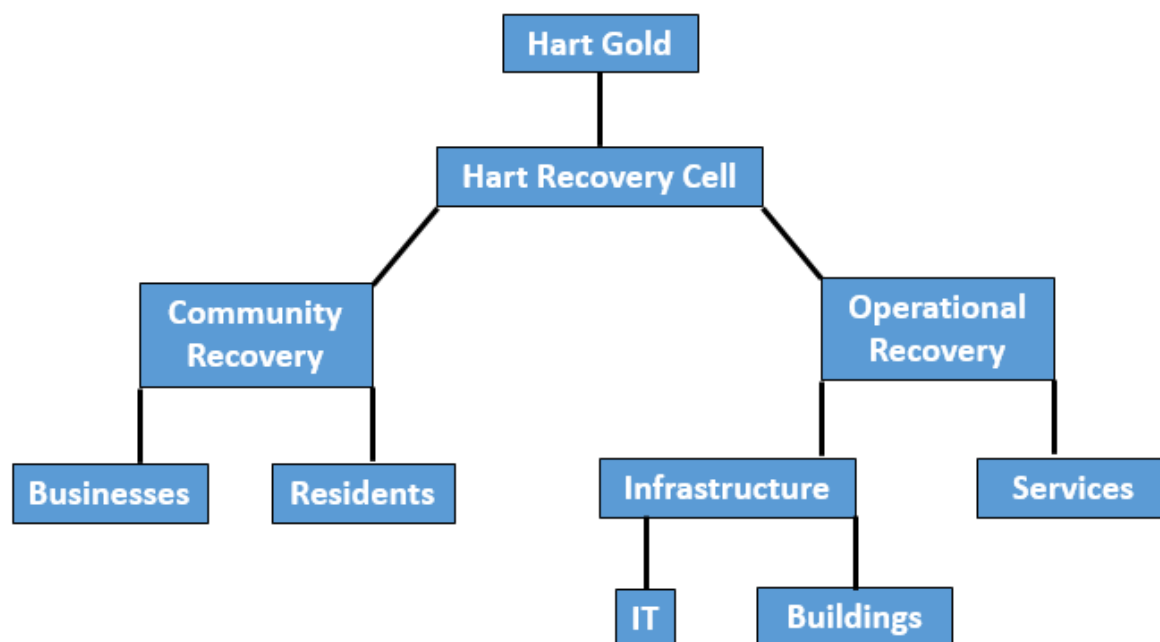
1. Agree membership of Hart Recovery Group and subgroups
2. Agree 'new normal' for service provision
3. Restoration of 'new normal' service provision
4. Post-incident review of response - what went well, could be improved, lessons learnt
5. Steps to address staff exhaustion and leave entitlement, restoring training etc.
6. Planning and preparation for resurgence of COVID-19
7. Identify opportunities to build in economic & social resilience
8. Re-building economic activity and business functionality - support to entrepreneurs
9. Restoration of democratic processes.

Representation on Local Resilience Forum (LRF) Working Groups

The LRF Recovery Coordinating Group will have the following functional Working Groups. To ensure good engagement and the sharing of knowledge and expertise it is recommended that the following staff will be Hart DC's representatives on these groups:

1. LRF Recovery Coordinating Group – **Joint Chief Executive (Patricia Hughes)**
2. Communications - **Communications Manager**
3. Finance and Resources - **Head of Corporate Services (SI51)**
4. Environment and Infrastructure, including, Logistics --**Head of Environment and Technical Services**
5. Business and Economic – **Head of Place**
6. Health and Welfare including Social Care, Mental Health and Emotional Wellbeing, Education and Children's Social Care, Voluntary and Community engagement and development - **Head of Community**

Hart Group Structure



Hart Recovery Cell - To coordinate and oversee the restoration of the wider community and all Council functions to a 'new normal' and to ensure Hart's recovery is coordinated with the LRF's recovery response as required by the Civil Contingencies Act 2004. To look for and encourage opportunities to build back better and achieve wider reach benefits.

Operational Recovery - To ensure that the delivery of services, and the infrastructures and finance that supports this is restored as quickly and efficiently as reasonably possible, and where feasible to identify opportunities that have arisen from the incident to build back better. To consider and monitor the health and wellbeing of Hart staff and recommend measures to address any issues identified.

Community Recovery - to identify the essential groups who most require support or who, if supported, would facilitate wider community recovery. To look for opportunities for encouraging future resilience in the community and to determine the most effective and efficient means for achieving both recovery and resilience.

Services - To prioritise and develop timelines and strategies for the restoration of all Council services to the agreed New Normal (if applicable) and to aid the restoration of these services. To support the Operational Recovery where needed.

Infrastructure - To develop strategies to address likely issues and constraints that could affect Council infrastructure and in turn constrain the restoration of Council services to the New Normal. To support the Operational Recovery where needed.

Residents - To determine strategies in collaboration with key partners to support those residents in Hart who are adversely affected and/or those key groups who if supported could aid wider community rehabilitation. To support the Community Recovery where needed.

Businesses - To determine strategies in collaboration with key partners to support effective, efficient and timely recovery of businesses within Hart. To support the Community Recovery where needed.

CABINET

DATE OF MEETING: 2 JULY 2020

TITLE OF REPORT: REINSTATEMENT OF CAR PARK CHARGES

Report of: Head of Environment and Technical Services

Cabinet member: Councillor Alan Oliver, Cabinet Member for Environment

1 PURPOSE OF REPORT

- 1.1 To seek approval to reinstate car park charges in Harts car parks with effect from 1 August 2020 and to agree not to change on-street parking tariffs before January 2021.

2 OFFICER RECOMMENDATION

- 2.1 That car park charges are reinstated in all Hart off street car parks on 1 August 2020.
- 2.2 That no changes will be made to off street parking tariffs before January 2021.

3 BACKGROUND

- 3.1 In March 2020 as part of the Councils response to the coronavirus pandemic and to support local retailers and business during this difficult period the Cabinet Member for Environment authorised the suspension of charges in Harts car parks until the end of June 2020.
- 3.2 On 23 March 2020, the government implemented a national lockdown to limit the spread of COVID-19. This included the closure of all non-essential retail premises, where possible for people to work from home, and the banning of all nonessential travel. Consequently, the use of council car parks since March 2020 has been minimal.
- 3.2 The closure of non-essential retail, pubs and restaurants has had a major impact on the local economy particularly in the Harts village and town centres.
- 3.3 The ban on non-essential travel has now been lifted and on the 15 June non-essential retail reopened, it is anticipated that other businesses such as pubs, restaurants and hairdressers will be allowed to reopen in early July.
- 3.4 The council is committed to supporting the economic recovery of its retail centres and has implemented the following initiatives to deliver this:
- Suspension of all off street parking charges.
 - Closure of parking bays in Fleet Road to make social distancing easier for shoppers.

- Submitted bids for government funding for the temporary pedestrianisation of parts of Fleet Road.

4 CONSIDERATIONS

- 4.1** With reductions in the level of the virus and the relaxation of the lockdown measures there is a need to plan for services to return to a 'new' normal.
- 4.2** Car park charges provide an important source income for the Council and their reintroduction is needed to fund the provision of essential Council services. They are also an important tool in managing car park demand.
- 4.3** It is hoped that extending the provision of free parking to the beginning of August will help encourage increased use of Harts retail centres and support local economic recovery.

The approach has been benchmarked against surrounding local authority and other private parking providers.

Council/Car park provider	Date car parking charges date reinstated or anticipated
Hart District Council	1 st August 2020
Hart Shopping Centre	Not applicable – charges applied throughout
Basingstoke and Deane	Not applicable – charges applied throughout
Test Valley Borough Council	22 nd July 2020 (some charges reinstated from 22 nd June)
Waverley Borough Council	1 st July 2020
Wokingham Borough Council	30 th May 2020

- 4.4** As an alternative to ticket machines the Council will be promoting the MI permit app which allows parking to be paid for by mobile phone. The standard charge for the MI permit app is 20p per transaction. However, in response to the current pandemic, and with the view to encouraging more people to use this contactless payment method, a concession has been negotiated with the app supplier whereby no transaction charge will be applied to any parking payment of less than £1.60.
- 4.5** In recognition of the uncertainty and disruption that has been caused to local retailers and businesses in recent months this report recommends that consideration of any amendment to the car park tariff structure is postponed until after 1 January 2021. In the meantime, it is intended that discussions will take place with local town and parish council's about the possibility of providing short stay free parking in the rural car parks.

5. FINANCIAL AND RESOURCE IMPLICATIONS

5.1	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

The council’s response to COVID-19 is not identified in the 2020/21 service plan, and the reduction of income was not accounted for in the 2020/21 Council budget.

5.2 It is estimated that suspension of car park charges for the period March to 1 August 2020 will reduce forecast car park income by £300,500.

5.3 At this time, it is not possible to estimate what impact COVID-19 will have on car park usage and income after 1 August 2020.

6 ACTION

6.1 Subject to this report’s recommendations being approved, car park charges will be reintroduced in Harts car parks on 1 August, and an advertising campaign undertaken to promote the use of the MI permit app.

Contact Details: John Elson/ Extension 4295 / e-mail: john.elson:@hart.gov.uk

APPENDICES / CONFIDENTIAL APPENDICES: None

BACKGROUND PAPERS: None

CABINET

DATE OF MEETING: 2 JULY 2020

TITLE OF REPORT: COMMUNITY GARDEN AT EDENBROOK COUNTRY PARK

Report of: Head of Technical and Environmental Services

Cabinet member: Cllr David Neighbour, Strategic Direction and Partnerships

I PURPOSE OF REPORT

- 1.1 To agree the release of capital funding to enhance the current allotment area at Edenbrook to a “Community Gardens” facility and to inform Cabinet of the proposed mechanisms for delivering the Community Gardens.

2 OFFICER RECOMMENDATION

- 2.1 That Cabinet agree, that £120,000 of earmarked (Hartland Park) S106 capital funding and £40,000 of general leisure S106 contributions are released to deliver the proposed Community Garden enhancement and to provide a sinking fund for its long-term maintenance.

3 BACKGROUND

- 3.1 Land to the north east of Edenbrook County Park (EBC) has recently been transferred to the Council and adopted for the provision of allotments. It comprises a cleared fenced, area with a basic water supply, and some parking spaces. As part of the Edenbrook extension planning permission there was agreement to deliver a skate and bike track within this location too.

4 THE PROPOSAL

- 4.1 The proposed is to enhance the allotments project by making it a Community Garden Community gardens have significant wellbeing benefits – they can provide fresh fruit and vegetables, a place for wildlife, improved play areas, an outdoor classroom and safe public spaces that are well-maintained.
- 4.2 The project will be delivered by a partnership of Hart Voluntary Action (HVA), the Hart Allotment Association (HAA) and overseen and administered by Hart DC’s Countryside Service (HDCCS).
- 4.3 HVA will provide and manage the wider “community” facing (see appendix A “Edenbrook Community Garden Vision and Delivery Model”) element as part of their “Minding the Garden” programme. This will focus on delivering the many benefits of a community garden approach (listed within appendix 3 “Benefits of Community Gardens”) has on the wider community and those with alternative needs.

- 4.4 The management of the allotment plots will be administered by HDCCS with support from HAA. They have worked in partnership to agree a pricing structure that will cover the revenue costs of running the allotment plots.

4 CONSIDERATIONS

- 4.1 The overall project the long-awaited skate and bike facilities indicated in the Draft Masterplan. Final design and implementation will be subject to a tender process that will deliver a turnkey solution in consultation with the key partners.

5 FINANCIAL AND RESOURCE IMPLICATIONS

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

- 5.1 Total project costs to provide the enhancement is expected to be £106,634. It is proposed to provide a sinking fund of £75,866 to cover the replacement of capital items over a 20-year period. However, where additional grant funding can be secured, this will be used to minimise the draw on the sinking fund.
- 5.2 HVA have secured £4,000 in additional funding of or the delivery of this project

Proposed Funding Source

Hartland Park Earmarked S106	£120,000
General Leisure S106	£40,000
Countryside Service Environment Grant	£18,000
HVA Grant	£4,000
Total Funding	<u>£182,500</u>

6 ACTION

- 6.1 Subject to approval, the funding will be released and added to the approved Capital Works Programme for the Countryside Service.

Contact Details: Adam Green / 774083 / adam.green@hart.gov.uk

APPENDICES

Appendix 1 – Draft Masterplan

Appendix 2 – Edenbrook Community Garden Vision and Delivery Model

Appendix 3 – Benefits of Community Gardens.

NOTES
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BRADFORD-SMITH
 LANDSCAPE ARCHITECT

5 THOROLD ROAD
 FARNHAM
 SURREY
 GU9 7JY

TEL/FAX 01252 714607
 EMAIL: mo@bradfordsmith.co.uk

Project
 Community Gardens at Edenbrook Country Park in Fleet, Hampshire

Client
HART DISTRICT COUNCIL

Drawing Title
SKETCH LAYOUT - OPTION 2

Scale: 1:500 @ A1 Date: May 2019 Drawn: MS

Drawing No. 736-SK-P-02 Revision:

Legend:

- Preliminary
- Issued for Design/Information
- Issued for Planning Approval
- Issued for Tender
- Issued for Construction
- As Built

Appendix 2

Edenbrook Community Garden Vision and Delivery Model

The 'Minding the Garden' area

Our vision is to create a welcoming and inclusive 'Minding the Garden' space integrated within the Edenbrook Community Garden, where Hart residents from diverse backgrounds can come together around a shared purpose of gardening.

This unique space will provide social and therapeutic horticulture opportunities for disabled people and people living with a range of conditions including mental health problems.

The project will help the Council to deliver on its health & wellbeing priorities and realise its Vision to 2040 ambition to 'Build a great sense of community, reducing social isolation, celebrating our diversity, and strengths and through this increasing community connectedness and resilience'.

The 'Minding the Garden' area will sit alongside the individual plots available to rent, together forming the Edenbrook Community Garden. Shared facilities and spaces including a covered area and wildlife pond will encourage connections between all site users. The Community Garden will form a vibrant part of the Edenbrook Country Park, with 'Minding the Garden' volunteers cultivating plants and getting involved in maintenance and conservation activity across the country park.

We are ambitious in our vision and will work towards an award from the RHS Britain in Bloom 'It's Your Neighbourhood' competition.

Delivery model

The 'Minding the Garden' area will be managed by Hart Voluntary Action (HVA) who will work in close collaboration with Hart District Council (HDC) and Hart Allotment Association to ensure the success of the Edenbrook Community Garden.

These partners will work together to promote an ethos of respect and inclusivity including encouraging the sharing of skills, knowledge and produce among site users.

HVA will lease the space from Hart District Council for a peppercorn rent and a service level agreement will be put in place to set out key performance measures such as accessibility, range of users, impact on wellbeing, and sustainability of delivery.

HVA will develop and deliver social and therapeutic horticulture activity within the space including weekly 'Minding the Garden' supported volunteering sessions for people with a range of needs such as mental health issues, autism, or learning disabilities. The 'Minding the Garden' sessions will be supported by paid staff and a group of community volunteer buddies. This project will build on the successes of the original 'Minding the Garden' project delivered by HVA until 2016.

People will be able to access the 'Minding the Garden' project through self-referral, as well as referral by GPs and other professionals. This GP referral or 'gardening on prescription'

approach is not new¹ but is gaining increased traction due to the NHS Long Term Plan² published in 2019, which commits to supporting more people to access activities within their local community as part of efforts to promote their health and wellbeing.

HVA will also facilitate involvement of other community groups and organisations in the 'Minding the Garden' area, for example, local charities working with disabled people. This aspect will evolve as the community garden becomes established.

HVA's strong links into the community mean it is ideally placed to engage a broad cross-section of the community, adding value to the Edenbrook Community Garden by reaching members of the community who may experience additional barriers to engaging in gardening.

There will be opportunities for the wider community to engage in the 'Minding the Garden' area through regular volunteering days to help maintain the garden, as well as a range of one-off workshops on topics such as gardening, the natural environment, sustainable living, and wellbeing.

The space will be designed to be as accessible as possible to disabled people and people with mobility issues, drawing inspiration from other successful community gardens such as Thrive in Berkshire.

Sustainable gardening practices will be adopted as far as possible and planting will be selected to promote biodiversity and provide year-round activity and interest. There will be a focus on productive planting (fruits and vegetables), sensory planting, and plants which encourage pollinators.

Resources and funding

Funding of the main capital costs to establish the 'Minding the Garden' area would be met by S106 monies, with any additional costs being covered through fundraising from other sources.

HVA has already secured £4000 towards facilities for the community garden and is well placed to access funding from external sources including those not open to local authority applications.

HVA will seek external funding for a project coordinator to deliver the 'Minding the Garden' programme, as well as any other paid staff time or revenue costs required to run the community garden.

Some funds to support the ongoing sustainability of the 'Minding the Garden' area will be raised through the delivery of workshops and events within the garden.

Ongoing maintenance of the site will be a shared responsibility and will be where possible financed through grant funding and local leisure receipts.

Tasks such as maintenance of the paths, hedges and other shared facilities of the site will be a joint effort between community garden volunteers and individual plot holders, with

¹ https://www.nsalg.org.uk/wp-content/uploads/2012/05/Gardens_and_health.pdf

² <https://www.longtermplan.nhs.uk/>

support from the Council's Countryside Ranger team. This model will help ensure longevity and sustainability for years to come.

Appendix 3

Benefits of Community Gardens

The benefits

Community gardens continue to grow in popularity, with schemes such as the RHS Britain in Bloom 'It's Your Neighbourhood' competition celebrating and rewarding the best of community gardening, and the NHS increasingly recognising the potential health and wellbeing benefits for patients¹.

A community garden can bring a wide range of benefits – from connecting people with each other to growing fresh food to enjoy.

The COVID-19 pandemic has shone a light on the hugely important role gardens play in our lives, providing a space for exercise, relaxation and creativity. During the pandemic we have also witnessed how vital the connections between individuals and groups within our communities can be. Connected communities are more resilient and research shows, they are happier and healthier².

Community gardens promote positive community interactions and make gardening accessible to a broader spectrum of the community by engaging diverse groups. They provide a space for social and therapeutic horticulture for people living with mental health problems, learning disability, autism and other conditions or disabilities. They can provide valuable volunteering experience and enable people to develop skills and confidence they can apply in other aspects of their lives³.

Social inclusion

Research shows that social isolation and loneliness are as harmful to health as smoking 15 cigarettes a day⁴. Some groups within our community including disabled people and people living with mental health problems are at greater risk of loneliness and social exclusion.

Community gardens provide opportunities for people to engage in meaningful activity and connect with others in a gentle, non-invasive way, gardening side by side and working towards a shared purpose.

Physical health

Being involved in a community garden can help people be more active⁵, reducing the amount of time spent sedentary, raising the heart rate, strengthening muscles and educating people about healthy eating. Gardening tasks can be chosen and tailored according to physical ability and available energy.

¹ <https://www.rhs.org.uk/advice/health-and-wellbeing/articles/social-prescribing>

² <https://publichealthmatters.blog.gov.uk/2020/01/14/can-we-build-healthier-more-resilient-and-connected-communities/>

³ https://www.farmgarden.org.uk/system/files/true_value_report.pdf

⁴ Holt-Lunstad (2015) <https://pubmed.ncbi.nlm.nih.gov/25910392/>

⁵ <https://www.rhs.org.uk/advice/health-and-wellbeing/articles/why-gardening-makes-us-feel-better>

Mental health

Community gardens can promote mental health and wellbeing by enabling people to achieve their Five Ways to Wellbeing, an evidenced based set of actions everyone can take to improve their mental health and wellbeing. These are: connect with others, be active, keep learning, give your time, and take notice of the things around you (being mindful).

They also provide a space for social and therapeutic horticulture: regular, structured activity led by trained and supportive professionals to improve health and wellbeing. For example, the original 'Minding the Garden' project led by HVA until 2016, was established as part of a lottery funded Ecominds⁶ programme led by the national charity Mind. Evaluation data collected from all projects within the programme discovered that:

- seven in 10 people had a significant improvement in their mental wellbeing
- self esteem was boosted by an average of 11 per cent for six of out 10 people, and
- almost eight in 10 saw their mood improve by six per cent.

Environmental benefits

Community gardens can support biodiversity, and involvement in community growing can act as a powerful tool to encourage people to adopt greener behaviours. Research carried out with 22 projects in England by the Federation of City Farms & Community Gardens found that community-growing projects offer opportunities to connect with nature and increase knowledge of environmental issues, which can lead to positive changes in behaviour⁷. Food and growing activities are a good 'hook' for engaging the public with the wider sustainability agenda⁸.

Community gardening in action

Community gardens come in all shapes and sizes, with varying levels of formalised activity being hosted in the gardens. In many community gardens, a combination of paid staff and volunteers help to facilitate activity for a variety of groups, and collaboration with other local organisations and community groups is common.

One legacy of HVA's original 'Minding the Garden' project was the creation of the **Whitewater Garden for Health**. This allotment plot in Hook gives patients the opportunity to help themselves improve their mental and physical health by being outdoors, being part of a team with the same goals and being active.



⁶ <https://www.mind.org.uk/information-support/your-stories/ecominds-putting-ecotherapy-on-the-map/>

⁷ https://www.farmgarden.org.uk/system/files/true_value_report.pdf

⁸ https://www.sustainabilitywestmidlands.org.uk/wp-content/uploads/CLS_Growing_and_Green_Space_learning_summary_10.07.14.pdf



The **Space2Grow** community garden (www.space2grow.space/) in Farnham has become a hub of community activity for therapeutic gardening and learning through nature.

The garden hosts weekly gardening sessions, outdoor classes and school trips, a cooking club, parenting courses, and a men in sheds project.

Activities are facilitated by a paid member staff and a team of volunteers.

Colleagues from Hart District Council and Hart Voluntary Action have visited the project to hear about the wide-ranging benefits to the Farnham community.

Colleagues from Hart District Council and Hart Voluntary Action visited the **Thrive** garden near Reading in 2019 to learn more about their social and therapeutic horticulture projects for people living with or recovering from a wide range of conditions. Thrive's projects support people to overcome challenges and barriers they face providing hope, purpose and meaningful activities. Referral routes into the project include via the GP, social care and other professionals, as well as self-referral.

The Therapy Garden in Normandy, Surrey provides clients with a calm, protected space and a supportive environment, in which they can begin to allow new experiences in, reconnect with nature and really benefit from the healing power of the garden. A team of paid staff and volunteers deliver a varied programme including young people, disabled people, and survivors of stroke and brain injury.



Other local projects include **Blooming Marvellous** led by Rushmoor Voluntary Services for people with or recovering from mental health issues, as well as Mencap's **Greenfingers** project in Basingstoke for people with mental health issues or learning disabilities. Both projects provide supported volunteering opportunities using plots situated within allotment sites.

The **Plot 22** community garden (www.plot22.org/) in Brighton hosts dementia-friendly gardening sessions, grow and play sessions for pre-school children and families, sessions for female survivors of sexual violence, and general community gardening sessions. The garden also hosts workshops ranging from meditation to cookery and crafts. The garden team of paid staff and volunteers work collaboratively with local charities and services to facilitate these activities and engage diverse groups within the community.



CABINET

DATE OF MEETING: 2 JULY 2020

TITLE OF REPORT: DRAFT SERVICE PLANS 2020/2021

Report of: Joint Chief Executive

Cabinet Member: Councillor David Neighbour, Leader and Finance

1 PURPOSE OF REPORT

- 1.1 To agree Interim 2020/2021 Service Plans pending finalisation of a revised budget later this summer to take into account COVID-19 implications

2 OFFICER RECOMMENDATION

- 2.1 That Cabinet note the unprecedented impact that Covid-19 has had on the organisation and the draft Service Plans for 2020/2021
- 2.2 That Cabinet approve the draft Service Plans for 2020/2021 noting that delivery against these ambitions will be dependent on future impacts of Covid-19 should they occur.

3 BACKGROUND INFORMATION

- 3.1 Service Plans set out the key actions each service will undertake during the coming year to deliver the Council's objectives and priorities, as well as core services.
- 3.2 In common with previous years, Heads of Service working closely with their Portfolio Holders drafted their Service Plans during the spring of this year, with due account of
- the budget being established for the year
 - and the adopted Corporate Plan 2017 – 2022.
- 3.3 It had been anticipated, as in previous years, that the Draft Service Plans would be considered by Cabinet in April (as noted in the published Cabinet Work Programme for March 2020)
- 3.4 As Members will know, on Sunday 22nd March, the Prime Minister announced that all who could work from home, should stay at home. As outlined in another report being considered by Cabinet, this and all aspects of Covid-19 has had a major impact on the services that the Council have been able to provide
- a. Due to the new obligations placed upon the Council including
- discretionary business grants,
 - support to the shielding and extremely vulnerable
 - hardship fund and emergency discharge from hospital
 - support for businesses, including those moving to new takeaway services
 - reopening of the high streets and ensuring safe spacing

- b. Due to expanded or increased obligations placed upon the Council including
 - increased requirements to ensure no rough sleepers
 - increased communication requirements as part of the council's statutory duty to 'warn and inform'
 - c. Due to the necessity to move the Council to a digital home working service
 - including procuring scarce IT equipment of the appropriate standard
 - supporting and enabling our staff to work productively from home
 - increased levels of engagement with staff, to check on wellbeing.
- 3.4 As outlined when the Council's response to Covid-19 was debated by Overview and Scrutiny, in June; in response to the pandemic, the organisation restructured into 'response' and 'business continuity' elements. Resourcing to 'response' was and still remains flexible but has, at points throughout the pandemic included at least a third of the organisation.
- 3.5 Even today, as this report is being drafted, we still have teams on response ensuring the ongoing support to those shielding and extremely vulnerable, managing the hardship fund, and seeking to provide discretionary business grants to those eligible organisations.

4 THE SERVICE PLANS

- 4.1 The Council does not have unlimited resources, either in cash or officer time. Therefore, at times such as these, it becomes increasingly important to focus on those objectives which will provide the best possible outcomes for our communities.
- 4.2 With this in mind, the original Service Plans have naturally needed to be amended, reflecting new objectives. Where this has occurred and resources have had to be used in response to Covid-19, other objectives have had to be de-prioritised.
- 4.3 Where objectives have been de-prioritised, the decision has been taken to retain reference to them, but the commentary reflects, where there has been a slippage in time or may require a reconsideration. Should the context change and resources become available, towards the end of the year, we can seek to work towards these objectives. However, Cabinet should note, no guarantees are being made with regard to these de-prioritised objectives, indeed the ability to progress these or even start them are very much subject to the ongoing pandemic and obligations otherwise placed upon us.

5 POLICY IMPLICATIONS

- 5.1 Service Plans and the Service Planning process form a key part of the Council's existing performance management framework.

6 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The original Service Plans were linked to the budget agreed in February 2020. However, Cabinet will soon be receiving an updated budget considering the impact of Covid-19. These Service Plans may be subject to change, based on budgetary decisions taken by Cabinet in due course.

7 MANAGEMENT OF RISK

- 7.1 As noted above, in these unprecedented times, these draft Service Plans are being considered ahead of an updated Budget report, which is due to consider the financial impact of Covid-19 further to adoption of the budget in February 2020. In considering these service plans now, it does so with the aim of providing clarity regarding the objectives and priorities of the Council, for the remainder of the year.

8 ACTIONS

- 8.1 Cabinet is requested to consider the draft Service Plans which have been updated in light of the impact of Covid-19.
- 8.2 Once agreed, the performance against Service Plan priorities and objectives will be monitored and reviewed quarterly by Overview and Scrutiny.

CONTACT: Patricia Hughes ext 4450 patricia.hughes@hart.gov.uk

APPENDICES:

Appendix 1 – Draft Service Plans for 2020/21



Hart District Council's Service Plans

We live in an increasingly interconnected world where the global economy, social inequalities, technological advances and environmental changes will shape the world we live in.

These big picture issues have implications, not just for those living, visiting or working in Hart, but the whole country.

Addressing current challenges and making the most of coming opportunities is not something that any one organisation can do alone. It will require strong partnership with the local community, business sector and statutory and non-statutory organisations to foster a better understanding of the needs of our place and people who make up the community of Hart. Covid-19 has shown us that it is only through working together, we can embed real change.

Public services as a key facilitator of change are facing ever increasing challenges, there is a greater need for us to have a clear picture of where we are now, and to keep looking ahead to how we will provide services in the future. These challenges include:

- The long shadow of the Covid19 pandemic and the need to work with our communities on recovery
- The fast and necessary pace of change we have needed in technology and communications, which will increase in the future
- Continued financial uncertainty at a time of reduced income and increased costs
- The ability to support our residents, with increasing needs and higher expectations.

As a district council we will have a clear set of priorities that working in partnership with those across the district, we can focus our resources where they are most needed, and will bring the greatest benefit to the communities we serve. We will make sure that everything we do is sustainable and flexible so that we can withstand future change and challenges.

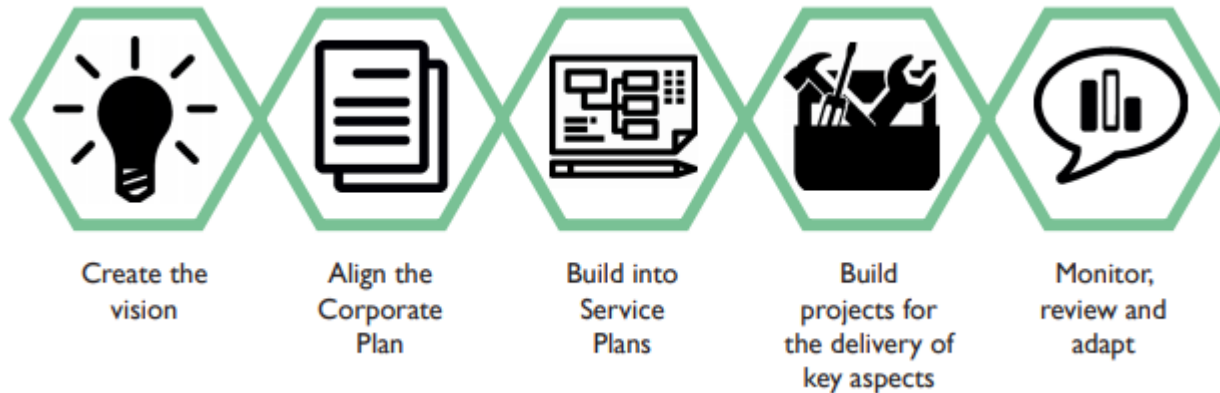
This Service Plan is written in the context of the Corporate Plan and the recently adopted twenty year vision for Hart; which will provide a clear direction and will shape our council and working environment. It will help us to improve our use of resources and align our strategies to reach the outcomes our communities deserve.

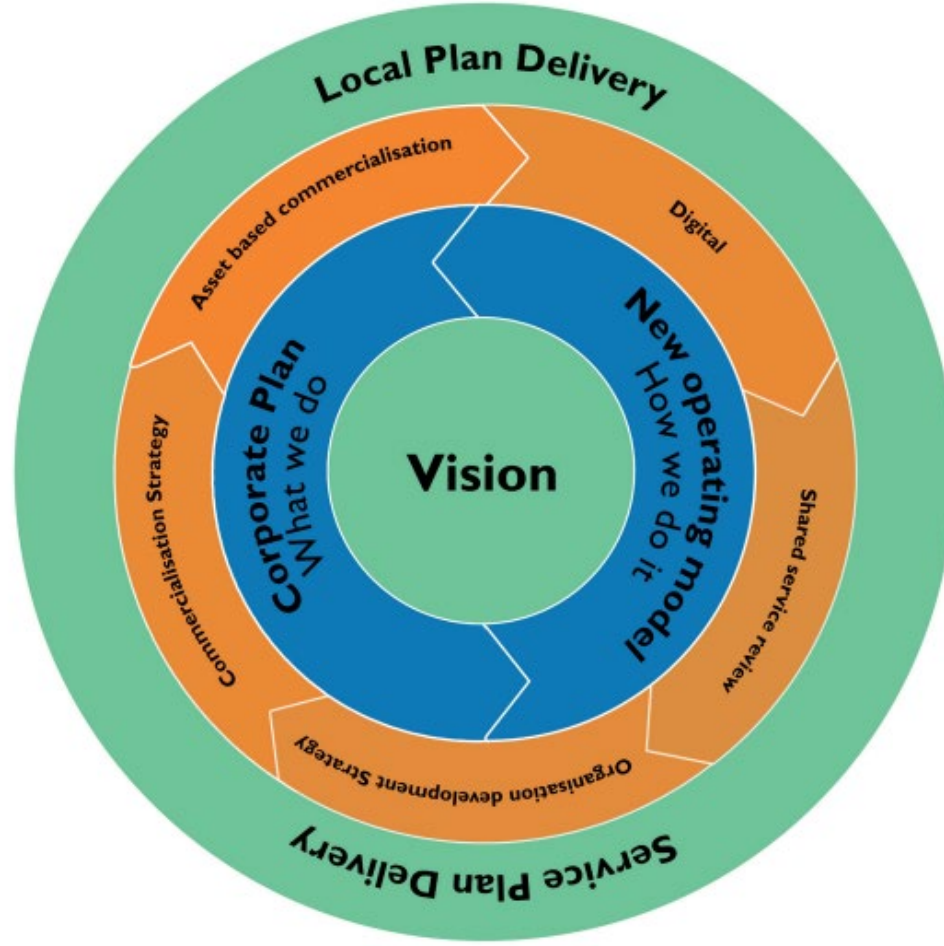
It is about keeping Hart a healthy and desirable place where people can live, work and visit. Everything we do should contribute to the council's priorities via a 'golden thread' so that all our effort and resources are linked into the delivery of the Vision.

Vision for Hart

To become the best Place, Community and Environment to live, work and enjoy:

- Theme One: To become the best Place to live, work and enjoy by creating a connected environment
- Theme Two: Design the Community to live in, work with and enjoy by helping our community to thrive through
- Theme Three: Enhance the Environment to live in, work in and enjoy enhancing our environment
- Theme Four: Develop the Organisation which can deliver working in partnership





HART Values

The Council has embed a shared culture and ethos across all its people, acting and behaving as a single organisation based on the Council's core values of:

Helpful – we will really listen to what our citizens, customers and residents want to achieve and help them reach their goals.

Approachable – we will be open, friendly and fair, working with others and helping others to succeed.

Responsive – we will strive to do things well and look for ways to innovate and improve.

Take Ownership – we will take responsibility, do what we say we will and see things through. People and teams will be required to work collaboratively with others both inside and outside the organisation and actively share learning and best practice.

If you are being **helpful**, you will be:

- genuinely listening to what the resident or what your colleague wants
- treating everyone as individuals and with respect and dignity
- trying to understand what outcome they want to achieve
- be honest about what you and your service can do
- searching for then suggesting alternatives where you cannot help and providing the correct contact information (where appropriate)

If you are being **approachable**, you will be:

- enthusiastic and knowledgeable about the service and the council
- friendly, fair and easy to talk to
- using your skills to recognise that residents and colleagues differ and may need you to change your approach, to suit different peoples needs.
- Actively listening and check important messages are understood.
- Be welcoming and work as an effective team player, to listen and share ideas.
- Using plain English which our residents can understand

If you are being **responsive**, you will be:

- Enthusiastic about using change to improve services
- Asking if anyone need help and be happy to lend support wherever it is needed
- Spotting issues or areas for potential improvements, flagging these up and suggesting solutions
- Putting solutions suggested by you or others in place quickly and helping others to understand those changes.

If you are taking **ownership**, you will be:

- Finding the outcomes or solutions residents want, even if they fall outside your area of expertise
- Making sure you complete work on time, or if you notice problems, reporting these immediately
- Looking for opportunities to keep your skills and knowledge updated.
- Using feedback both as an individual and as a team, to improve.
- Being accountable for your own actions, giving your name and contact details, so that anyone can contact you again.

As a guide, when meeting these values, staff are likely to be;

Modest – developing and building positive work relationships, not assuming that the post, the length of time in it, or qualifications mean that they are always right.

Equitable – recognising that everyone in the organisation contributes and everyone, no matter their seniority, deserve to be treated with respect.

Personally independent – every new employee needs orientation and support when starting but career success then comes to the individual who can work within broad job guidelines and who has the attitude of 'I'd like to try that myself' without constant supervision.

Positive attitude – People who look at life as an opportunity and are happy to roll up their sleeves until the task is done, rather than those who consider that the world owes them a living (an attitude which is demanding and drains energy away from everyone around them)

Thinking long term – People who can see past the immediate rewards but see the benefits on a longer term either for themselves, their team or the organisation.

Positive about sharing – people who are self-confident in sharing and no unhealthily competitive within the workplace

Sincere – sincerity and integrity are critical to both people both in their personal and professional lives. Customers need to have confidence that you are that to provide a service that is open and transparent. If you have to say no, be sincere in delivering the message and trying to find other solutions



Service Plan: Corporate Services 2020/21

Service Overview

Corporate Services covers a broad range of both front and back office functions for the council including

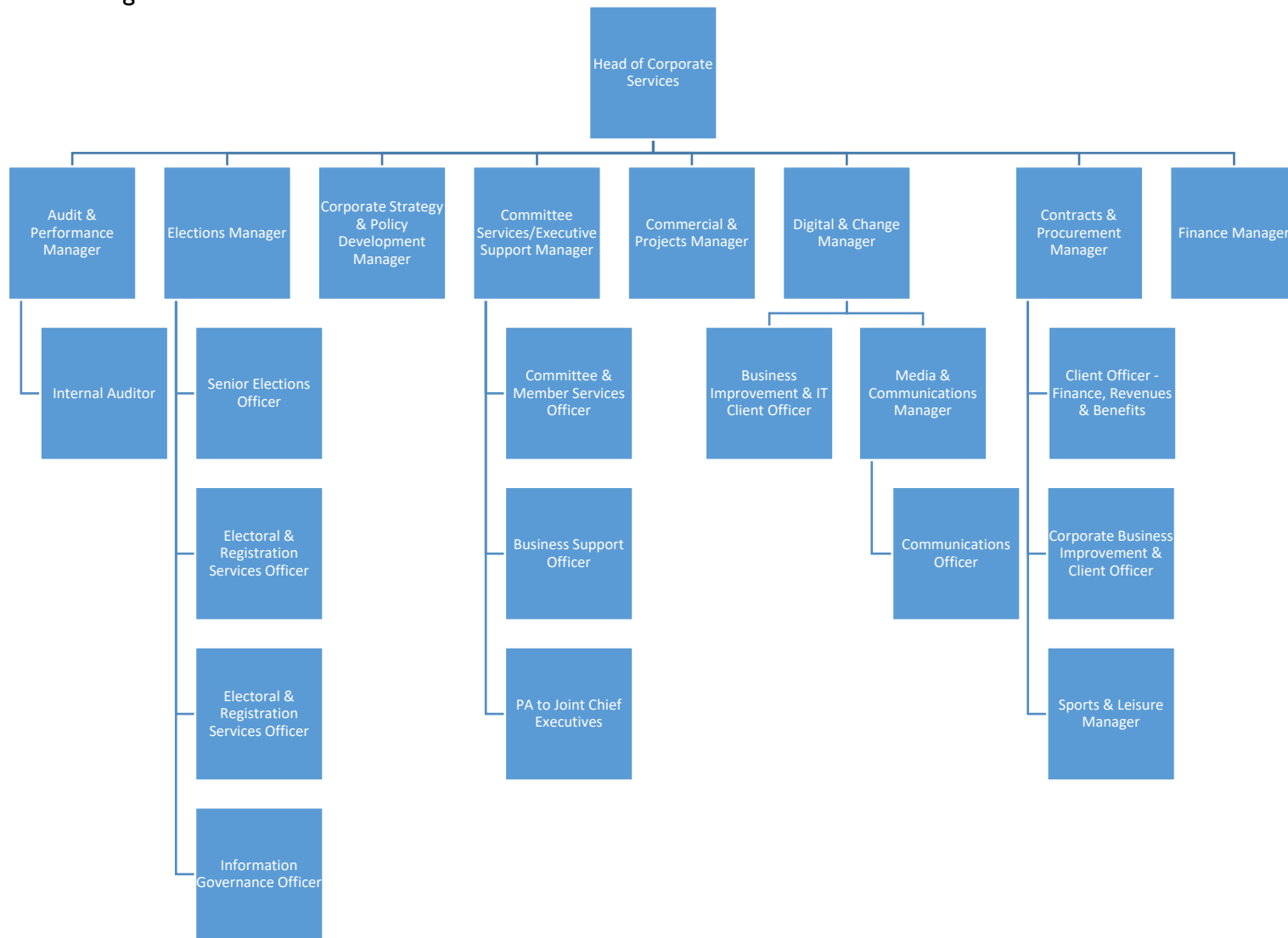
- Audit,
- Performance,
- Elections and Electoral Registration,
- Corporate Strategy and Policy,
- Committee Services,
- Commercialisation,
- Digitalisation and Change,
- Contracts and Procurement
- Finance
- GDPR
- Garden Community

A range of services are contract managed by the Corporate Team including

- Legal Services
- Leisure Services
- Revenues and Benefit Services
- Land Charges Service
- Exchequer Services
- Contact Centre and front line reception services

Resourcing

The current service organisation chart is shown below:



Service Priorities

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
1	Delivery of the council's response to Covid-19 pandemic	<p>Ensure that the Council meets its statutory obligations under the Civil Contingencies Act.</p> <p>Support for our town and village centres</p> <p>Support the local economy</p>	<p>Community Impact Assessment</p> <p>Corporate Impact Assessment</p> <p>Action plans arising from these</p>	Ongoing	<p>Staff from Corporate have been redeployed from business as usual activities to assist with delivery of the following elements of the council emergency response:</p> <ul style="list-style-type: none"> • Introduction of social distancing measures in Harts retail centres and submission of bids for government funding. • Management of Business Grants and Discretionary Business Grant schemes
2	New Ways of Working	Working with the council's operational recovery team to identify and implement opportunities for new ways of working.	Green	Ongoing	<p>Most staff have worked remotely during the lockdown period.</p> <p>Staff survey rolled out and Covid 19 Resident Survey underway. From this we will look at how digitalisation will change the face of council services in the future</p>

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
3	Continue to provide grant funding to the Voluntary Sector and support improved links between Hart Voluntary Action and local businesses	Supporting the voluntary and community sector to develop	The voluntary sector is able to deliver a greater and/or broader range of services to communities	March 2021	Community Services to review links with HVA
4	Produce updated Medium Term Financial Strategy for Cabinet, predicated on the priorities within the Corporate Plan and reflecting current understanding of local government finance	Ensuring our Medium Term Financial Strategy is focused on strategic priorities	The Council's financial resources and commitments are aligned with its strategic priorities	December 2020	Revised MTFS to be presented to Cabinet to reflect effects of pandemic by August.
5	Implementation and regular review of the Commercialisation Strategy	Maximising income opportunities, and identifying new opportunities for income generation	Investment in commercial property (£10m indicative budget in capital programme)	March 2021	Strategy to be reviewed to reflect changes in commercial property market and new restrictions on borrowing by August
6	Implement new insurance arrangements for 20/21	To realise our ambitions to deliver more for less	The Council has insurance arrangements that meet its needs	April 2020	Done. Saving made.
7	Continue to work with local commercial agents in renting out spare office space	Maximising Council income through effective asset management and collection activities	Refurbish and let out ground floor unit	March 2021	No change

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
8	Manage changes within the 5 Councils Partnership arrangement	Continuing to work closely with partners to deliver joint services	Services within the contract are aligned to the requirements of the Council and delivered in the most effective way feasible	March 2021	HR and Finance now out. Project on terminating Exchequer Services now under way
9	Progress business case for the provision of Committee Services software	To realise our ambitions to deliver more for less	The Council makes full use of technology to improve the way it delivers Committee Services	December 2020	Progressing well. Training this Friday
10	Review and replacement of the telephony system	To realise our ambitions to deliver more for less	The Council controls its overhead costs for direct dial telephony whilst expanding the flexibility for staff via a non desk-based solution	December 2020	
11	Delivery of Edenbrook apartments project	Maximising income opportunities, and identifying new opportunities for income generation	The Council delivers the project on time and within budget to maximise the investment potential	March 2021	May be subject to delayed completion date.
12	Review of expansion opportunities for Edenbrook Leisure Centre including the potential for Adventure Golf	Maximising income opportunities, and identifying new opportunities for income generation	The Council ensures the facilities offered to the public remain relevant and aligned with demands, whilst also delivering additional revenue in return	March 2021	Proposals have been worked up. Will need to be considered in light of any changed relationship with EA and any changes to the business case for the leisure sector
13	Review and migrate all data on the existing file servers to Sharepoint	An efficient and effective Council	All data in Sharepoint. File servers. Retire the file servers to increase capacity.	May 2020	Complete

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
14	Upgrade the network and improve wifi access across the Council	An efficient and effective Council	Provide end user with more capacity and quicker speeds	June 2020	Scoping but may be revised in light of future office requirements
15	Windows 10 upgrade and roll out of devices	An efficient and effective Council	Consider outcome of implementation Feb/March 2020 and resolve issues/blockages	April 2020	Devices roll out in progress. Need review of allocations for normal business
16	Create data map for Hart, consider data maturity and define data strategy	An efficient and effective Council	To transform decision making and how we deliver services	December 2020	Paused – due to Covid
17	Commission residents survey	An efficient and effective Council	To consider why and how residents access council services across different channels and establish journey mapping across service areas	June 2020	On track – but amended to reflect how pandemic has affected them and how LA should develop as a result of new normal
18	Draft and consult on Communication and engagement strategy	An efficient and effective Council	To provide principles and direction around corporate communication, social media and change programme	June 2020	Paused
19	Website accessibility review and accreditation	An efficient and effective Council	Resolve technical and content issues	September 2020	In progress
20	Project management governance review and training rolled out across Hart	An efficient and effective Council	Produce guidance, create project register and templates. Bite size training for staff	June 2020	Paused
21	Create change programme including culture and behaviours	An efficient and effective Council	Staff survey. Create action plan	March 2021	Will review to reflect new world
22	Garden Community	Healthy Communities and People	Progress the exploration of the opportunity	March 2021	Project plan to be reviewed with Homes England in light of the current context.

Performance indicators and targets

Corporate Services is currently in transition across a number of the support services including HR, IT, Finance, Revenues and Benefits. Many of the performance indicators will change as a result and those where data is available, are reported through the 5 Councils governance structure. Those shown below reflect the key indicators currently available.

KPI	Description	Annual Target
IA01	Percentage of Audit Plan completed during the year	100%
IA04	% of High Risk Audit Recommendations Implemented	100%
CS01	Quality of Customer Service Call Handling - % score from monitoring sample	90%
CS02a	% of telephone calls answered by Contact Centre in 30 seconds	70%
RB05	Percentage of Non-domestic Rates Collected	98%
RB06	% of Council Tax collected	98%
IT05	% uptime of key systems	99%
IT06	% uptime of Hart DC website	98%



Service Plan: Community Services 2020/21

Service Overview

Community Services covers a range of services focussed on delivering services to the community.

This includes a number of statutory services such as

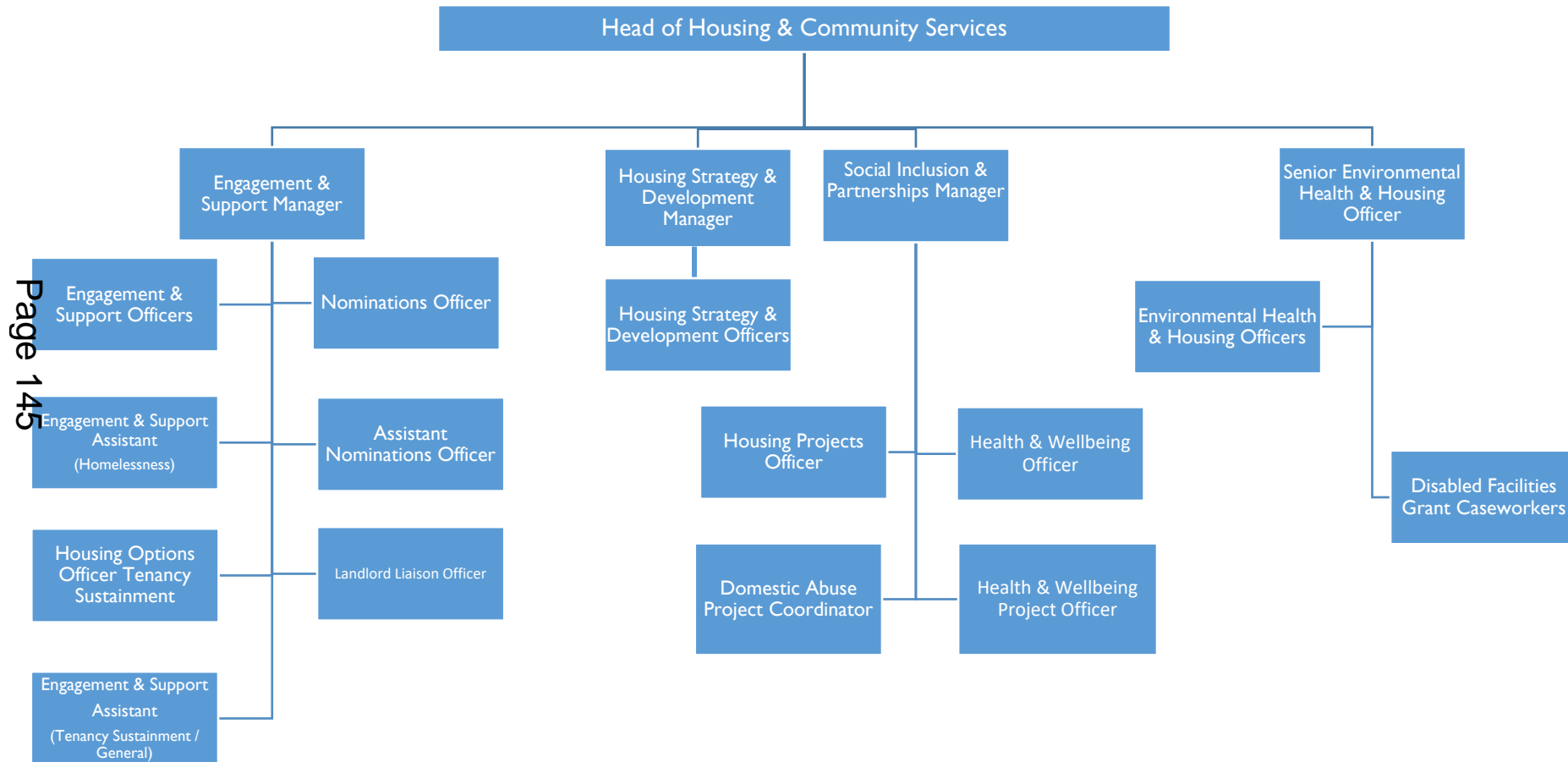
- prevention of homelessness
- provision of accommodation for those who are homeless,
- community safety,
- maintenance of the housing register,
- delivery of the council's programme of Disabled Facilities Grants
- private sector housing
- dealing with unauthorised encampments

The Community Services also provides a range of non-statutory services such as

- housing enabling,
- health and wellbeing (providing support to the community and to the Council) and
- social inclusion

Resourcing

The staffing structure for Community Services is below:



Service Priorities

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
1	Delivery of the corporate Covid 19 Recovery Plan – New Ways of Working	Support for our town and village centres Support the local economy	Delivery of Recovery Plan outcomes	Ongoing	New area of work as yet difficult to quantify the level of resources required
2	Joint lead on the Community Recovery element of the Covid 19 Recovery Plan	Support for our town and village centres Support the local economy	Delivery of Recovery Plan outcomes	Ongoing	New area of work as yet difficult to quantify the level of resources required

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
3	Delivery of the Hart Response Hub for provision of resident support during Covid 19 pandemic		Delivery of the hub in coordination with the Local Resilience Forum Support for residents. Social inclusion	Ongoing	

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
4	Regular participation in the Hampshire Homes Hub to encourage and enable rural and community led housing developments	<p>Support for our town and village centres</p> <p>Support the local economy</p> <p>Ensuring an appropriate supply of employment land and premises</p> <p>Promoting high quality design and a good standard of amenity</p> <p>Ensure access to housing</p>	<p>Rural housing schemes underway for local people</p> <p>Supporting community groups to explore housing schemes</p>	Ongoing	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
5	Working with and supporting rural Parish Councils to advise and facilitate delivery of rural exception sites	<p>Supporting residents in shaping their local communities</p> <p>Support for our town and village centres</p> <p>Ensure access to housing</p> <p>Promoting high quality design and a good standard of amenity</p>	Delivery of a rural exception scheme	Ongoing	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
6	Promotion of energy efficiency grants and disabled facilities grants at 5 rural events during the year	Improve energy efficiency Climate change agenda	Awareness of energy efficiency and DFG grants availability	March 2021	Will continue to promote where possible, but not at events.
7	Monitor the delivery of the Safer North Hampshire Action Plan	A clean, green and safe environment	Delivery of the community safety plan Promotion of crime safety initiatives through project work Joint work with the Police on ABC's and CPN's.	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
8	Take Community Safety Services back in house.		<p>New team built</p> <p>Delivery against fresh targets</p>	August 2020	<p>Delayed. Aiming for End of March 21 at latest.</p> <p>Pace hampered by RBC.</p>
9	Delivery of Disabled Facility Grant service	<p>Ensure access to housing</p> <p>Work with partners to keep Hart healthy and active</p>	Enabling residents to remain in independent living accommodation (70 per year)	Ongoing	DFG work suspended currently, so will anticipate revising target

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
10	Manage the Hampshire and Dorset Making Safe Hub	Work with partners to keep Hart healthy and active	Delivery against the actions in the MHCLG bid	March 2021	None
11	Delivery of a homelessness prevention service	Ensure access to housing	Prevention of homelessness for 50% of those who approach	Ongoing	None. Likely to be increased costs of B&B from accommodating during pandemic
12	Ensure we have an active private rented sector, engaging with landlords and hosting landlord events. Delivery of landlord support and tenancy sustainment services	Ensure access to housing	Annual landlord events Branded private sector lettings product	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
13	Supporting the delivery of affordable homes by maximising 40% affordable homes on all eligible sites	<p>Ensure access to housing</p> <p>Promoting high quality design and good standard of amenity</p>	<p>Delivery of programme of 40% affordable housing, through planning framework</p> <p>Maintain a good working relationship with the RP's to deliver good quality homes to meet local housing need</p> <p>Creation of sustainable and desirable housing products</p>	Ongoing	None
14	Carry out an annual analysis of the housing register	Ensure access to housing	Ensuring supply profile matches demand	March 21	None
15	Produce an Annual Housing Update	An efficient and effective Council	Production of an annual update	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
16	Retender Housing IT	An efficient and effective council	<p>Increased digitalisation</p> <p>Fit for purpose IT</p> <p>Improved digital experience for customers</p> <p>Better value for money / cost savings</p>	March 2021	Revised date of June 21.
17	Work towards the Armed Forces Employer Recognition Scheme silver accreditation	Working through the Hart Community Covenant Partnership and with other agencies to support the re-employment of military personnel	Demonstrate support to the armed forces community as an employer	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
18	Deliver the Hart Health and Wellbeing Plan	Work with partners to keep Hart healthy and active	Delivery of projects and partnerships to improve health and wellbeing	March 2021	None
19	Development of a Social Inclusion Partnership based on the MEAM (Making Every Adult Matter) principles	<p>Ensure access to housing</p> <p>Work with partners to keep Hart healthy and active</p>	<p>Delivery of a coordinated approach to dealing with complex and vulnerable clients</p> <p>Better equipped to tackle multiple disadvantage</p>	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
20	Establish a “housing first” pilot, to prevent rough sleeping	<p>Ensure access to housing</p> <p>Work with partners to keep Hart healthy and active</p>	<p>Housing First pilot – 1 unit in the programme</p> <p>Sustainable client outcome</p> <p>Evaluation framework set up</p>	March 2021	There is a risk this could be delayed by 6 months
21	Monitor grant funding workstreams within other organisations (CAB, Fleet Lions, others)	An efficient and effective Council	Funding SLAs on track against targets	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
22	Undertake research to examine the affordability of 2-bedroom affordable rented properties in the district	Ensure access to housing	Evidence base on affordability to use as a basis for discussions with RPs	March 2021	None
23	Tackling empty homes	Ensure access to housing	Development of a clear and publicised service, aimed at reducing empty homes in the district	March 2021	Delay until end of 2021
24	Work with health and social services colleagues to identify any requirement for specialist housing for people with a learning or physical support and housing need	Ensure access to housing	<p>Clear understanding of provision</p> <p>Map of provision</p> <p>Map of gaps</p>	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
25	Work with RP partners to review the way in which we record which affordable homes already have adaptations and improve the way these are advertised and let	Ensure access to housing	Better use of existing stock Better property / client matching	March 2021	Possible slippage into June 2021
26	Delivery of the Hart Skills Cafe	Support residents in becoming economically active	Clients assisted into training and employment	March 2021	None (now operating digitally)
27	Scan the horizon for commercial opportunities	An efficient and effective Council	Commercial projects brought forward for review by the Commercial Manager	March 2021	None

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to COVID 19
28	Support reduced emissions from energy consumption of residential properties		<p>Identify funding for energy efficiency grants</p> <p>Scope a building insulations scheme for residents on low income</p>	March 2021	Will be able to identify funding opportunities but the scoping out of a scheme will be delayed until later in 2021.

Performance indicators and targets

KPI	Description	Annual Target
H02	Number of applicants for whom homelessness is relieved or prevented	to be 50% of those presenting
H04	Households living in Temporary Accommodation	<i>Below 30</i>
H06	Number of families in B&B for more than 6 weeks	<i>zero</i>
H10	Number of gross affordable homes delivered	<i>100</i>
H11	Number of energy efficiency measures installed	<i>4</i>
H15	Number of Hart residents assisted into employment or training each year through the skills cafe	<i>20</i>
H16	Disabled Facilities Grant spend against budget	<i>100%</i>
H17	Number of gypsy / traveller illegal encampments	<i>INFO ONLY</i>



Service Plan: Environment and Tech Services 2020/21

Service Overview

Environment and Technical Services is responsible for delivery of the following services:

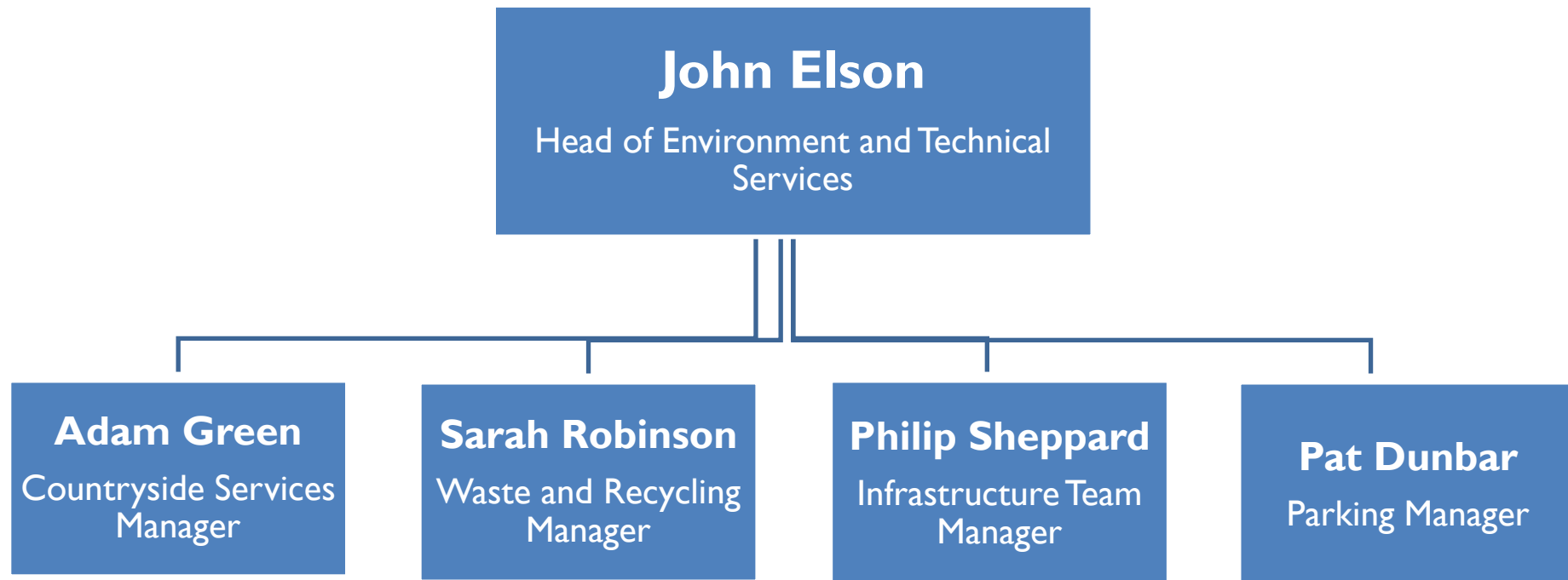
- Waste and recycling collections for both Hart and Basingstoke and Deane.
- Management of Harts countryside sites.
- Management of Harts trees and implementation and enforcement of tree preservation orders.
- Management and enforcement of Harts car parks.
- Implementation, management and enforcement of parking restrictions on the public highway on behalf of Hampshire County Council.
- Maintenance of Harts drainage assets and delivery of Environment Agency funded flood alleviation schemes.
- Delivery of Harts climate change action plan.

The following services which are reported through Environment and Technical Services are delivered as part of a shared service by a neighbouring authority:

- CCTV – Delivered by Rushmoor
- Street Cleaning and Grounds Maintenance – Delivered by Basingstoke and Deane
- Litter and Dog Fouling Enforcement – Delivered by East Hampshire

Resourcing

The service is delivered by 42.24 FTEs working across the following four service areas:



Service Plan: Environment and Technical Services 2020/21- June 20 service priority update

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
I	Delivery of the council's response to Covid-19 pandemic	Statutory requirement	Ensure that the Council meets its statutory obligations under the Civil Contingencies Act.	Ongoing	<p>Staff from Environment and Technical Services have been redeployed from business as usual activities to assist with delivery of the following elements of the council emergency response:</p> <ul style="list-style-type: none"> • Staffing of the council's Emergency Planning Information Cell. • Staffing of the Hub. • Introduction of social distancing measures in Harts retail centres and submission of bids for government funding. • Suspension & reintroduction of certain elements of Hart & Basingstoke waste services, including the

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
					<ul style="list-style-type: none"> temporary introduction of alternate weekly collections in Basingstoke and Deane.
2	New ways of working	Corporate	Working with the council's operational recovery team to identify and implement opportunities for new ways of working.	Ongoing	Most staff have worked remotely during the lockdown period.
3	Deliver climate change action plan	Improve energy efficiency Promote a clean environment	Update report to be to be considered by Cabinet	October 2020	Appointment to climate change officer post has slipped, now anticipate this being confirmed July 2020. Climate change action plan to be reviewed and updated in July highlighting what progress has been made and where slippage has occurred.
4	Delivery of Ecological Feasibility Study at Fleet Pond	Enhance access to open space and recreation facilities	Delivery of the PA2 SSSI Feasibility Study Report Cabinet	April 20 July 20	PA2 SSSI feasibility study completed. Briefing note for cabinet members to be circulated.

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
		Protect and enhance biodiversity	Agree mitigation for the impacts of the green corridor Complete full Feasibility Study	July 20 April 21	Mitigation works agreed with natural England, consultation with other partners to be completed by mid-July. Completion of full feasibility still on track.
5	Delivery of Phase I works at Edenbrook Country Park	Enhance access to open space and recreation facilities Work with partners to keep Hart healthy and active	Agree funding and delivery mechanism for the community gardens Deliver the works for the bike track Deliver the works on the Skate Park Agree Service level Agreement and Lease for Community Garden Commence works on Community Garden	March 20 July 20 July 20 Sept 20 August 20	Development of community gardens proposal for consideration by Cabinet has been delayed. Plan for progressing discussions with HVA/ allotment association to be finalised. Tender out for the bike track, anticipate completion slipping to Sept 2020. Slippage means that delivery of Skate Park will have to be deferred to July 21. Start date on community gardens has slipped new

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
					commencement date to be agreed.
6	Adoption of Whitewater Meadows	Enhance access to open space and recreation facilities	Complete snagging works Legal transfer Adoption	August 20 September 20 Nov 20	Target dates have slipped as developers have not progressed. New target dates to be agreed with Developer.
7	Delivery of wetland at Bramshot Farm	Protect and enhance biodiversity Enhance access to open space and recreation facilities	Complete Costed Feasibility Study Report to Cabinet Tender Works Completion	March 20 May 20 June 200 Oct 20	Feasibility complete and to be updated with costings June 20. Delivery of wetland and drainage works now to be incorporated within phase I of the approved works. Tender likely end July 20 Completion November 20
8	Delivery of communal bins project	Promote a clean environment	Review areas of communal and the requirements to improve signage, bins and information to residents Work with Management Companies and Housing Associations – workshops	April – May 2020	Delivery of project has slipped due to other priorities and in ability to undertake site visits, some design on signs and leaflets has however commenced.

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
			<p>Implement the new bins/signage and deliver leaflets and talks to residents</p> <p>Monitor the sites to see if they are being contaminated or not.</p> <p>Feedback to residents and members on the outcomes.</p>	<p>May – June 2020</p> <p>July 2020</p> <p>August 2020</p> <p>Ongoing</p>	<p>New target dates yet to be agreed.</p>
9	Waste contamination project	Promote a clean environment	<p>Review areas of high contamination</p> <p>Target these areas linking with the communal area project</p> <p>Promotion of what can be recycled</p> <p>Reduce the contamination rate by 10%</p>	<p>April – May 2020</p> <p>May – June 2020</p> <p>Ongoing</p> <p>March 2021</p>	<p>Delivery of project has slipped due to other priorities and in ability to undertake site visits, work has however, commenced on service design.</p> <p>New target dates yet to be agreed.</p>

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
10	Review of Joint Waste Client Team	Promote a clean environment	Agree structure and implement changes.	December 2020	Discussions ongoing JGG yet to be held to agree way forward.
11	Introduction of kerbside collections for small electrical items	Promote a clean environment	Review of contract requirements Service Outline Service Implementation Monitoring of the service	April 2020 April 2020 May 2020 Ongoing	Delivery has slipped due to other priorities; work has commenced on drafting service proposal. New target dates to be agreed.
12	Introduction of wheeled bin repair service.	Promote a clean environment	Review of contract requirements Service Outline IT Development with BDBC IT Service Implementation Monitoring of the service Final Review	April 2020 April - June 2020 June 2020 July – August 2020 September 2020	Delivery has slipped due to other priorities; work has commenced on service design. New target dates to be agreed.
13	Work with HCC and partner organisations to develop proposals that address the outcomes	Promote a clean environment.	Produce briefing note with outline costs for options being considered.	June 2020	Progress has slipped due to other priorities. Target date now August / Sept.

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
	of waste and resources strategy.	Explore options to increase financial self-sustainability			
14	Delivery of the 20/21 traffic management programme.	Support our town and village centres Support the local economy	Delivery of 18 traffic management schemes, plus follow-on schemes from 19/20	March 21	On track 20/21 programme to be circulated to members shortly. New initiative looking at reallocation of road space to support social distancing.
15	Fleet pond Green corridor project	Enhance access to open space and recreation facilities Promote a clean environment	Delivery of the new access road, car park, shared route, and road crossing, signage.	April 21	Mitigation works agreed with natural England, still subject to final approval. Consultation with key partners has commenced. Start on site likely to be deferred, amended programme yet to be agreed. LEP have indicated that it will be possible to defer funding deadlines.
16	Complete car park condition survey and	Support our town and village centres	Asset management plan and programme of works	March 21	On track

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
	agree programme of future works.	Support the local economy Promote a clean environment			
17	Delivery of flood alleviation schemes	Support our town and village centres Support the local economy	Delivery of Kingsway, Phoenix Green, and Mill Corner FAS	March 21	Some slippage impact on proposed programme yet to be confirmed.
18	Produce annual parking reports	Support our town and village centres Support the local economy	Delivery of a revised parking policy, and development of annual parking report	March 21	On track
19	Review of litter picking, and bin emptying service provided to Parish Councils.	Support our town and village centres	New service level agreements to be implemented.	March 21	Review completed. Information to be sent out to parishes shortly. SLAs to be agreed by November.
20	Review of the shared CCTV service.	Support our town and village centres	Cabinet decision on future service provision.	Nov 2020	On track, options for future provision of control room currently be developed.

	Service Priority	Link to corporate plan	Expected Outcomes	Completion date	Comments/Updates due to Covid 19
21	Implementation of the Council's digitalisation agenda.	Support the local economy	Improved access to services. Service efficiencies.	April 21	Most functions now effectively being delivered remotely
22	Review of all fees and charges for service and consider new opportunities for income generation.	Support the local economy	Reduce net costs through increased income.	April 21	On track.
23	Use Green Keeper to assess social economic benefits of open space provision.	Support the local economy. Enhance access to open space and recreation facilities Promote a clean environment	Demonstrate the value of Harts open spaces for mental wellbeing, physical health, property uplift and carbon sequestration. Scenario test the social economic value of the provision of additional visitor facilities on key open spaces	April 21	Project ahead of schedule. Consultant is running various tests now and will report back in the next 2 weeks with proposed completion date

Performance indicators and targets

KPI	Description	Annual Target
ET03	Number of Green Flags held	3
ET04	Number of complaints received for Street Cleaning.	TBA
ET05	Number of complaints received for Grounds Maintenance.	TBA
ET06	Number of missed collections excluding garden waste (per 100,000)	45
ET07	Number of missed garden waste collections (per 100,000)	250
ET08	Overall cost of waste per household	£20
ET09	Total recycling rate	46%
ET10	Carbon footprint for Council operations	TBA
ET11	Number of hours of CCTV camera downtime per month	10 days
ET12	Number of hours of litter enforcement work carried out per month	118 hrs



Service Plan: Place Service 2020/21

Service Overview

Place Services covers a range of services focussed on delivering excellent services to our resident, businesses and other stakeholders.

Implementation of policies, plans and budgets to deliver effective and efficient place making services within legislative requirements and in compliance with the Council's policies, financial regulations and standing orders.

The key services within the scope of Place Services include:

- Development Management (including Heritage & Planning Enforcement)
- Business Support
- Planning Policy (including the Local Plan)
- Strategic & Economic growth, and Regeneration
- Environmental Health (including enforcement in relation to Food Safety, Infectious Diseases, Health & Safety, Public Health Nuisance, Fly Tipping, Pollution Control, Special Treatment Licensing)
- Dog Warden Service
- Licensing (shared with Basingstoke & Deane Borough Council)
- Corporate Health and Safety (shared with Basingstoke & Deane Borough Council)
- Building Control (shared with Rushmoor Borough Council)

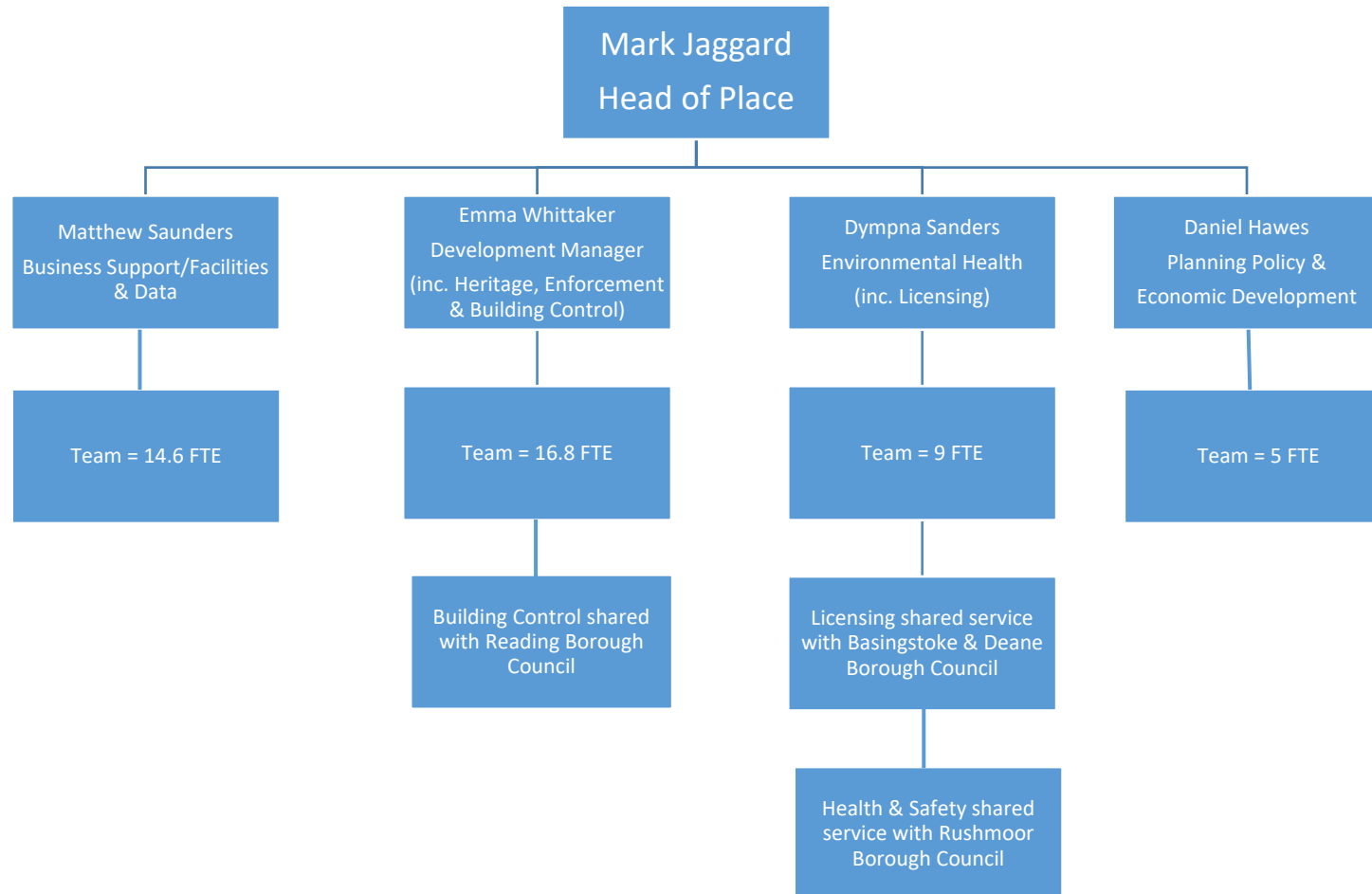
Every day, we deliver critical services such as Environmental Health and ensure they perform at their very best. We create a vision for the Place of Hart – Place Shaping - through the Local Plan and other development plan documents delivered by our Planning Policy & Economic Development team; and deliver the great developments – creating the Conservation Areas of the future - through Place Making and our Development Management team.

We work hard to boost economic growth, negotiate with land owners and re-position the planning process. Meanwhile, we continue to strengthen the partnerships behind shared services and contributing to new strategic policies.

Resourcing

The Service is made up of 4 teams, part of which are delivered as a Shared Service with Basingstoke & Deane Borough Council and Rushmoor Borough Council.

The 4 teams are:



Place Service - Service Priorities

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
I	Delivery of the council's response to Covid-19 pandemic	<p>Ensure that the Council meets its statutory obligations under the Civil Contingencies Act.</p> <p>Support for our town and village centres</p> <p>Support the local economy</p>	<p>Community Impact Assessment</p> <p>Corporate Impact Assessment</p> <p>Action plans arising from these</p>	Ongoing	<p>Staff from Place have been redeployed from business as usual activities to assist with delivery of the following elements of the council emergency response:</p> <ul style="list-style-type: none"> • Hart Response Hub • Introduction of social distancing measures in Harts retail centres and submission of bids for government funding. • Support for Business and Economy

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
2	New Ways of Working	Working with the council's operational recovery team to identify and implement opportunities for new ways of working.	Green	Ongoing	Most staff have worked remotely during the lockdown period. Facilities have managed the safe return to offices and reopening of the reception
3	Review the Management Structure across the Place Service	Create Efficient Council Offices	Increase the management capacity in the Place Service – to deliver change, improved service, efficiency, future proofing, digitalisation improvements and seek commercialisation opportunities	Summer 2020	Move to Autumn 2020
4	Establish clear service and team targets and performance indicators that are regularly monitored	Create Efficient Council Offices	High level Service Targets established in the Place Service Plan. Detailed Team Targets flow in the Team Plans	Service Plan Spring 2020 Team Plans Spring 2020	Move to Autumn 2020

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
5	Ensure the service is fully staffed and trained to provide the best quality service	Investing in our People. Create Efficient Council Offices	Look at training, development, mentoring and career grades to provide retention and recruitment	On going Appraisals and PDR prepared at start of year (including a Personal Development Plan) and then regularly reviewed throughout the year Regular 1-2-1s	No change PDRs completed by end Q1
6	Review the 'Grow our Own' staffing strategy. Consider recruiting apprentices, supporting day release to study, and implementing a limited Career Grade structure etc	Create Efficient Council Services	Provide a well-qualified team; deal with recruitment issues	Summer / Autumn 2020	Move to Autumn/Winter in line with the other reviews of the structure Conscious that day release would normally start Autumn term; however this academic year will not be normal

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
7	Uniform Project – Ensure that the service is making the best more efficient use of this product	Digitalisation Create Efficient Council Services	To ensure we get the best use of the software to help run an efficient and effective service	On-going – continuous improvement	No change
8	Roll out of new GIS – make better use of GIS throughout the Council	Digitalisation Create Efficient Council Services	To ensure we get the best use of the software to help run an efficient and effective service	Summer / Autumn 2020	Move to Autumn Winter 2020 This is an on-going project
9	Review all webpages relating to the Place Service to ensure they are helpful, up to date, relevant, easy to navigate and comply with the accessibility requirements	Digitalisation Create Efficient Council Services	Helping our customers help themselves. Part of a responsive and helpful council	Summer 2020	Project already started Completion Autumn 2020
10	Everything is moved into SharePoint from share drives	Digitalisation. Create Efficient Council Services	Part of the digitalisation strategy	Spring 2020	Significant progress made Lockdown means that some of the final bits of transferring data cannot be done without going into the office
11	Review and improve the system of Web	Digitalisation. Create Efficient Council Services	Part of an open Council, helping out customers see	Spring 2020	First full Council meeting held virtually via TEAMS and

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
	Casting in the Council Chamber		Council business without the need to travel to our offices		published on Facebook held 30 th April 2020 Followed by Council AGM on 21 st May 2020
12	Review all fees and charges – Planning, Building Control, Environmental Health and Licensing, Land Charges and Street Naming & Numbering	Commercialisation. Create Efficient Council Services	Review fees and charges to ensure they are set at a rate which is fair and reasonable, and reflects the real costs of providing the service	Spring / Summer 2020	Move to Autumn 2020 to allow time to reflect of impact of Covid 19 on the services we deliver, and how we deliver them in the ‘new normal’ working environment
13	Produce an Action Plan for the Development Management Service following the review by POSe. Action Plan will identify the key priorities for improvement, with responsibilities identified and a programme for their implementation	Create Efficient Council Services The Place to enjoy	Service improvements. Part of a ‘Best in Class’ Place service	Summer 2020	Whilst there was an early draft it needs to be re-evaluated in light of current working practices Should still be able to produce Action Plan for Summer / Autumn 2020 though some of the timelines for individual actions will need to be reviewed in light of COVID-19 impact.

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
14	Independent review of the Enforcement Service, process and procedures, and liaison with other services	Create Efficient Council Services	Service improvements. Part of a 'Best in Class' Place service	Spring 2020	Slip to Summer / Autumn 2020. Need to re-think how review will be undertaken since originally it was to be office-based
15	Produce an Action Plan for the Planning Enforcement Service following the external review	Create Efficient Council Services The place to enjoy our environment and health	Service improvements. Part of a 'Best in Class' Place service	Review of Enforcement Service Spring 2020 Action Plan Summer2020	Slip to Autumn 2020
16	Review pre-application advice process and introduce the use of Planning Performance Agreements (PPA) and frontloading	Customers at the heart of everything we do Create Efficient Council Services	Production of an updated pre application service and associated charges. Provision of a pro-active service to our customers	Spring / Summer 2020	Draft prepared but further work needed in light of new working practices / virtual meetings Slip to Summer / Autumn 2020
17	Prepare a Planning Performance Agreement (PPA) protocol	Customers at the heart of everything we do Create Efficient Council Services	Production of an updated pre application service and associated charges. Provision of a pro-active service to our customers	Spring / Summer 2020	Draft prepared but further work needed in light of new working practices / virtual meetings Slip to Summer / Autumn 2020

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
18	Prepare a protocol and practice guidance note on Extensions of Time (EoTs) on planning applications	Customers at the heart of everything we do Create Efficient Council Services	Part of a better service to our customers without relying on EoTs	Summer / Autumn 2020	No change
19	Set up a Planning Agents Forum	Customers at the heart of everything we do Create Efficient Council Services	Better service to our customers, providing a service they need and want	Spring / Summer 2020	We were intending to do one once the Local Plan was adopted Need to review on light of Covid 19, and whether a virtual Agents Forum would work
20	Review the Scheme of Delegation and call in arrangements for planning applications	Customers at the heart of everything we do Create Efficient Council Services	Best practice to review after a couple of years	Summer 2020	Interim arrangements have been agreed and implemented to allow business as usual during the Covid 19 lockdown The long-term solution needs to be reviewed once it is clearer how we are coming out of lockdown, and picking up points in the DM review
21	Set up a Programme of training for Members of	The Place to enjoy – enhancing	Requirement for all members of planning committee	First training session late May / early June 2020	Have already started to look at how we can deliver training differently

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
	the Planning Committee following May elections	our environment and health			The fact that we don't have any new Cllrs helps However training is going to be different as it can't be face to face. First training session Summer 2020
22	Review Standard Conditions in light of the adoption of the HLP32	Create Effective Council Services	To ensure conditions reflect the latest Hart Local Plan 2032	Summer 2020	No change
23	Produce a series of Technical Advice Notes (TANs) as pre application advice and publish on our website	Customers at the heart of everything we do Create Efficient Council Services	More effective implementation of planning policies particularly those in the new Local Plan 2032	Now / and on going	This work has been impacted by Covid-19 Timeframe still now / and on going
24	Introduce an Urban Design function	The Place to enjoy - enhancing our environment and health	To ensure design quality in new developments	Now / and on going	The services of The Urban Design Doctor (Dr Stefan Kruczkowski) have already been used in relation to a major site and he has delivered on Officer training session before lockdown

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
25	Review the need for an Enforcement Sub-Committee and a Major Sites Sub-Committee	Create Effective Council Services	Part of regular review to ensure design quality in new developments	Autumn 2020	No change

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
26	Review, and if necessary, update the Local Enforcement Plan	<p>Customers at the heart of everything we do</p> <p>The Place to enjoy - enhancing our environment and health</p>	Best practice is to review and keep updated the Local Enforcement Plan. Look to ensure there is conformity with similar procedures across the Council	Autumn 2020	No change
27	Preparation of a protocol for pursuit of enforcement cases through Proceeds of Crime (POCA)	Create Efficient Customer Services	Need to set up a protocol to consider Proceeds of Crime	Autumn 2020	No change
28	Establish an action plan to maintain market share of Building Control work	<p>Customers at the heart of everything we do.</p> <p>Commercialisation</p>	Need to ensure we maintain a good proportion of the work	Summer 2020	Autumn / Winter 2020 This will be very much dependant on how the construction industry reacts coming out of the lockdown, and market confidence in the housing market

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
29	Review and update the Local Development Scheme (LDS)	<p>Being fair, open and transparent</p> <p>A Thriving Local Economy</p> <p>A Clean, Green and Safe Environment</p> <p>Healthy Communities and People</p>	The LDS is a high level project plan for the production of development plan documents	Summer 2020	Move to Autumn 2020

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
30	Review and update the Statement of Community Involvement (SCI)	Customers at the heart of everything we do Create Effective Council Services	Up to date policy on community involvement in the planning process (both Policy and Development Management)	Consult Summer 2020 The target is to adopt an updated SCI this year	Temporary arrangements in place Suggest that this is linked to the Action Plan in relation to DM Move to Autumn / Winter 2020 In meantime consider latest guidance and emerging best practice. If we are not consulting on the Traveller DPD this summer (or even this year) then no urgent need for an SCI now
31	Produce an options paper about the merits of bringing in Community Infrastructure Levy (CIL)	Create Effective Council Services	Informed decision on the best approach for Hart regarding CIL	Spring 2020	This is moving to July – so summer 2020

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
32	Produce a series of Supplementary Planning Documents (SPDs) [note Technical Advice Notes (TANs) are dealt with earlier]	<p>A Thriving Local Economy</p> <p>A Clean, Green and Safe Environment</p> <p>Healthy Communities and People</p>	More effective implementation of planning policies particularly those in the new Local Plan 2032	Consult on the Parking Standards SPD and the Affordable Homes SPD in Summer 2020. Target is to adopt SPDs this year	<p>This has been affected by Covid 19</p> <p>Suggest slip to Autumn/Winter 2020 for consultation and adoption Spring/Summer 2021</p>
33	SI06 Monitoring and Reporting	Being fair, open and transparent	Accurate reporting of developer contributions towards infrastructure improvements in accordance with statutory requirements	December 2020	Covid 19 makes this more challenging but we aim to keep to this deadline
34	Review the Economic Strategy and Action Plan	<p>Support the local economy.</p> <p>Support for our town and village centres</p>	An up to date and more effective approach to supporting the local economy	Autumn 2020	Winter 2020 in order to pick up implications of Covid 19 on the local economy

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
35	Helping local people into local jobs	Support for the local economy	More local people helped into work. Local companies better able to access suitable local workforce. Less in-commuting	2 year project from Mach 2020	As an issue this could become much higher in the Council's priorities
36	Conservation Area Appraisals	Promoting high quality design and a good standard of amenity	<p>Taking account of the different roles and character of places within Hart and promoting the vitality of our towns and villages through implementing policies in the Hart Local Plan, and in Neighbourhood Plans</p> <p>Work with the Town and Parish Councils to update the conservation area appraisals in their areas</p>	Spring / Summer 2020	Autumn 2020 / as and when Parish & Town Council wish to move forward / and technically they can be undertaken

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
37	Fly Tipping Strategy	The Place to Enjoy – enhancing our environment and health	<p>Review and implement the Fly Tipping Strategy to combat fly tipping in open spaces within the District including the service of Fixed Penalty Notices for Fly Tipping</p> <p>To continue to raise awareness of fly tipping in the District through publicity</p>	<p>April 2020</p> <p>March 2021</p>	Autumn 2020
38	Reducing incidence of dog fouling through targeted enforcement	The Place to Enjoy – enhancing our environment and health	<p>Implement a District-wide Public Spaces Protection Order to deter dog fouling</p> <p>Review of effectiveness of PSPO</p>	<p>June 2020</p> <p>March 2021</p>	No change
39	Produce seasonal food safety and health & safety newsletters for food business operators within Hart	The Place to Enjoy – enhancing our environment and health	To produce two food safety and health & safety newsletters per year for distribution to relevant commercial premises within Hart	March 2021	No change

	Service Priority	Link to Corporate Plan	Expected Outcomes	Completion Date	Comments/Updates due to Covid 19
40	H&S intervention targeted at high risk premises in District	The Place to Enjoy – enhancing our environment and health	Project to improve health and safety standards in warehousing and barn-type premises	March 2021	No change
41	Aim to become best Environmental Health Service in the UK	Create Efficient Council Services	<p>Devise an Action Plan on how to improve EH Service including:</p> <ol style="list-style-type: none"> 1. Review national statistics to determine how we perform now; 2. Learn from the best in class EH services; 3. Improve resilience of Service through cross skilling and enhancing procedures; 4. Enhancing the information on our website to enable more effective self-service; 5. Consider how to improve customer engagement and feedback; 	<p>Overall Aim March 2025</p> <p>Objectives 1 to 6 March 2021</p>	No change

			6. Review criteria for Customer Excellence Award and set an Action Plan in place to deliver		
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Performance indicators and targets

KPI	Description	Annual Target
Development Management		
	Major development application decisions made within the statutory determination period	60%
	Non-major development application decisions made within the statutory	70%
	Other application decisions made within the statutory determination period	85%
	% of Tree Preservation works applications determined within eight weeks	90%
	Planning application fee income	Data only
	Income from Pre Application Advice and PPAs (including LBCs)	Data only
	Number of Building Control Applications Received	Data only
	Building Control income	Data only
Environmental Health		
	% of proactive inspections (including food, health and safety, animal welfare and	98%
	% of Environmental Health complaints (including noise, public health, food)	98%
	Number of fly-tipping enforcement actions	Data only
	Number of fly-tipping complaints received by service	Data only
	Income	Data only
	Number of Food Hygiene Training sessions run / number of participants	Data only

Planning Policy		
% of Local Development Scheme (LDS) milestones met	The LDS is the project plan for all development plan documents and sets out the key milestones	100%
% Neighbourhood Plans that receive support	The target is to provide appropriate levels of support to all NPs going through the process.	100% of NPs receive appropriate support
Completion of SANG/Strategic Access Management and Monitoring (SAMM) returns and payments to Hampshire County Council (HCC)	HCC act as 'banker' for monies paid by developers to Blackwater Park SANG and for the SAMM project (Strategic Access Management and Monitoring). Each quarter it is necessary to transfer funds received to HCC along with information regarding the developments which the monies relate to, (numbers and sizes of dwellings etc.)	Quarterly returns to HCC submitted on time

CABINET

KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

July 2020

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	Date item agreed for report	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
Crookham Village Neighbourhood Plan	June 19	To consider the examiners' report.	Nov 19	July 20		GC	P	
Service Plans	Annual	To consider interim Service Plans pending a review of the Council's overall budget position post COVID-19	Apr 20	July 20		DN	All	
Council Response to COVID-19 and Next Steps	June 20	Due to COVID-19	July 20			DN	JCX	
Allotments/Community Gardens	Jan 20	To agree the release of funding to develop Edenbrook Community Gardens, post consideration by Overview and Scrutiny	Mar 20	July 20	Y	DN	E	

Report Title	Date item agreed for report	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
The Swan Pub, North Warnborough	July 20	To agree the way forward once the Council has formally taken possession of the Swan and to agree a budget for initial replacement of site hoardings and site maintenance.	Aug 20		Y			Y
Food and Health and Safety Service Plan	Annual	Post consideration by Overview & Scrutiny Committee in July, to recommend to Council that the annual Food Safety Plan be adopted	Jun 20	Aug 20		SK	RS	
Review the Medium Term Financial Strategy (MTFS, and Budget	May 20	To amend as a result of the COVID-19 pandemic	Jul 20	Aug 20		JR	F	
Delegation of Community Protection Notice powers to Housing Associations	May 20	To delegate additional powers to local housing associations to tackle unsocial behaviour.	July 20	Aug 20		SB	H	
Revenue and Capital Outturn 2019/20	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn.	Sept 20			JR	F	

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Treasury Management 2019/20(Annual Report)	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on Treasury Management Activities 2019/20	Aug 20			JR	F	
Community Infrastructure Levy (CIL)	Apr 19	Post consideration by Overview and Scrutiny in July to consider if it is beneficial to introduce CIL rather than retain the current S106 arrangements	Feb 20	Sep 20		GC	P	
Planning Management Development Peer Review	Aug 19	Post consideration by Overview and Scrutiny in July to consider the Action Plan for Planning Management post the Peer Review	Feb 20	Sep 20		GC	P	
Revised Budgets	Jun 20	Revised budget for 2019/2020 taking into account COVID-19 risks	Sep 20			JR	F	
Update on Peer Review further to revisit of LGA	Dec 18	Post consideration by Overview and Scrutiny in June to consider	Jan 20	Oct 20		DN	JCX	

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		the outcomes of the revisit of the LGA.						
Medium Term Financial Strategy (MTFS)	Annual	Post Consideration by Overview and Scrutiny to consider the Medium-Term Financial Strategy	Dec 20			JR	F	
Treasury Management 2019/20 (Half Year Report)	Annual	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2019/20	Dec 20			JR	F	
Draft 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals.	Feb 21			JR	F	
Draft 2020/21 Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 draft Capital Strategy, the 2020/21 Treasury Management	Feb 21			JR	F	

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		Strategy Statement and Asset Management Plan						
Leisure Centre Opportunities	May 20	TBA	TBA			JR	F	
Review of Commercialisation Strategy	May 20	To review the Commercialisation strategy in light of COVID-19 implications.	TBC			RQ	CS	

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	SA	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
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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

Emergency Decision taken

Date	Decision
22 nd March 2020	Invocation of the Hart Emergency Plan
23 rd March 2020	Establishment of structure to deliver COVID-19 response, allocation of resources across the organisation for this purpose.
24 rd March 2020	Discussion start with Capita across the 5 Council’s partnership to assess how the Government Small Business Grants, and Retail, Hospitality and Leisure Grants proposals could be implemented
24 th March 2020	Retention of Head of Community Services based on a negotiated agreement (with commensurate impact on the Head of Environment and Technical Services) – cost £15K
25 th March 2020	To establish a Hart Response Hub will require an IT platform. This could be done inhouse, but would require scarce resources – purchased a system at a cost of £1,000
27 th March 2020	Once £150 reduction is applied to eligible Council Taxpayers, all remaining funds in the hardship fund to be allocated for use by any resident who finds themselves in financial hardship. Until the £150 can be applied, no requests for Council Tax payment will be made of this group
27 th March 2020	Additional resources required for communications, additional resources at additional cost brought in (website reformatted for COVID19)
30 th March 2020	The creation and distribution of a COVID 19 leaflet for all residents
30 th March 2020	Two compartments in Elvetham Heath Nature Reserve closed due problems with visitors congregating at ‘kissing’ gates and also being unable to maintain reasonable social distancing
3 rd April 2020	Agreement to match grant funding from HCC to Community/Voluntary Groups responding directly to the COVID pandemic – cost £5000

Date	Decision
9 th April 2020	Agreed to establishment of Recovery in shadow, whilst response is ongoing
28 th April 2020	Agreement to use of a survey to assess the impact of COVID on the community
9 th May 2020	Commissioned consultants to help with the reallocation of road space for reopening of the high streets, current cost £11,000
1 st June 2020	Jointly commission consultants with Hampshire County Council to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP) – cost £20,000 to enable further bids for funding
5 th June 2020	Additional resources required to enable effective Recovery, whilst providing continuity of business as usual services, as well as continued response. Cost £30,000
5 th June 2020	Commissioned contractors to install and manage traffic management measures in Fleet Road to facilitate social distancing for initial 6 weeks period cost £6k

Urgent Business Continuity Decisions taken.

Date	Decision
13 th March	Contract signed to install Virtual Private Network (VPN) to enable Council systems to be access from home
17 th March	Purchase of new laptops and mobile phones to enable home working.
18 th March 2020	Cessation of car parking charges and on-street parking charge enforcement
18 th March	Commission the purchase of Modern.gov Committee services software
23 rd March 2020	Garden Waste and Bulky Waste Collection Services suspended
22 nd April 2020	Decision to commission White Young Green (and separate legal advice) to investigate waste client team implications arising from BDBC concerns. Cost £15,000
22 nd May 2020	Decision to go 'live' with Discretionary Grants Scheme on 26 th May 2020.
25 th May 2020	Elvetham Heath Nature Reserve fully opened to the public