



## NOTICE OF MEETING

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date and Time:</b>	<b>Thursday 4 August 2022 7.00 pm</b>
<b>Place:</b>	<b>Council Chamber</b>
<b>Enquiries to:</b>	<b>Committee Services Committeeservices@hart.gov.uk</b>
<b>Members:</b>	<b>Neighbour (Leader), Radley (Deputy Leader), Bailey, Clarke, Cockarill, Collins, Oliver and Quarterman</b>

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

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

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

- At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting had provided their consent to any such recording.**

**1 MINUTES OF THE PREVIOUS MEETING** 5 - 9

The minutes of the meeting held on 7 July 2022 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)**

Anyone wishing to make a statement to the Committee should contact Committee Services at least two clear working days prior to the meeting. Further information can be found [online](#).

**6 REQUEST FOR THE RELEASE OF S106 FUNDING TOWARDS HOOK COMMUNITY CENTRE AND SPORTS PAVILION** 10 - 11

To seek Cabinet approval for the release of S106 funding towards Hook Community Centre and Sports Pavilion

**RECOMMENDATION**

That Cabinet

Approves the release of S106 funding to be allocated towards Hook Community Centre and Sports Pavilion

**7 REVENUE AND CAPITAL OUTTURN 2021/22** 12 - 30

Following consideration by the Overview and Scrutiny Committee.

**RECOMMENDATION**

That Cabinet

1. Notes the provisional revenue outturn position of an underspend of £57k (shown in Table 3).

2. Notes the capital outturn position on 31<sup>st</sup> March 2022.
3. Approves the unspent capital budget is carried forward into the Capital programme for 2022/2023.
4. On the recommendation of Overview and Scrutiny committee, Cabinet approves the contributions to and from earmarked reserves detailed in Tables 6 and 7 are approved.

**8 CYCLE & CAR PARKING IN NEW DEVELOPMENT TECHNICAL ADVICE NOTE 31 - 68**

To replace the [Parking Provision Interim Guidance](#) adopted by Cabinet in August 2008 with updated guidance, including new residential cycle and car parking standards, in the form of a Technical Advice Note.

**RECOMMENDATION**

Cabinet is recommended to:

1. Endorse the content of the Cycle and Car Parking in New Development Technical Advice Note (TAN);
2. Adopt the cycle and car parking standards set out at paragraphs 4.11 and 5.4 of the TAN as a material consideration in the determination of planning applications;
3. Revoke the [Parking Provision Interim Guidance](#) adopted in 2008; and
4. Authorise the Head of Place to make further edits and re-publish the TAN as and when required, except for the numerical cycle and car parking standards setting out quantum of parking to be provided with new development, which can only be amended with Cabinet approval.

**9 EV CHARGING POINTS TENDER PROCESS 69 - 73**

To obtain Cabinet approval to accept a tender for the installation of Electric Vehicle Charging Points (EVCP) in Harts car parks.

**RECOMMENDATION**

1. That the tender submitted by Bidder B for the installation of EVCP in Hart car parks at locations detailed in section 3.2, is accepted.
2. That 5k is ring fenced in 22/23 climate change budget to provide a working fund for the installation of EVCP.

**10 CLIMATE CHANGE WORKING GROUP 74 - 82**

To receive the minutes from the Climate Change Working Group meetings held on 27 June 2022 and 19 July 2022.

To approve the breakdown in budget allocation as set out in Appendix A

**RECOMMENDATION**

That Cabinet

1. Notes the minutes of the meetings of the Climate Change Working Group held on 27 June 2022 and 19 July 2022
2. Approves the budget allocation as set out in Appendix A.

**11 CABINET WORK PROGRAMME 83 - 89**

To consider and amend the Cabinet Work Programme.

**12 EXCLUSION OF THE PUBLIC**

The following item(s) contain exempt information.

**RECOMMENDATION**

Members must decide whether the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

It is suggested 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 involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**13. PROVISION OF CORPORATE HEALTH AND SAFETY SERVICE 90 - 95**

**Date of Publication: Wednesday, 27 July 2022**

## **CABINET**

**Date and Time:** Thursday 7 July 2022 at 7.00 pm

**Place:** Council Chamber

**Present:**

Neighbour (Leader), Radley (Deputy Leader), Bailey, Collins, Oliver and Cockarill

**In attendance:** Axam, Butcher, Clarke, Forster, Worlock

**Officers:**

Patricia Hughes, Joint Chief Executive

Ashley Grist, Contracts & Procurement Manager

Christine Tetlow, Planning Policy - Strategic & Corporate Projects Manager

Sharon Black, Committee Services Officer

Rebecca Borrett, Committee Services Officer

Claire Lord, Committee Services Officer

Jenny Murton, Committee Services Officer

### **11 MINUTES OF THE PREVIOUS MEETING**

The minutes of 9<sup>th</sup> June 2022 were confirmed and signed as a correct record.

### **12 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Quarterman.

### **13 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **14 CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

### **15 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)**

There were none.

### **16 FARNBOROUGH COLLEGE OF TECHNOLOGY: PROPOSED LEASE OF THIRD FLOOR, CIVIC OFFICES**

Cabinet noted that the Portfolio Holder for Corporate Services and Commercialisation, in consultation with the Portfolio Holder for Finance and the Chairman of Overview & Scrutiny Committee, had used urgent delegated powers to

1. authorise the Joint Chief Executive to grant Farnborough College of Technology (FCT) a 5-year lease/license to occupy the third floor of the Civic Offices for the purposes of providing a higher/further education facility and,
2. authorise the Joint Chief Executive, to implement any necessary security enhancement works to facilitate use of the third floor by FCT to be funded from the August 2018 Cabinet approved £500k 'invest to grow' budget reserve that is allocated to the Joint Chief Executives.

A query was raised on why the additional works were to be funded from the "invest to grow" fund, and how the Council was able to spend this fund. A written response would be provided to this question in due course.

## **17 UK SHARED PROSPERITY FUND**

(Cllr Bailey arrived at 7.05 during this item)

The background to the fund, and the way in which the funding would be provided was given.

Cabinet discussed:

- the certainty of the funding being available during the 3 year funding period before further resources were committed
- how the funding allocation would be split
- the project to refresh the local economic development strategy
- capacity of the Council to deliver the planned work
- the costs allocated to the individual projects
- the fact that this was a levelling up fund for areas within Hart
- that the full proposals including costs would return to Cabinet for approval in due course

## **DECISION**

Cabinet unanimously:

- Approved the drafting of the Local Investment Plan for the administration of the UKSPF in Hart based on the proposed framework presented in this paper;  
Agreed in principle, and subject to guarantees from Central Government in their confirmation agreement to the Investment Plan, to forward fund projects identified from the Council's reserves as set out in paragraph 22 to 24; and Delegated final authority to submit Hart District Council's UKSPF Investment Plan to DHLUC, to the Joint Chief Executive in consultation with the Leader

## **18 HART AND RUSHMOOR WORKING TOGETHER**

The background to the report was outlined to Cabinet where it was emphasised that it was not about merging the two Councils, but a way in which both would be able to reduce costs and gain economies of scale.

Cabinet discussed:

- Whether the suggestions for areas of shared working could be amended during the process
- The differences in the cultures of the two Councils
- Ensuring that the business cases stood up to scrutiny before any final decisions were made as to whether to proceed further
- Risk assessments required for key aspects of the proposals and any mitigation required

The Leader of the Opposition was thanked for her support of the proposals.

### **DECISION**

Cabinet unanimously:

1. Approved the Joint Working Together Statement at Appendix 1 of this report.
2. Noted the report of the independent consultant on sharing a Chief Executive at Appendix 2 and agreed to proceed with further work to produce a business case to consider a shared Chief Executive, including obtaining relevant HR and Legal advice.
3. Agreed to undertake work to assess services which may be suitable to be delivered as shared services, based on the approach outlined in Appendix 3 of this report.
4. Agreed a budget of £27,500 (50% of the overall cost) to undertake the work identified.
5. Noted the timeline of these activities shown in Appendix 4.
6. Noted the risks identified in Paragraph 37 of this report.

## **19 QUARTERLY PERFORMANCE PLANS**

Cabinet considered the report for Q4 for 2021/22 and noted that significant achievements had been made in all areas regardless of challenges faced.

Cabinet discussed:

- Issues with KPIs for missed bin collections – additional information from Serco would be forthcoming relating to late bin collections in future reports
- Recycling issues
- The reasons for the lack of targets in some areas
- Poor CCTV figures. With the impending move to Runnymede, a site visit was to be arranged for Councillors to the new facility
- Prosecutions and enforcement actions for flytipping. The possibility of moving towards a zero tolerance approach was suggested, and a written response would be provided to the Councillor raising the issue giving details of current procedures and suggestions for the future

## **DECISION**

The report for Quarter 4 2021/22 was noted.

## **20 WHISTLEBLOWING POLICY**

Cabinet received the updated Whistleblowing Policy which had previously been considered by Overview and Scrutiny.

Cabinet discussed:

- The fact that the policy had not been used in more than 5 years
- Confidentiality of staff raising an issue
- Possibility of adding a route whereby staff could raise issues anonymously. The LGA would be asked if they could provide some guidance on best practice

## **DECISION**

The reviewed and updated Whistleblowing Policy was unanimously approved.

## **21 OUTSIDE BODIES REPRESENTATION AND REPORTS**

(Cllr Worlock arrived at 8.15 during this item)

Cabinet discussed:

- That other reports from Members on Outside Bodies were presented to Overview and Scrutiny
- Made amendments to the representation as follows:
  - Basingstoke Canal Joint Management Committee: Cllr Wildsmith and Cllr Southern
  - Blackwater Valley Advisory Committee for Public Transport: Cllr Oliver and Cllr Woods
  - Fleet Pond Society: Cllr Wright with Cllr Wildsmith as Reserve
  - Local Government Association HIOW District Councils Network: Reserve to be Cllr Oliver



- Hampshire Partnership no longer meets
- Add Fleet, Crondall and Crookham Welfare Trust: Cllr Wright
- Hampshire Police and Crime Panel: there was a vacancy for a Conservative Cllr to join the panel, Cllr Worlock would like to be put forward if possible. If not will become Cllr Bailey's deputy.

## **DECISION**

Cabinet unanimously

1. noted the feedback from the key partner meetings that have been held as set out in Appendix 1
2. considered the list of Outside Bodies it wished to formally be appointed to as set out in Appendix 2.
3. nominated and approved the representatives for each of the Outside Bodies as identified in Appendix 2

## **22 CABINET WORK PROGRAMME**

Amendments to the Work Programme that would be incorporated into the August paper were noted.

A paper on future waste strategy and contract change was likely to be put to Cabinet later in the year.

The Cabinet Work Programme was further considered and approved.

The meeting closed at 8.58 pm

## Cabinet

**DATE OF MEETING: THURSDAY, 4 AUGUST 2022**

**TITLE OF REPORT: REQUEST THE RELEASE OF S106 FUNDING TOWARDS HOOK COMMUNITY CENTRE AND SPORTS PAVILION**

**Report of: Head of Environmental & Technical Services**

**Cabinet Portfolio:** Strategic Direction and Partnerships

**Key Decision: N**

**Confidentiality: Open**

### **PURPOSE OF REPORT**

1. For Cabinet to approve the release of £455,369 local S106 funding earmarked for the provision of improvements to the Community Centre at Ravenscroft, Hook.
2. For Cabinet to approve the release of £250,000 local S106 funding earmarked for use earmarked for the provision of a Sports Pavilion and Changing rooms at the development in North-East Hook.

### **RECOMMENDATION**

3. That Cabinet approves the immediate release of £455,369 held in Parish S106 reserves for Hook Parish Council
4. That subject to the receipt of a successful planning application and the letting of an appropriate contract of works, Cabinet approves that delegated authority is given to the Head of Place (in consultation with Local Ward Members) to release £250,000 of earmarked S106 reserves to be used for the provision of the Sports Pavilion.

### **BACKGROUND**

5. In 2013, Hook Parish Council submitted a request to Hart District Council to seek developer contributions towards the delivery of two specific projects in Hook.
  - a) Improvements to the Hook Community Centre
  - b) Sports Pavilion and Changing Rooms (on land at North-East Hook)

The request was considered by Cabinet at a meeting held in August 2013 and consequently Section 106 contributions were agreed for both projects in the sum of £382,751 for the Community Centre project and £250,000 for the pavilion project.

6. As the funding was subject to indexation and interest (where applicable), The total sum of funds being held in reserves for Hook Parish Council is £705,369.04.

### **MAIN ISSUES**

7. The Parish Council completed the refurbishment of Hook Community Centre in May 2015 and since its completion it has proved to be a successful and popular facility. It provides a hall, space for a children's nursery, with additional meeting rooms and enhanced facilities for playing squash

8. The Parish Council had to secure a loan for the refurbishment in lieu of the S106 payments due from the development at North-East Hook and the provision of this funding will protect the parish from any issues that may arise with cash flow.
9. 14/00733/MAJOR states that “Two Hundred and Fifty Thousand Pounds (£250,000)” is made available for a “Community Building” and this is defined as “...a sports pavilion and changing rooms...” and “£382,751 towards improving the Community Centre at Ravenscroft Hook”.
10. The remaining funding is drawn from general parish leisure and open space for leisure projects held in reserves for use in the parish area.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11. Not applicable – The funding is specifically earmarked for these purposes

#### **CORPORATE GOVERNANCE CONSIDERATIONS**

12. The provision of these facilities meets the requirement in the 2040 Hart Vision to “enhance the environment to live in, work and enjoy”, by working with existing public sector sports providers in the district to create an improved/coordinated offer for our residents.
13. This will support the Corporate Plan objective “Healthy Communities and People” by providing facilities the keep Hart healthy and active.

#### Legal and Constitutional Issues

14. None identified

#### Financial and Resource Implications

15. The Financial Officer confirms that S106 receipts have been collected and held in reserves for these purposes.

#### Risk Management

16. None identified

#### **ACTION**

17. Subject to the decision of the Cabinet, that £455,369 local S106 funding is released to Hook Parish Council
18. That Hook Parish Council prepares and submits a planning application for the Sports Pavilion and Changing Rooms.

**Contact Details: Adam Green, [adam.green@hart.gov.uk](mailto:adam.green@hart.gov.uk)**

Appendices - None

Background Papers – None

## **CABINET**

**DATE OF MEETING: 4 August 2022**

**TITLE OF REPORT: PROVISIONAL 2021/2022 REVENUE AND CAPITAL OUTTURN POSITION**

**Report of: Section 151 Officer**

**Cabinet Portfolio: Finance**

**Key Decision: No**

**Confidentiality: Non-Exempt**

## **PURPOSE OF REPORT**

1. This report presents the provisional revenue outturn for the year ended 31<sup>st</sup> March 2022 comparing it with the approved budget and providing explanations of any significant variances. Whilst year-end closing work continues, carry forward requests have now been finalised by service managers and Finance, and are presented here for review and approval by Cabinet.
2. The report also contains the provisional capital outturn for the year ended 31<sup>st</sup> March 2022
3. These provisional service outturn numbers will be scrutinised by Ernest and Young LLP, the external auditors and may be subject to normal accountancy changes.
4. This report has incorporated clarification to points raised at the Overview and Scrutiny committee on July 9<sup>th</sup> 2022.

## **RECOMMENDATION that Cabinet**

- A. Notes the provisional revenue outturn position of an underspend of £57k (shown in Table 3).
- B. Notes the capital outturn position on 31<sup>st</sup> March 2022.
- C. Approves the unspent capital budget is carried forward into the Capital programme for 2022/2023.
- D. On the recommendation of Overview and Scrutiny committee, Cabinet approves the contributions to and from earmarked reserves detailed in Tables 6 and 7 are approved.

## **PROVISIONAL REVENUE POSITION**

5. The Council set its 2021/22 balanced budget in February 2021. The pressures identified and incorporated into this budget included: increased costs from contract changes, a reduction in recycling credits from Hampshire County Council and decreased income caused by the pandemic.
6. Throughout the year Cabinet have been informed of any changes through quarterly reporting of our budgetary position. These reports have also been scrutinised by Overview & Scrutiny Committee
7. As part of this process forecasts have been closely monitored and when last reported to Cabinet in March 2022, there was an anticipated overspend of £488k before the anticipated drawdown of earmarked reserves. When the proposed, end of year drawdown from earmarked reserves is applied, this projection

reduced to £87k underspend. From the further analysis the provisional outturn is now £57K, a position which is broadly in line with the forecast provided in March 2022. See table below.

**Table 1: Outturn Figures**

	<b>Q3 Position</b>	<b>Outturn Position</b>
	<b>£000</b>	<b>£000</b>
Projected Outturn before Reserves	488	518
Earmarked Reserves	*(575)	*(575)
<b>Outturn Position after Reserves</b>	<b>(87)</b>	<b>(57)</b>

\*Excluding S106 transfers to reserves as these are taken to reserves when received.

8. Due to the exceptional circumstances associated with Covid-19, compensation has been provided by the Government for lost sales, fees and charges income between April and June 2021. Approximately 75% of irrecoverable losses were recovered through this process. The Government has also provided a support grant to support services where required.
9. Table 2 details the final allocation of those grants received.

**Table 2 Covid Compensation and Support Grant Allocation**

<b>Service Area</b>	<b>2021/22</b>
	<b>£'000</b>
<b>Corporate Services (Leisure)</b>	<b>73</b>
<b>Community Services (Hardship)</b>	<b>23</b>
<b>Technical and Environmental Services (On and Off Street parking)</b>	<b>101</b>
<b>Place Services (Licences)</b>	<b>47</b>
<b>Total</b>	<b>243</b>

The provisional revenue outturn is shown in table 3.

**Table 3 Provisional Revenue Outturn v Budget 2021/22**

<b>Controllable Costs by Service Area</b>	<b>Budget 2021/22</b>	<b>Prov. Outturn 2021/22</b>	<b>Reserves</b>	<b>Prov. Outturn v Budget 2021/22</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Corporate Services</b>	<b>3,686</b>	<b>3,909</b>	<b>(162)</b>	<b>61</b>
<b>Community Services</b>	<b>2,530</b>	<b>1,972</b>	<b>75</b>	<b>(483)</b>
<b>Technical and Environmental Services</b>	<b>3,660</b>	<b>1,758</b>	<b>1,912</b>	<b>11</b>
<b>Place Services</b>	<b>2,427</b>	<b>1,830</b>	<b>81</b>	<b>(516)</b>
<b>*Accounting Adjustments</b>	<b>(1,509)</b>	<b>1,268</b>	<b>(1,907)</b>	<b>870</b>
<b>Net Cost of Services</b>	<b>10,794</b>	<b>10,737</b>	<b>0</b>	<b>(57)</b>

\*Accounting adjustments are costs incurred and income received that are not service specific, this includes transactions that relate to capital assets, pensions transactions, movements in reserves and financial instruments.

10. The significant variances in each service area are explained below and a more detailed view of the variances by cost centre are shown in Appendix 1. All the variances are inclusive of Covid compensation and the application of proposed reserves.

### **Corporate Services**

11. Leisure Services: Between March 2020 and April 2021 leisure centres were required to close in order to limit the spread of Covid-19. Unfortunately, membership and leisure visits have yet to return to pre-pandemic levels.
12. This has had a negative impact on the levels of income usually received from our leisure provider. For the year 2021/22 this impact has been £1,060k less income in Leisure Services after the allocation of COVID compensation and after the proposed allocation of reserves. Cabinet has previously agreed that the anticipated shortfall in management fees can be met by earmarked reserves.
13. For this year Basingstoke Waste Contract was under spent by £245k, this related to the over provision of prior year indexation costs. In addition, we were able to increase the income from glass recycling and our mixed recyclables. That, and a small saving of a staff member moving into Climate Change, led to a positive budget position of £136k saved in the Waste Client Team.

### **Community Services**

14. In previous years the Council has been the administering authority for a Domestic Abuse Grant which covered several counties in the South of England, the budget was set on this basis. At the beginning of the year, the service was transferred to Hampshire County Council, which meant that the allocated budget was not required for this service. This resulted in a budget saving of £407k.
15. The Community Safety Service budget was originally set based on the then shared service with Basingstoke and Deane Council and Rushmoor Borough Council. However, since bringing the service back in-house, a saving of £85k has been made.

### **Technical and Environmental Services**

16. As has been reported throughout the year, the pandemic impacted both off street and on street parking income: This has led to a reduction in anticipated income of £220k for Off-street income and £7k for on-street income.
17. There have been several staff vacancies in Environmental Services during the last twelve months, which have been difficult to recruit to, particularly in the parking and tree teams. This has led to a vacancy saving of £130k. This under spend is compensated by an overspend in staff costs in the Countryside team cost centres.
18. Additional income of £118k has been received in highways management from an increase in Traffic Management Orders.
19. Street Cleaning and Grounds maintenance exceeded its budget by £85k. The actual cost of providing this service is reconciled post year end, a rebate is expected which will align the costs with the budget.

### **Place Services**

20. Outsourcing the Dog Warden service (an agreed Tier 2 saving) has saved £34k in controllable costs from the original 2021/22 budget set for this service.
21. The Business Support team is underspent by £90k which is mostly associated with staff vacancies during this period.
22. Due to the pandemic the number of Hackney carriage licence applications reduced resulting in a reduction in income of £31k. In addition, an invoice relating to the prior year was cancelled which further reduced income by £68k, this invoice had been incorrectly calculated (this related to a surplus of £78k which had been recorded in 2020/21).

### **Accounting Adjustments**

23. Financing and investment income was £460k greater than original budget due to the purchase of Centenary House.

24. Movement in reserves was £1.4m greater than budget. This is primarily due to developer contributions which are moved into ear marked ring fenced reserves for future utilisation.

## CAPITAL POSITION

25. Total capital spending in 2021/22 was £21.4m against a Budget of £29.4m, an underspend of £8.0m.
26. The following table summarises the outturn position by service area. Detailed information is shown in Appendix 2. It should be noted that this budget contained a provision for commercial investments of £16.3m, the investment during the year for Centenary House was £12.3m. Commercial investments will only be made when an opportunity meets the objectives in the commercialisation strategy.

**Table 4 Provisional Capital Outturn v Budget 2021/22**

<b>Service Area</b>	<b>Approved Budget</b>	<b>Actual Expenditure</b>	<b>Variance</b>
	£000	£000	£000
<b>Corporate Services</b>	23,811	19,024	(4,787)
<b>Community Services</b>	396	875	479
<b>Technical and Environmental Services</b>	5,198	1,526	(3,672)
<b>Place Services</b>	24	0	(24)
<b>Total capital programme</b>	<b>29,429</b>	<b>21,425</b>	<b>(8,004)</b>

27. Capital expenditure in 2021/22 has been funded as follows:

**Table 5 Capital expenditure funding source 2021/22**

<b>Financed By:</b>	<b>£'000s</b>
<b>Useable Capital Receipts</b>	2
<b>Developers' Contributions</b>	171
<b>Disabled Facilities Grant</b>	873
<b>Local Enterprise Partnership Grant</b>	900
<b>Earmarked Reserves</b>	373
<b>Internal Borrowing (Centenary House)</b>	12,306
<b>PWB Borrowing</b>	6,800
<b>Total</b>	<b>21,425</b>



## REVENUE BUDGET CONTRIBUTIONS TO AND FROM EARMARKED RESERVES

28. To enable the continued delivery of key projects it is requested that several unspent budgets in 2021/22 are carried forward to the current year to allow completion of planned expenditure programmes.

The amounts requested to be carried forward are detailed below.

**Table 6 Revenue budget contributions to earmarked reserves**

<b>Type of Expenditure</b>	<b>Amount</b>	<b>Reason</b>
	<b>£'000</b>	
<b>Transfers to Reserves</b>		
<b>Affordable Housing</b>	253	S106 receipts received in 2021/22.
<b>Bramshot SANGS</b>	1,861	S106 receipts received in 2021/22
<b>Roundabout Sponsorship</b>	51	Sponsorship Income received in 2021/22 not utilised.
<b>Solar Panels Civic Office</b>	62	Carry forward from 2021/22
<b>Building Control indexation</b>	19	Carry forward from 2021/22
<b>Cyber Security Grant</b>	124	Grant received in 2021/22 to be used in 2022-23
<b>Total transfers to reserves</b>	<b>2,371</b>	

29. It is also requested that the following Earmarked Reserves are drawn down to support the Revenue Outturn in 2021/22. These Earmarked reserves have previously been agreed by Cabinet

**Table 7 Revenue budget contributions from earmarked reserves**

<b>Initiative</b>	<b>Value £000</b>	<b>Reference/Reserve GF = General Fund, EMR = Earmarked Reserve</b>
<b>Commercialisation</b>	60	The Swan £25k (EMR), Frogmore Day Centre £25k (Cabinet Jan 22 - Commercialisation), Regeneration £10k (EMR)
<b>Leisure Centre COVID support</b>	227	Cabinet decision – Oct 21 (Leisure Centre VAT reserve)
<b>New Settlement</b>	367	To close EMR
<b>Here for Hart project</b>	124	Cabinet decision – Nov 21 (not all agreed funds used in 2021/22) - multiple EMRs
<b>New Housing IT system</b>	54	Cabinet decision Apr 21 - Housing EMR – not all agreed funds used in 2021/22
<b>Edenbrook SANG</b>	54	From Edenbrook SANG reserves
<b>Small SANGs</b>	61	From Small SANG reserves
<b>Bramshot Farm</b>	27	From Bramshot SANG reserves
<b>Total transfers from Reserves</b>	<b>974</b>	

<b>Net Movement</b>	<b>1,397</b>	<b>Increase in Earmarked Reserves</b>
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30. In September 2021 Cabinet agreed to conclude all work on Shapley Heath. At the end of the 2021/22 financial year there was £367k in the Shapley Heath earmarked reserve. When a reserve is released, it returns to the General Fund where it can be considered for use, by Cabinet, on future initiatives.

## GENERAL FUND RESERVE

31. The General Fund Reserve at 31 March 2021 was £6.9m. This is a balance held as security to withstand any unforeseen circumstances especially with uncertainty around financial settlements.

	<b>£000</b>
Balance at 01 April 2021	6,910
Underspend on service budgets transferred to reserves	57
<b>Balance at 31 March 2022</b>	<b>6,967</b>

## TIMETABLE

32. The provisional Statement of Accounts is due to be published on the website on the 29<sup>th</sup> July 2022. Ernst and Young LLP will commence their audit in September 2022.
33. The outturn statement confirmed as a result of the external audit with final outturn anticipated to be confirmed at Cabinet on the 3<sup>rd</sup> November 2022 after any audit adjustments.
34. The Audit Committee is due to receive the audited Statement of Accounts together with the Annual Governance Report for signing and approval at its meeting on 23<sup>rd</sup> March 2023.

## EQUALITIES

35. There are no impacts to equality from the recommendations of this paper

## CLIMATE CHANGE IMPLICATIONS

36. There are no direct carbon/environmental impacts arising from the recommendations of this paper

## CONCLUSION

37. The Covid Pandemic continued to impact the income that the Council was able to generate in 2021/22. Effective financial management in prior years had built reserves which are able to be drawn down, as an exception to support services.

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## Appendices

- A. Projected Revenue Outturn by Cost Centre

- B. Projected Capital Outturn by Project
- C. Capital Carry Forward Requests

**CORPORATE SERVICES**

**Provisional Revenue Budget Outturn 2021/22**

Cost Centre	Variance	£000 Over Spend	£000 Under Spend
Clinical and Bulky			5
5 Council Contract - Capita			
Corporate Finance	Staff vacancies back-filled with agency staff pending Corporate re-structure	52	
Civic Function & Chairman			3
Commercialisation	Staff re-organisation from Corporate Communications to Commercialisation	65	
Corporate Communication			67
Covid19		9	
CIngandWlkgInfrastrucPln			
Digitalisation			
Frogmore LC Building		0	
Housing/Council Tax Benefits	Move from Council Tax Rent allowances to Universal credit		150
Hart Election Costs		6	
HR Contract	Budget did not include full year cost for HR Business Partner.		13
HDCWelcomeBackFund		1	
Internal Audit	Internal audit projects outsourced		13
IT Contract	Removal of non-controllable costs post recharges.		154
LateralFlowTestCentre		3	
Leadership Team	Budget provision for recruitment and consultants not required.		47
Legal Services			3
Leisure Centres	Reduced income from leisure provider due to Covid.	1,060	
Hart Lottery			
Support To Elected Bodies	Additional training required for new staff - Modern.gov.	9	
Non Distributed Costs	Budget incorrectly coded. Equal and opposite side in Accounting Treatment		168
OdihamWelcomeBackFund			
PlatinumJubileeGrants			7
Revenues & Benefits Contract	Increase in court fee income		
Rechargeable Elections		14	
Register Of Electors		2	
Customer Services Contracts	Incorrect recharges applied to Budget. Contract has performed as expected.	0	
New Settlement	Final project costs	69	
Basingstoke Waste Contract	Indexation from prior years transferred to Basingstoke		245
Waste Client Team	Increase in income from recycling glass and mixed recyclables; Staff reallocation from Waste Client Team to Climate Change.		136
Waste Education & Comms			13
Waste Contract Split Orders			
Waste Contract	Finalisation of Serco Claim		210
External Audit		5	
		<b>1,296</b>	<b>1,234</b>
		<b>61</b>	

**COMMUNITY SERVICES**

**Provisional Revenue Budget Outturn 2021/22**

Cost Centre	Variance	£000 Over Spend	£000 Under Spend
Domestic Abuse	Budget assumed that HDC would be the lead authority, but was transferred to HCC		407
Strategic Housing Services			6
Social Inclusion & Partnership			35
Housing Needs Service	Staff secondment from Environmental Planning to Housing Needs as agreed by Cabinet	50	
Private Sector Housing			40
PRSAccessFund		35	
Community Safety	Budget assumed that the service was outsourced. This service is now provided in house and consequently a cost saving.		85
Health and Wellbeing		6	
		<b>91</b>	<b>574</b>
			<b>483</b>

**TECHNICAL & ENVIRONMENTAL SERVICES**  
**Provisional Revenue Budget Outturn 2021/22**

Cost Centre	Variance	£000 Over Spend	£000 Under Spend
Biodiversity	S106 Contribution		53
Bramshot Farm		28	
CCTV	Income from 2020/21 reconciliation of CCTV contract. Fixed amount is paid annually and reconciled based on actual costs incurred.		48
Climate Change	Staff re-organisation from Waste Client team to Climate Change	31	
Hartley Wintney Commons	Countryside re-allocation of staff from Environment Promotion Strategy	39	
Landscape & Conservation		4	
Hart Drainage	Incorrect recharge assumptions in the budget.	36	
Elvetham Heath Nature Reserve		3	
Emergency Planning		1	
Property Services		1	
Environment Promotion Strategy	Environmental Promotion staff vacancies partially off-set by staff re-allocated to other countryside cost centres. £291K S106 contribution.		421
Grounds Mtn Contract	The actual cost is expected to be inline with budget when the service costs are reconciled.		18
Highways Traffic Management	Additional income generated from Traffic Management Orders.		118
Odiham Common	Countryside re-allocation of staff from Environment Promotion Strategy	55	
Off Street Parking	Reduction in car park income - post Covid effect	220	
On Street Parking	Reduction in car park income - post Covid effect	7	
Fleet Pond		17	
Land Repossessions		4	
Churchyards		3	
Street Cleaning	The actual cost is expected to be inline with budget when the service costs are reconciled.	103	
Tree Preservation Orders	Additional cost due to storm Eunice - emergency action to clear trees and repair damages.	3	
		<b>669</b>	<b>658</b>
		<b>11</b>	

PLACE Services

Provisional Revenue Budget Outturn 2021/22

Cost Centre	Variance	£000 Over Spent	£000 Under Spent
Corporate - Apprentices	2 apprentices now in post		4
Building Control - Fee Earning	Increase in income of fee		5
Building Control - Non-Fee	earning building control offset	16	
Admin Bldgs - R & M	Historic building maintenance spend used as a basis for budget, which wasn't required in 2021/22.		67
Business Support Staff	Staff vacancies		90
Dog Warden	Statutory service provided by an external provider. £34K controllable cost savings + £45K recharges allocated across the service areas.		90
EconomicDevelopment	Overspend due to unbudgeted publicity costs	10	
Env Health Commercial	Legal costs in relation to Environmental Health prosecution		25
Environmental Protection	Staff secondment from Environmental Planning to Housing Needs as agreed by Cabinet		57
Hart Development	Additional Funding for Employment and skills co-ordinator from St Edward Homes Limited.		36
Health & Safety			14
Local Land Charges			51
Licences	Additional licencing income for Premises and Gaming.		38
Street Naming & Numbering			7
Neighbourhood Planning	Crookham Village and Crondall Neighbourhood plan costs less than expected		64
Out Of Hours Noise Service			6
Planning Development	Staff vacancies		35
Pest Control		1	
Planning Policy	Staff vacancy of one staff member for whole year		60
Print Room & Photocopying	Reduction to Print and Photocopying due to WFH.		
Hackney Carriages	Reduction in Hackney Carriage licence applications; cancelled invoice.	99	
		<b>130</b>	<b>646</b>
			<b>516</b>



**Provisional Revenue Budget Outturn 2021/22**

**Accounting Adjustments**

		£000	£000
Cost Centre	Variance	Movement in Reserves	Additional Income
Other Operating Expenditure			
Financing & Investment Income	Centenary House		460
Taxation & Non Specific Grants			
MiRS - Reversal of Revenue	Movement in reserves	1,397	
MiRS - Direct Costs			67
		<b>1,397</b>	<b>527</b>
		<b>870</b>	

**Corporate Services**

**Capital Outturn 2021/22 - Period 12 March 2022**

Cost Centre	Variance	£000	£000
		Over Performance	Under Performance
IT Upgrade	IT upgrade will continue into 2022/23		640
Edenbrook Apartments	Completion costs less than budget		118
Frogmore Investment	Retention fees not required		26
Centenary House	Part of the acquisition programme	12,297	
Acquisition Programme			16,300
	0		
		<b>12,297</b>	<b>17,084</b>
			<b>4,787</b>

**Community Services**

**Capital Outturn 2021/22 - Period 12 March 2022**

Cost Centre	Variance	£000	£000
		Over Perform	Under Performance
Disabled Facs - Mandatory		518	
Private Sector Renewal			40
		<b>518</b>	<b>40</b>

479

**Technical and Environmental Maintenance Services**  
**Capital Outturn 2021/22 - Period 12 March 2022**

Cost Centre	Variance	£000	£000
		Over Performance	Under Performance
Fleet Pond Visitor Enhancement Improvement works			193
Bramshot Farm			875
Mill Corner, North Warnborough		2	
Kingsway Flood Alleviation Sch			57
S106 Leisure Parish		320	
Fleet Pond Access Track	These funds will be transferred to the Fleet Pond Green Corridor Project		110
Hazeley Heath Grazing Project	Forecast reduced to reflect the cheaper costs of using a GPS System as opposed to a Buried Wire for containing the cows. 2021 carry forward and 2122 budgets unspent.		100
Hazeley Hth, Dilly Ln NoteBd			26
HW Cent Common Access Improve	Projects delayed to 2022/23		160
Edenbrook CP Play Tree	Projects delayed to 2022/23		60
Edenbrook CP History Walk	Work has been deferred to 2022/23		40
Service Vehicles	Tractor and bailer purchases planned in 2022/23		127
Edenbrook CP - Skate/Bike Park Improvement works	Bike Park complete. Skate park delayed to 2022/23		335
Edenbrook CP - Teen Health	Projects delayed to 2022/23		65
Edenbrook CP - Visitor Improve	Projects delayed to 2022/23		71
Fleet Pond Fencing	Projects delayed to 2022/23		54
Fleet Pond Green Corridor	Delays starting the project due to C-19. Due for completion in 2022/23		1,069
Fleet Pond Green Corr Ecology	This project in contingent on Fleet Green Corridor works		745
Allotments at Edenbrook	Construction costs higher than anticipated	30	
Odiham Common (S106)		6	
HW QEII Fields Improvements		1	
Church Road Improvements		2	
Refuse Vehicles			81
CCTV - Rushmoor		136	
		<b>496</b>	<b>4,169</b>

3,672

Place

Capital Outturn 2021/22 - Period 12 March 2022

Cost Centre	Variance	£000 Over Perform mance	£000 Under Perform ance
Dog Warden Van	Replacement Dog Warden van not purchased in 2021/22		24
		0	24

24

**CAPITAL CARRY FORWARD REQUESTS FROM 2021/22 TO 2022/23**

Cost Centre	Description	Carry Forward	
HAY006	Fleet Pond Visitor Enhancement Improvement works	£	75,000
HAY023	Hazeley Heath Grazing Project	£	24,000
HAY024	Hazeley Hth, Dilly Ln NoteBd	£	2,500
HAY026	HW Cent Common Access Improve	£	80,000
HAY028	Edenbrook CP Play Tree	£	30,000
HAY029	Edenbrook CP History Walk	£	20,000
HAY031	Service Vehicles	£	45,000
HAY032	Edenbrook CP - Skate/Bike Park Improvement works	£	170,000
HAY035	Fleet Pond Fencing	£	33,000
HAY047	Fleet Pond Green Corridor	£	25,000
HAY049	Allotments at Edenbrook	£	31,802
		£	536,302

## **CABINET**

**DATE OF MEETING: 4 AUGUST 2022**

**TITLE OF REPORT: CYCLE & CAR PARKING IN NEW DEVELOPMENT  
TECHNICAL ADVICE NOTE**

**Report of:** Place

**Cabinet Portfolio:** Place

**Key Decision:** No

**Confidentiality:** Non-Exempt

## **PURPOSE OF REPORT**

1. To replace the [Parking Provision Interim Guidance](#) adopted by Cabinet in August 2008 with updated guidance, including new residential cycle and car parking standards, in the form of a Technical Advice Note.

## **RECOMMENDATIONS**

Cabinet is recommended to:

1. Endorse the content of the Cycle and Car Parking in New Development Technical Advice Note (TAN);
2. Adopt the cycle and car parking standards set out at paragraphs 4.11 and 5.4 of the TAN as a material consideration in the determination of planning applications;
3. Revoke the [Parking Provision Interim Guidance](#) adopted in 2008; and
4. Authorise the Head of Place to make further edits and re-publish the TAN as and when required, except for the numerical cycle and car parking standards setting out quantum of parking to be provided with new development, which can only be amended with Cabinet approval.

## **BACKGROUND**

2. The Council's current parking standards and associated guidance were adopted in 2008. Since then, the context for setting parking standards has moved on and the key issues of good design, climate change, health and active travel have risen further up the agenda:
  - The Hart Local Plan (Strategy & Sites) 2032 was adopted in April 2020;
  - The Council declared a Climate Emergency in April 2021;
  - The National Planning Policy Framework (NPPF) has seen several updates, promoting good design, healthy, inclusive places, active travel and carbon reduction;
  - Building Regulations have also moved on and are increasingly addressing climate change. For example, they now require electric car charging points with new homes.
3. It is also an opportunity to learn from previous developments - where parking works well, and where it has been less successful. Some developments experience a range of parking issues, such as parking on pavements and verges, arising from insufficient or poorly designed parking. We have sought to address these issues in this TAN.

- 4. An early version of the TAN was discussed by [Overview and Scrutiny Committee on 15 February 2022](#), and then by the **Climate Change Working Group on 22 March 2022**. Feedback from those meetings is summarised later in this report.

**THE PURPOSE OF THE TAN**

- 5. The aim of the TAN is to achieve sufficient and well-designed cycle and car parking with new development, encouraging a shift towards sustainable, active travel. This is an important element of place-making and contributes to tackling climate change and promoting healthy living.
- 6. The TAN has been informed by evidence commissioned from i-Transport, a specialist transport planning consultancy. It has also been informed by feedback from a professional urban design consultant (Urban Design Doctor), and internally from Development Management colleagues.
- 7. If endorsed by Cabinet, the TAN will be a material consideration in the determination of planning applications with immediate effect.
- 8. The intention is to apply the document, make refinements if required, and put it through the formal processes needed to make it a Supplementary Planning Document, including public consultation. This takes several months, but it will then attract greater weight in the decision-making process.

**COMPARING THE CURRENT AND NEW STANDARDS**

- 9. One of the main changes over the current standards is a greater requirement for residential cycle parking as shown below:

Size of home	Current 2008 standard: Cycle spaces per home	New standard: Cycle spaces per home
1 bedroom	1	2 + 0.2 visitor
2 bedrooms	2	3 + 0.2 visitor
3 bedrooms	2	4 + 0.2 visitor
4 bedrooms	2	5 + 0.2 visitor
5 bedrooms	2	6 + 0.2 visitor

- 10. Cycle parking must be convenient, secure, and able to accommodate a range of cycles including electric, cargo and adapted cycles. The new guidance requires at least one cycle space close to the front door to ensure it is at least as convenient as getting in the car.
- 11. With regards to residential car parking, the new standards better recognise the range of factors that influence the need for resident and visitor parking. They also seek to accommodate the overall need for parking in a more efficient way.
- 12. Firstly, the new standards move away from the current zonal approach where less parking is required in more accessible areas. In Hart district, car ownership rates are high and are unlikely to be influenced by differences in accessibility between one part of the district and another (even if car use is influenced to some extent). For example, a family may need two cars to run the children to different places, even if the parents take the train to work, or work from home.



13. The new standards also place a slightly greater emphasis on *unallocated* car parking as a proportion of the total. This provides more flexibility and more efficient use of space when accommodating both resident and visitor parking. It means the development can better cope with those occasions when there is pressure on visitor parking, such as the dinner party, Christmas or bar-b-que examples where several households may be invited. Residents can use unallocated parking themselves if their allocated parking is insufficient. So on average, a shift towards unallocated provision should work better in terms of meeting needs whilst also making efficient use of land.
14. Appendix 2 shows a worked example of 30 homes to compare the old and the new standards. Key points to note are:
  - Cycle parking almost doubles.
  - The new standards provide more parking than the current restrictive approach in Zone 1, and slightly less parking than the current standard for Zone 3.
  - The new standards require an overall level of provision akin to current Zone 2, but with the *unallocated* element increasing from 13% to 22%. This provides extra flexibility to accommodate the overall need for resident and visitor parking while making efficient use of land.
15. The worked example is illustrative. The difference between the current and proposed standards will vary depending on the actual mix of properties and the zone it would have been in.
16. Appendix 3 sets out the actual standards per home for both the current (2008) standards and the new standards. The key points to note are:
  - For 1-bed homes the *allocated* parking requirement of 1 space per home remains, but the *unallocated* element increases quite notably. In Zone 1 it almost doubles from 1.1 to 2 spaces in total. This seeks to address problems of under-provision for 1-bed properties which can be purchased by couples with two cars (a likely scenario given the nature of Hart district and property prices).
  - For 2-bed and 4-bed homes the new district-wide standard is actually the same as that for Zone 2 in the current standards. The 3-bed standard is similar to Zone 3.
17. Providing sufficient car parking is consistent with objectives for modal shift. Ownership does not necessarily translate into higher usage, and if insufficient car parking is provided in new developments, displaced car parking can make it more difficult to walk or cycle around places easily, safely, and enjoyably.
18. The standards are neither maximum nor minimum standards, but guidance on the level to be provided. In any individual scheme applicants can submit evidence to support a different level of provision which would need to be considered.

## PREVIOUS FEEDBACK FROM MEMBERS

19. The emerging TAN was discussed at [Overview and Scrutiny on 15 February 2022](#). Member's discussions included:
  - The process and timescale to progress to a Cycle & Car Parking Standards SPD.

- The zonal approach and why the revised standards would not include these.
- Whether a zonal approach might be more relevant to cycle parking given challenges around cycling in more rural locations.
- How cycling provisions have progressed over the past few years in Hart.
- How car clubs could benefit Hart.
- Pressure on parking when properties extend or convert garages.
- The options for removing permitted development rights on schemes.

RECOMMENDATION Members noted the report and progress with the Cycle and Car Parking Standards SPD and provided feedback in the following areas:

- General support for the revised approach to residential cycle and car parking, including removing the zonal approach.
  - The differences between the current and revised car parking standards would be beneficial to see in the report.
  - Secure parking for bicycles and E-bikes and sufficient places.
  - Pavement parking and how the Council can further address this.
20. The **Climate Change Working Group** on 22 March 2022 raised similar issues with the additional comments:
- A query as to whether the new parking standards go far enough given they have not changed that dramatically.
  - That electric bikes are bulkier, need charging, are expensive and must be secure, but the standards are silent on this.
21. The document has been revised following these discussions, and with input from colleagues in Development Management. In particular, the guidance has been clarified for extensions and garage conversions, which can have an impact on on-street parking but where there is no scope to design-in off-plot parking. It will be for the applicant to use peak time parking surveys to demonstrate that there is sufficient capacity on-street.
22. Where there are permitted development rights the Council cannot enforce the parking standards. It is not proposed to introduce Article 4 directions to address this matter given the challenges in justifying that approach, and it would divert resources from existing priorities.
23. Members made points about the need for secure cycle parking that accommodates electric and other cycles. The revised document does address this matter but if it is apparent that there are ways to improve the guidance it will be fed into future iterations.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

24. The option to publish as a draft SPD for consultation was rejected at this stage. It is helpful to test the revised approach first, learn any lessons and garner feedback before refining the document. It can then go through the formal stages for an SPD, which in summary are:
- 1) Consultation with statutory bodies on an SA/SEA Screening Statement (SA is Sustainability Appraisal, SEA is Strategic Environmental Assessment)
  - 2) Consultation on a draft SPD (approved by the Portfolio Holder) along with a statement setting out any previous informal consultation, and an SA/SEA if needed
  - 3) Consider responses and make changes as required
  - 4) Adoption by Cabinet

25. The other option is not to update the guidance. This option was rejected given the current emphasis on good design, active travel and climate change, and the fact that the current 'interim' guidance dates from 2008.

## **CORPORATE GOVERNANCE CONSIDERATIONS**

### **Corporate Plan**

26. The Corporate Plan promotes healthy communities and people including the delivery of infrastructure that encourages people to walk, cycle and use buses

### **Hart Vision**

27. The Hart Vision to 2040 promotes cycling and healthy lifestyles through the Green Grid. Alongside this ambition it is equally important to ensure residents can safely and securely store cycles at home.

### **Service Plan**

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

### **Legal and Constitutional Issues**

28. Technical Advice Notes do not normally require Cabinet approval. Other TANs have been prepared and published by officers as informal guidance. However, in this case Cabinet approval is needed to revoke the current guidance that was adopted by Cabinet in August 2008 and endorse its replacement.
29. Cabinet is *not* being asked to *adopt* the whole TAN. This will allow the TAN to be refined, improved and updated more quickly (as is the case with other TANs). It will then be published as a Draft Supplementary Planning Document subject to approval by the Portfolio Holder under delegated powers. *Adoption* of the SPD is an Executive function (see [Part 3 of the Constitution](#)) so it would return to Cabinet at that point.

### **Financial and Resource Implications**

30. There are no resource implications arising from endorsing the TAN. Further work to make the next iteration a Supplementary Planning Document will come from the existing planning policy budget and staff resources.

### **Risk Management**

31. There are no significant risks of revoking the current interim policy, which is quite old, and endorsing the TAN. The current guidance needs replacing, and this is a first step to doing so through a formal SPD.
32. There is a risk that the TAN attracts little weight at this stage prior to becoming an SPD. However, it is considered that the current guidance attracts little weight anyway given its age, and it is better to have up to date guidance for applicants to use. By adopting the numerical standards at this stage they will be given more weight in the determination of planning applications.
33. There is a risk that SPDs (by that name) no longer feature in the planning system after the latest raft of changes announced through the Levelling Up and Regeneration Bill. However, it is inconceivable that guidance of this type will not have a place in the new system in some shape or form, even if terminology or processes change.

## **EQUALITIES**

34. This TAN will have a positive impact on equalities as it promotes provision for non-standard bikes including adaptive bikes and sets out the requirements for disabled car parking with associated guidance. It therefore has a positive impact on the 'disability' group.

## **CLIMATE CHANGE IMPLICATIONS**

35. A key driver for the cycle parking standards and associated guidance is the desire to encourage use of cycles instead of the car where possible. The document also refers to charging for electric cars (now required through Building Regulations) to ensure these are conveniently located.

## **ACTION**

36. The document will be used as a material consideration in the determination of planning applications.
37. A project plan will be developed to prepare a Supplementary Planning Document, building on the TAN at Appendix 1.

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## **Appendices**

Appendix 1: Technical Advice Note: Cycle and car parking in new development

Appendix 2: Worked example comparing current and proposed residential car parking standards

Appendix 3: Comparing current and proposed residential car parking standards

## **Background Papers:**

Parking Standards Review, Client: Hart District Council, i-Transport, 22 March 2022



## Technical Advice Note

# **Cycle and car parking in new development**

Published [insert date]

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## Key messages

- **The Council has declared a climate change emergency with the ambition to make Hart carbon neutral by 2040.**
- **Planning policy aims to reduce emissions of greenhouse gases and other pollutants, reduce car use, promote sustainable transport and active travel, and achieve well-designed places.**
- **New development must provide the appropriate amount of cycle and car parking and be designed to encourage a shift away from car use towards walking, cycling and other sustainable modes of transport.**
- **To encourage use of cycles over the car where possible, at least one secure bicycle parking space (Sheffield stand or equivalent) must be provided at least as close to the front door as on plot car parking.**
- **Electric car charging provision must be provided in line with Building Regulations. These must be designed into schemes to optimize convenience for electric car users.**

## 1.0 Introduction

- 1.1 This Technical Advice Note (TAN) provides guidance on the provision of cycle and car parking with new development that requires planning permission.
- 1.2 The aim is to ensure that an appropriate level of well-designed vehicle and cycle parking is provided in all new developments. This will avoid the various problems created by both over-and under-provision of parking and encourage the use of cycles over cars for a greater number of trips.
- 1.3 This document sets out:
  - the policy context for Hart's parking standards and some key characteristics for Hart including car ownership rates
  - updated standards for cycle and car parking provision with residential development
  - specifications for parking provision with design and layout considerations
  - cycle parking standards for non-residential development
  - car parking standards for non-residential development (unchanged over the those in the Parking Provision Interim Guidance 2008); and
  - the documentation required in support of planning applications.

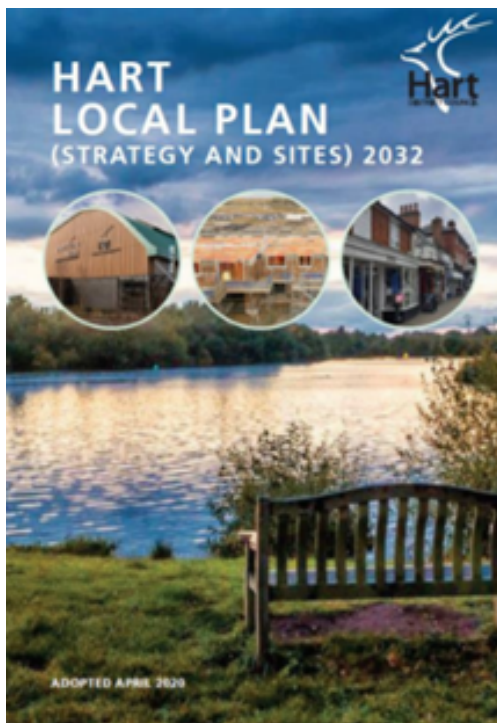
- 1.4 This document has been informed by evidence produced by i-Transport (Parking Standards Review for Hart District Council, March 2022).
- 1.5 This TAN was endorsed by Cabinet on [insert date] for development management purposes, and the previous 'Parking Provision Interim Guidance' adopted August 2008 was revoked. The intention is to use this document, refine it where necessary, and convert it to a Supplementary Planning Document including the necessary consultation.
- 1.6 If you do have any feedback on this TAN please email [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk)

## 2.0 Background

### Local updates

- 2.1 The **Hart Local Plan (Strategy & Sites) 2032** was adopted in April 2020.
  - Local plan objective 'to maximise opportunities for the provision of sustainable transport infrastructure that supports new development, including facilities for walking, cycling and public transport'
  - Policy NBE9 Design – criterion f) states 'it includes well-designed facilities/areas for parking (including bicycle storage) taking account of the need for good access for all users'; and
  - Policy INF3 Transport – criterion d) states 'provide appropriate parking provision, in terms of amount, design and layout in accordance with the Council's published parking standards'.





- 2.2 There are several made **Neighbourhood Plans** across the Hart district, which form part of the adopted development plan. Where Neighbourhood Plans contain their own parking standards, those standards take precedence over the standards within document, which are a material consideration.
- 2.3 The **Hart Vision 2040** was agreed in 2020 having been shaped in consultation with residents, community groups, business leaders and partners, and had identified a series of clear priorities for the Council around:

- Affordable quality housing
- Healthy and sustainable transport
- Enhanced leisure facilities
- Mitigating the impact of climate change
- Improved access to education
- Conserving and enriching the district's heritage and distinction.



- 2.4 This Vision includes the ambition to create a Green Grid across the Hart district - routes between all settlements to encourage walking, cycling and other forms of sustainable healthy transport. As well as connecting communities together, there is an opportunity to connect people to existing green spaces and other key destinations.
- 2.5 The Council will commission a Local Cycling and Walking Infrastructure Plan ([LCWIP](#)) for Hart district. The purpose of the LCWIP will be to identify

opportunities for improved walking and cycling routes thereby increasing active travel and the wider benefits this will bring in terms of reducing emissions, improving air quality and health and wellbeing improvements.

- 2.6 In April 2021 Hart District Council declared a **Climate Emergency**. The Council has pledged to:
- Make Hart District carbon neutral by 2040 whilst bringing forward the current 2040 target to 2035 for areas under direct control of Hart District Council.
  - Report to full Council every six months setting out the current actions the Council is taking to address this emergency and the plan to measure annual District-wide progress towards meeting the 2040 target.
  - Meaningfully engage with the local community and to work with partners across the District and County to deliver these new goals through all relevant strategies and plans drawing on local, national, and global best practice.
  - Actively work with Hampshire County Council and the Government to provide the additional powers and resources needed to meet the 2040 target.
  - Actively encourage and push for Hampshire County Council to reduce its target for net zero carbon to 2040, acknowledging that 2050 is too far away for such an emergency.

## National updates

- 2.7 In July 2021 the latest version of the [National Planning Policy Framework](#) (NPPF) was published. NPPF paragraph 107 refers to setting local parking standards for both residential and non-residential development and that these should take account of:
- a) accessibility of the development
  - b) the type, mix and use of development
  - c) the availability of and opportunities for public transport
  - d) local car ownership levels, and
  - e) The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.
- 2.8 NPPF paragraph 133, refers to '[Building for a Healthy Life – A Design Toolkit for neighbourhoods, streets, homes and public spaces](#)' which was published in 2020 and endorsed by Homes England, the HBF, Design Network and the Urban Design Group, reflecting the requirement for appropriate designs and layouts. Further details are also expressed in the companion guide to Building for a Healthy Life published by Homes England – [Streets for a Healthy Life](#).
- 2.9 NPPF paragraph 134 explicitly states that 'development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design...' reflecting the

guidance in the National Design guide and National Model Design Code (see below) and taking into account any local design guidance.

2.10 Detail of cycle infrastructure provision was published in July 2020 by the Department of Transport [LTN 1/20 Cycle infrastructure design, Dept for Transport](#). At the same time the Government published '[Gear Change : a bold vision for cycling and walking](#)'. This sets out actions required to improve cycling and walking under four themes of:

1. Better streets for cycling and people
2. Cycling and walking at the heart of decision making
3. Empowering and encouraging local authorities, and
4. Enabling people to cycle and protecting them when they do.

2.11 In January 2021 the Government published [National Design Guide](#) and then in June/July 2021:

[National Model Design Code: Part 1](#)

[National Model Design Code: Part 2](#)

2.12 National Model Design Code – Paragraphs 85-86 state:

“Well-designed car and cycle parking at home and at other destinations is conveniently sited so that it is well used. This could be off-street to avoid on street problems such as pavement parking or congested streets. It is safe and meets the needs of different users including occupants, visitors, and people with disabilities.

It may be accommodated in a variety of ways, in terms of location, allocation and design.

Well-designed parking is attractive, well landscaped and sensitively integrated into the built form so that it does not dominate the development or the street scene. It incorporates green infrastructure, including trees, to soften the visual impact of cars, help improve air quality and contribute to biodiversity. Its arrangement and positioning relative to buildings limit its impacts, whilst ensuring it is secure and overlooked.”

2.13 The [Environment Act 2021](#) became law on 9 November 2021 which includes statutory targets for improving air quality amongst other matters.

2.14 Publication of the [IPCC](#) report in April 2022 – “[Climate Change 2022 : Mitigation of climate change](#)”, includes various references to lifestyle changes “*Having the right policies, infrastructure and technology in place to enable changes to our lifestyles and behaviour can result in a 40-70% reduction in greenhouse gas emissions by 2050.*” This puts greater emphasis on individuals taking action to reduce carbon emissions, in Hart district, this means pushing for a modal shift for trips of less than a mile which is the bulk of trips by car (National Travel Survey). Such actions can also have more personal benefits through improving health and well-being, preventing illness being a key element of the [NHS Long Term Plan](#).

2.15 Reference to 15-minute cities / 20-minute neighbourhoods has been highlighted over the last year or so with communities accessing local services and facilities, as has healthy place-making. The Covid-19 pandemic has brought about fundamental shifts in working culture with full and part-time hybrid remote working patterns now commonplace. These changes offer considerable opportunities to encourage people to adopt more environmentally friendly forms of travel, particularly for shorter trips and especially for those of a mile or less. Parents of school age children who might previously have dropped off their children at school by car before continuing a longer distance commute are now more likely to be working at home some or all of the week. Here lies a major opportunity to encourage parents and their children to walk or cycle to and from school. However, this will only happen if street design invites walking and cycling, making it attractive, safe and convenient option. Changes are also required to the design of individual homes and their plots, providing highly visible, convenient, and secure bicycle storage.

2.16 New [Building Regulations](#) which took effect from 15<sup>th</sup> June 2022 mean that new homes and buildings in England will be required by law to install electric vehicle charging points.

2.17 The remainder of this TAN covers:

- Transport movement and car ownership in Hart district

- Cycle parking
- Car parking
- Documentation to support a planning application, Travel Assessments and Travel Plans.

### 3.0 Hart district's characteristics

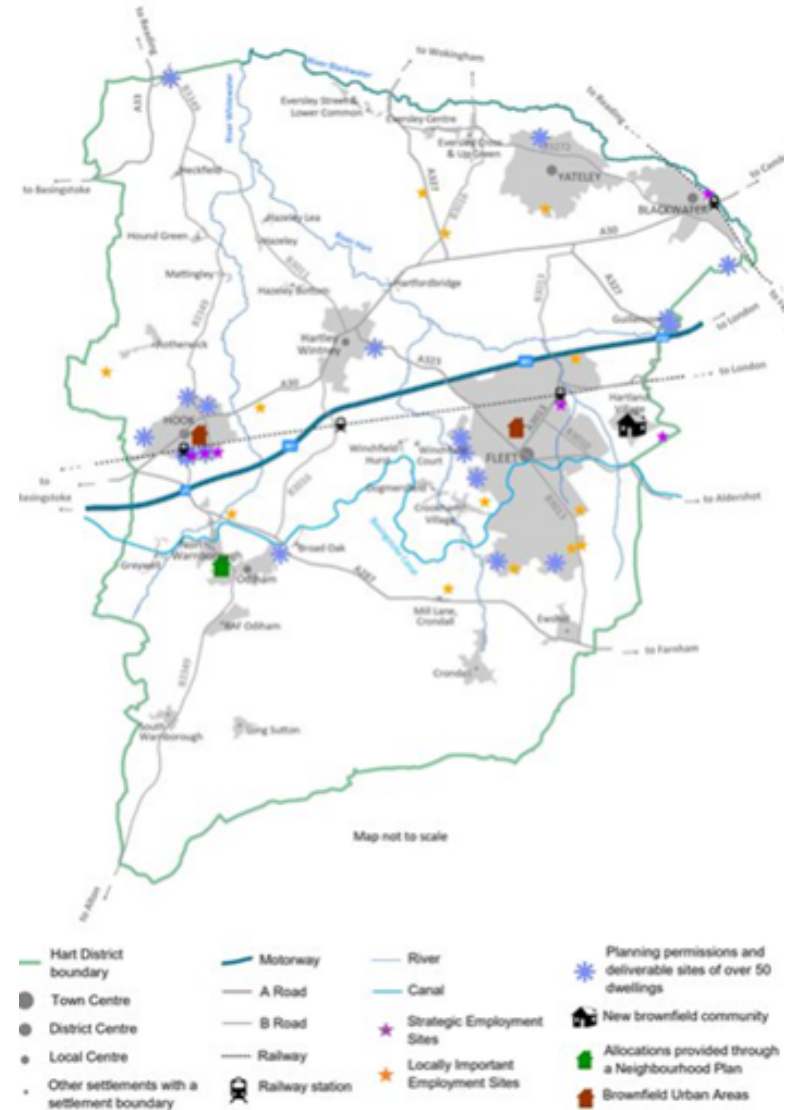
3.1 NPPF paragraph requires local parking standards to take account of:

- a) the accessibility of the development
- b) the type, mix and use of development
- c) the availability of and opportunities for public transport
- d) local car ownership levels; and
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

3.2 Hart district varies from urban areas to more rural settlements. Therefore, any standards need to be considered alongside the placemaking quality of a development and the parking strategy for the site, reflecting the accessibility of the site to local services and facilities.

3.3 The Hart Local Plan (Policy SS1) focusses new development to be within defined settlements which are spread around the district. It also allocates Hartland Village (Policy SS2), a new community for 1,500 homes.

3.4 New developments tend to be primarily for homes with some commercial activity in the larger more urban areas such as Fleet, Yateley and Hook.



- 3.5 Up to date public transport information is published on [Hampshire County Council's](#) website which includes [The Farnborough-Fleet-Bordon Public Transport Guide](#) (September 2021).
- 3.6 In addition to regular bus services covering the larger settlements, many of the smaller settlements have access to Hart Taxishare which is similar to a bus service but needs to be pre-booked and covers residents in Crondall; Ewshot; Dogmersfield; Winchfield; Fleet; Odiham; Mattingley; Hook; Well; North Warnborough; Hartley Wintney; Church Crookham; South Warnborough; Greywell and Long Sutton.
- 3.7 Within Hart district there are mainline rail stations at Blackwater, Fleet, Hook and Winchfield, providing regular services to London, but also allowing for rail journeys within the district. The location of the rail line through the centre of Hart district further provides opportunities for this to be an alternative means of transport to car use, although it is recognised that this may be for part of a journey given the need to access the rail station.
- 3.8 Car ownership in Hart district is high. The Census 2011 data shows that in Hart district car ownership is higher than both the regional and national average. Table 1 shows that in Hart, 92% of households own at least one car, compared to 85% for Hampshire.

**Table 1: 2011 Census – Car/Van availability**

Location	No cars	1 car or van	2 cars or vans	3 cars or vans	4 or more cars or vans
Hart	8%	35%	42%	11%	4%
Hampshire	15%	41%	33%	8%	3%
Southeast	19%	42%	30%	7%	3%

Source: Census 2011, KS404EW - Car or van availability

- 3.9 It is likely that the car ownership rate has increased over the last 10 years following national trends. National Trip End Model (NTEM) forecasts the following rates of change:

**Table 2: Forecast changes in car ownership**

Data category	2011	2021	2032
Number of households	35,800	39,617	40,222
Number of cars/vans	59,669	67,663	69,522
Average cars/vans per household	1.67	1.71	1.73

Source: i-Transport/Tempo

- 3.10 The growth in the numbers of households and cars/vans, and the ratio of cars/vans per household in Hart district over these periods is summarised in Table 3:

**Table 3 Growth in households and cars/vans in Hart**

Data Category	Growth 2011 to 2021	Growth 2021 to 2032
% increase in the number of households	10.7%	1.5%
% increase in the number of cars	13.4%	2.7%
% increase in the ratio of cars/vans per household	2.5%	1.2%

Source: i-Transport/Tempro

3.11 Data from the model indicates that future growth in car ownership in Hart district is likely to be less than has previously been the case, as this reflects the current high car ownership rates (and therefore less room for growth).

3.12 Other general factors of change include matters such as:

- The number and percentage of petrol and diesel cars is decreasing whilst the number and percentage of alternative fuel vehicles is increasing. Alternative fuel vehicles have increased from 1% of all new car registrations in 2011 to 21% in 2020.
- Less young people choosing to own a car.
- Increase in opportunities for shared mobility – this includes shared rides; cars; bikes and scooters including electric bikes and scooters.

- Shared rides can be informal (lift sharing) or more formal through using tools (such as apps) to connect passengers and drivers.
- Car clubs can provide socially inclusive, low emission mobility which helps to break dependency on private car ownership. In addition, they can:
  - reduce parking congestion as multiple users share one car and one parking space
  - reduce traffic on the road as car club members tend to drive less and use public transport, walk and cycle more
  - offer significant benefits with respect to air quality as the cars are newer and cleaner.

## 4.0 Residential cycle parking

4.1 The ambition is to encourage a shift in how people move around their communities; away from the private car to more sustainable modes of transport. This will help deliver the Council's ambitions around:

- Adapting to and mitigating from the effects of climate change
- Delivering healthy environments where active lifestyles prevent illness; and
- Delivering environmental improvements.

4.2 Safe and secure cycle parking is an important component to encourage cycling both as an element of active travel to reduce dependency on the car but also for the health and wellbeing benefits. The emergence of electric bicycles means cycling is a realistic choice for many journeys, not just the shorter journeys (the cost of electric bikes also reinforces the need for secure parking options).

4.3 Roads, paths and layouts that encourage walking and cycling are also needed. As part of this wider picture the Council has a vision for a [Green Grid](#) of routes between settlements and green spaces to encourage walking, cycling and other forms of sustainable healthy transport.

4.4 For all new residential developments, the Council requires developers to promote sustainable travel choices. The availability of safe and secure cycle parking at home, at the destination or at an interchange

point has a significant influence on cycle use. Cycle parking must be pleasant, sufficient and convenient ([LTN 1/20 Cycle infrastructure Design, Dept for Transport, July 2020](#)).

4.5 Therefore, cycle parking must be considered early in the planning and design process and take into consideration the following:

- provision for traditional 'manual' bikes and also electric bikes
- means of charging electric bikes
- space for secure storage both covered / lock-able
- provision for different types of bikes – cargo bikes; adapted bikes. For typical dimensions of different types of bikes see Section 5.4 of [LTN1/20 Cycle infrastructure Design published by the Department of Transport](#))
- for larger scale developments unallocated cycle parking should be distributed around the development rather than in one location, particularly if there are several entrances to the site. The distribution of cycle parking needs to respond to the proportion of people using each entrance.
- To encourage residents to ride their bike instead of using their car, cycle storage must be conveniently located and readily accessible. At least one cycle space must be close to the front door of the



property. Others could be included within a suitable garage or shed space.

- 4.6 For residential developments secure parking may be achieved by installing specialized storage or a small permanent bike stand. If cycle parking is provided in back gardens must be easily accessible and secure (it is generally discouraged as it is frequently not convenient to access).
- 4.7 For extensions and small-scale residential developments provision needs to be responsive to the location and scale of the proposal.



Figure 1 Domestic cycle store



Figure 2 Secure cycle stand in shed



Figure 3 Secure bike stand



Figure 4 Small cycle locker

- 4.8 Where there are communal areas and open spaces within a larger development, a bike stand may be more appropriate such as a Sheffield-style stand (as shown in the image below), which can provide two cycle parking spaces, one either side of the stand.



Figure 5 Sheffield stands

- 4.9 The standards below are the **minimum** number of cycle parking spaces required based on residential occupation. One space means that one bicycle can be secured. A bike stand can provide two cycle parking spaces (e.g., Sheffield style stand).
- 4.10 It will also be necessary to consider provision for visitors on the basis of 0.2 spaces per home. When calculating total number of spaces these should be rounded up to the nearest whole figure.

**4.11 Cycle parking for residents must be provided as follows:**

**1 bed home: 2 cycle spaces minimum**

**2 bed home: 3 cycle spaces minimum**

**3 bed home: 4 cycle spaces minimum**

**4 bed home: 5 cycle spaces minimum**

**5 bed home: 6 cycle spaces minimum**

- ***1 space must be close to the front door***
- ***1 space should be able to accommodate a non-standard 'cargo' bicycle (see Appendix 1)***

**Unallocated/visitor cycle parking:**

- **0.2 spaces per home (rounded up)**
- **5% of unallocated/communal provision should be able to accommodate a non-standard bicycle**

4.12 These standards apply across the whole district.

4.13 At least one space must be provided in close proximity to the front door of the property so that it provides a significant attractor to use the bicycle as an alternative to the car. For apartment buildings this can take the form of an enclosed cycle structure within the main building.

However, the entrance to this structure must be closely related to the front door of the building.

4.14 Developers should make it clear in their plans how cyclists can access the storage. For example, for cycle storage in a garage, there should be sufficient space to get a bike into and out of the garage with a car parked on the drive; and where the cycle storage is to the rear of a property, access paths and gates must be well designed. Developers are encouraged to consider integrating secure external bikes stores to the front of properties.

4.15 At least one space per home should be able to accommodate a non-standard bicycle, such as a cargo bikes, and adapted bikes. Section 5.4 of the [LTN1/20 Cycle infrastructure Design published by the Department of Transport](#) provides details of non-standard bicycles and their dimensions (see extract at Appendix 1).

## 5.0 Residential car parking

### Car parking standards

- 5.1 Providing sufficient car parking is consistent with objectives for modal shift. Ownership does not necessarily translate into higher usage, particularly where public transport is available and where street and settlement design invites people to walk or cycle for short distance trips. If insufficient car parking is provided in new developments, or it is poorly designed, displaced car parking will become widespread. This includes half-on, half-off pavement parking. Displaced car parking does not invite people to walk and cycle and frequently makes it more difficult (or impossible) to walk or cycle around places easily, safely and enjoyably.
- 5.2 The car parking standards below reflect the Council's ambition to reduce carbon emissions, improve the environment and promote modal shift to active travel choices, and the matters expressed in the NPPF (see paragraph 3.1 above).
- 5.3 The standards are neither maximum nor minimum, but a guide as to the appropriate quantum of parking to be provided. They should be considered carefully alongside the placemaking quality of a development and the parking strategy for the site, allowing for flexibility in providing alternative parking solutions such as shared mobility, access to alternative modes of transport and opportunities for active travel. Where different standards

are used, planning applications must include information to demonstrate that the functional parking needs of the development will be accommodated (see Section 7: Documentation to support a planning application).

### 5.4 Car parking standards:

**1 bed home: 1.0 allocated and 1.0 unallocated**

**2 bed home: 2.0 allocated and 0.5 unallocated**

**3 bed home: 2.0 allocated and 1.0 unallocated**

**or 3.0 allocated and 0.5 unallocated**

**4 bed home: 3.0 allocated and 0.5 unallocated**

**5 bed home: 3.0 allocated and 1.0 unallocated**

**An under-provision of allocated spaces needs to be made up with unallocated spaces.**

**A minimum of 5% of unallocated spaces should be designed for use by disabled people.**

**The requirement will always be rounded up to a whole number.**

- 5.5 Parking spaces can be allocated or unallocated:

- **Allocated** includes any spaces within the curtilage of a property and any spaces in communal areas where the space is reserved for a particular property
- **Unallocated** covers all parking spaces that are not allocated, visitor parking is usually served by

unallocated parking and should be located close to where it is likely to be needed.

- 5.6 When a development involves an increase in bedrooms to an existing property this will normally trigger an increase in the parking requirement at that property. Rooms which could be used as bedrooms but are labelled on plans as office/study/family room may be treated as bedrooms for the purposes of applying the parking standards.

### Disabled parking

- 5.7 The requirements for disabled parking for residential use are set out in the [Building Regulations Part M](#):
- Wheelchair user homes (housing category M4(3)) – at least one car parking space within the curtilage of the dwelling or within a communal parking area
  - Accessible and adaptable homes (housing category M4(2)) – at least one car parking space which is 3.3m wide if within the curtilage of the dwelling
  - In addition, a minimum of 5% of unallocated car parking spaces should be designed for use by disabled people.

### Older persons accommodation car parking standards

- 5.8 In addition to residential accommodation in the form of houses or flats, there is also provision through older persons housing. This can range from self-contained

older persons accommodation for those mobile and active to more specialised accommodation with varying degrees of support or care. Car ownership is typically higher with the first reference and declines significantly once older people reside in care homes, as supported by census data that shows car ownership per household decreases from 1.74 to 0.64 between the ages of 55 and 85+. There is a need however, to ensure sufficient provision for staff and visitors, at varying times of the day.

### **Categories of specialised older persons accommodation:**

- **Housing for older people.** *This includes what was referred to in the SHMA as ‘sheltered’ and ‘enhanced sheltered’. Includes older people’s housing for social/affordable rent (e.g. contemporary ‘sheltered’ housing), and older people’s housing for sale, typically referred to as retirement housing.*
- **Housing with care.** *Includes Extra Care housing for rent, and housing with care for sale/shared ownership, sometimes referred to as retirement villages (where it may or may not have an onsite care home)*
- **Residential care.** *Provides live-in accommodation, typically in en-suite rooms, with 24 hour-a-day supervised staffing for residents, who may need extra help and support with their personal care. For example, help with things such as washing, dressing, personal hygiene, medication, toileting, communication, feeding and mobility.*

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

*Note: age-restricted market housing is not included within this typology as a type of specialized housing and accommodation for older people.*

*Source: Advice on the need for specialised accommodation for older people within Hart District as set out in the 2016 SHMA, Housing LIN, June 2021*

5.9 On this basis, parking for older persons accommodation should follow the approach below:

- Provision of accommodation for the active elderly (self-contained housing for older people) who are likely to be mobile, still in ownership of a car and have a high level of independence, the above residential standards should be applied to all proposals, taking into consideration the location of the development and access to alternative forms of transport. Parking spaces will also be required for staff and visitors and there should be provision of disabled spaces and facilities for charging of electric cars and mobility vehicles. Cycle parking must also be provided – see section on cycle parking. The Council will look favourably upon the introduction of pool car clubs to such developments whereby

electric cars and (four wheeled) scooters reduce demand for parking spaces.

- Parking for residential developments for less active elderly persons in care and nursing homes should be considered on a case-by-case basis taking into consideration the parking (car and cycle) needs of residents, visitors and staff. These may also require higher provision of disabled spaces and should make adequate provision for access, parking and charging of mobility vehicles. Justification for the level provided will need to set out within a Transport Assessment (see details below).

## Car parking specifications

- 5.10 The dimensions of the spaces matter. Inadequate width or length is likely to result in alternative parking that has not been planned for. Common problems include a failure to allow for doors to open and vehicles overhanging footways. Equally, providing areas of hard surfacing, such as unmarked cycle routes and short verge crossings, may tempt householders to park in places that will obstruct other street users.
- 5.11 On average, cars have got larger over time, both in width and in length. A summary of the minimum dimensions for parking spaces is set out below:

### Dimensions of car parking spaces:

Standard parking space	2.5m x 5.0m
Parallel parking space	2.0m x 6.0m
Tandem (2 car)	2.5m x 11.0m
Double garage (internal dimension)	6.0m x 7.0m

- *An additional minimum of 0.5m will need to be added to the above spaces where either dimension is adjacent to a wall or other obstruction.*
- *Where a driveway is to be used for parking in front of a garage, the overall length of the space will need to be a minimum of 6.0m to allow access to the garage.*

- 5.12 Single garages are **not** counted as a parking space.
- 5.13 Double garages count as one parking space if they have a clear internal dimension of 6.0m x 7.0m.
- 5.14 Car ports are counted as a parking space if it is demonstrated that the items that residents typically store in garages are provided in another location, for example, garden maintenance equipment, bicycles, dry re-cycling.
- 5.15 To accommodate side-by-side parking on a driveway, additional width will be required where it is also used for pedestrian/cycle access.
- 5.16 For tandem parking (one behind the other), the maximum of 2 spaces will be counted, even if there are 3 or more spaces in tandem.

## Disabled parking specifications

- 5.17 The minimum dimensions for disabled parking are:
- Residential disabled space – in curtilage: 3.7m x 6.2m (this is a standard parking space plus 1.2m clear access zone to one side and the rear)
  - Off-street disabled space – perpendicular to the access aisle: 2.4m x 6.0m plus 1.2m clear access zone to each side (this can be shared with adjacent spaces)

- Off-street disabled space – parallel to the access aisle: 2.4m x 6.0m plus a minimum 1.8m clear access zone to the side
- On-street disabled space – parallel to a kerb: 2.7m x 6.6m
- On-street disabled space – in the middle of a road: 3.0m x 6.6m

5.18 Any disabled parking space should be as close as possible to the main entrance of the property/premises with step-free access and parking spaces should have a firm and level surface.

5.19 Within the private curtilage of a dwelling (including the car port or garage), it is a standard parking bay with an additional minimum clear access zone of 1.2m to one side and to the rear.

5.20 Covered parking spaces provide protection from adverse weather when transferring from a wheelchair to a vehicle. Any uprights, posts etc should be sited to avoid impediment of the wheelchair user.

5.21 Within a communal parking area, it is a standard parking bay with an additional minimum clear access zone of 1.2m to both sides

5.22 Further requirements for disabled car parking spaces are set out in the [Department of Transport's Inclusive](#)

[Mobility](#) (December 2021) and [Building Regulations Part M](#).

## Electric vehicle charging points

5.23 EV charging points must be provided in accordance with [Building Regulations Part S](#) which came into effect on 15 June 2022. The location of electric charging points should be considered at the design stage to optimise convenience for users of electric cars.

## Design and layout considerations

5.24 Below are the **minimum** requirements for the application of the residential parking standards and must be considered within **all** planning proposals and details submitted with the planning application:

- a) A plan showing the location of all car parking spaces associated with the development, identifying which spaces are allocated, unallocated and disabled.
- b) Where unallocated parking is to be accommodated on the public highway this should be accompanied by an assessment of the parking stress in the area and the capacity for on-street parking.
- c) For developments of 50 or more homes, evidence of exploring the feasibility for a car club or similar facility for the site either alone or in combination with other sites.



- d) Where there are changes to existing properties such as changes of use, extensions and garage conversions which require planning permission:
- Applicants will be required to provide sufficient parking based on the standards specified. Where it is impractical to meet the standards, planning applications must be accompanied by an assessment of the parking stress in the area and the capacity for on-street parking.
  - It will be the developer's responsibility to make sure that the changes made to an existing property will not prejudice the retention of adequate parking within the curtilage of the property.
  - Where the proposal is for the conversion of a dwelling into an HMO (House of Multiple Occupation) one space per bedroom will be required.
- e) where there is allocated and non-allocated parking provision which is not adopted by the Highway Authority the developer will have to provide the appropriate arrangements for their future management and maintenance.
- f) Street width design to be considered and amended to accommodate on-street parking and to reflect any landscaping and planting of street trees to avoid future issues arising.
- g) Where unallocated parking spaces are distributed throughout a development, an increased carriageway width should be used to allow cars to park on either side of the street, leaving at least an appropriate width carriageway, particularly to allow for access and turning movements of larger vehicles, such as refuse vehicles.
- h) The design of unallocated parking should make it clear where it is appropriate to park and prevent inappropriate parking (particularly on footways).
- i) To add appropriate planting to soften the visual impact of cars and to delineate parking vs non parking areas.
- j) Wherever parking is provided it needs to be more attractive than inappropriate parking opportunities. It should be accessible, well lit, overlooked, and attractive.
- k) Where a parking court is considered, it must:
- Be part of a coherent overall layout
  - Be small (for example, no more than 5 properties served)
  - Be wholly overlooked by habitable rooms within dwellings
  - Be lit at night
  - Have convenient pedestrian connections to the properties being served. Residents must be able to gain direct access from their allocated parking

spaces to the front door of their home. Where pedestrian footpaths are provided that connect courtyard parking spaces with the front door of people's homes these must be afforded good, clear sightlines and be well lit; and

- Properties with car parking spaces allocated within a parking courtyard must also be designed to allow rear access into the home with access directly into a kitchen, utility room or hallway. Access via a lounge and/or patio doors is not acceptable.

5.25 In order to maintain the design quality of a new development, the Council may use planning conditions to remove permitted development rights which would otherwise result in the loss of front gardens to parking without planning permission.

## 6.0 Non-residential parking standards

### Cycle parking

6.1 For non-residential cycle parking, applicants should use the standards contained within the [LTN1/20 Cycle infrastructure Design published by the Department of Transport](#) (see section 11.3 Table 11-1). These are also set out at Appendix 2 of this document.

### Car parking

6.2 Non-residential car parking standards are set out at Appendix 3. These are unchanged from the Parking Provision Interim Policy 2008 as they are considered to remain up to date. This was a conclusion from a review of those standards by i-transport following a benchmarking exercise against other local authority parking standards (Parking Standards Review for Hart District Council, 22 March 2022). It should be noted that the non-residential parking standards differ depending on whether the development is within Zone 1 or not, Zone 1 being with 800m of Fleet or Hook Station, and 400m of Blackwater Station.

## 7.0 Documentation to support a Planning Application, Transport Assessments and Travel Plans

7.1 As a minimum, developers will be expected to submit the following information with a planning application, either within a Design and Access Statement (DAS), or within a Transport Assessment (TA):

- 1) A plan showing the location of all car parking spaces associated with the development, identifying which spaces are allocated, unallocated and disabled.
- 2) A plan showing where the unallocated parking will be accommodated (including where this is on-street).
- 3) A written statement setting out the design rationale for the car parking provision, and details of which spaces will be allocated or otherwise, and the management strategy.
- 4) Where unallocated parking is to be accommodated on the public highway – an assessment of the parking stress of the area and whether there is the capacity to accommodate additional on-street parking. Any parking surveys undertaken should include the following information:
  - Scaled plan indicating private accesses, on-street parking bays, unmarked roadside parking, waiting restrictions and public car

parks up to 100m distance from the proposed development.

- Information relating to the likely levels of car ownership amongst occupants.
  - An assessment of parking activity in an identified vicinity of the application site. This needs to be recorded regularly (on a typical day) and between 6am and 11pm one weekday and one weekend day by an independent assessor. The applicant will need to be able to demonstrate that the survey undertaken is fair and representative.
  - The survey results would be required to provide mapped records of the parked vehicles locations at each regular count interval and would need to be at a time unaffected by seasonal variations; and
  - Information relating to proximity of public transport.
- 5) For developments of more than 50 homes – evidence of correspondence with a car club operator regarding the feasibility of a car club for the site.
  - 6) For developments of older persons accommodation – a Transport Assessment (TA) setting out justification for the proposed parking provision.

- 7.2 There might be circumstances where the recommended parking standards are not appropriate and a developer should submit evidence to justify a higher or lower level of parking within a Transport Assessment (TA), taking into consideration the scale and location of the development; proportion of unallocated spaces and quality placemaking.
- 7.3 Key tools used to appraise and determine the transport impacts of a development proposal are Transport Assessments (TA) and Travel Plans (TP). [Hampshire County Council](#) as Highway Authority includes on its website details of when an assessment and plan may be required and the level of detail to be included.
- 7.4 These residential standards ensure that new developments provide the right amount (and type) of parking. However, there will be situations where a risk remains that developments could cause parking problems in surrounding areas. Developers remain responsible for mitigating this impact of their development.
- 7.5 These issues should be considered through the normal development management processes.
- 7.6 [Transport Assessments](#) (TA) detail the estimated impact of developments on the highway network and depending on the scale of development this may not be required although it may be necessary to reflect cumulative impacts. For residential developments an assessment is required for developments over 50 homes for further

details contact Hampshire Highways at [highways.development.control@hants.gov.uk](mailto:highways.development.control@hants.gov.uk)

- 7.7 [Travel Plans](#) aim to reduce the number of people travelling by car alone (TP) and to increase active travel and sustainable travel modes, for further details contact [travelplans@hants.gov.uk](mailto:travelplans@hants.gov.uk)

## Appendix 1 Dimensions of cycles

Figure 5.3: Typical dimensions of cycles



Taken from [Cycle infrastructure design](#) (LTN 1/20)

## Appendix 2 Non-residential cycle parking standards

Minimum Cycle Parking Standards for Non-Residential Uses (Source: LTN 1/20 Table 11-1)

Land Use Type	Sub-Category	Short stay requirement (obvious, easy to access and close to destination)	Long stay requirement (secure and ideally covered)
<b>All</b>	Parking for adapted cycles for disabled people	5 percent of total capacity co-located with disabled car parking	5 percent of total capacity co-located with disabled car parking
<b>Retail</b>	Small (less than 200 m <sup>2</sup> )	1 per 100 m <sup>2</sup>	1 per 100 m <sup>2</sup>
<b>Retail</b>	Medium (between 200 and 1000 m <sup>2</sup> )	1 per 200 m <sup>2</sup>	1 per 200 m <sup>2</sup>
<b>Retail</b>	Large (greater than 1000 m <sup>2</sup> )	1 per 250 m <sup>2</sup>	1 per 500 m <sup>2</sup>
<b>Employment</b>	Office or Finance (Class A2 or B1)	1 per 1000 m <sup>2</sup>	1 per 200 m <sup>2</sup>
<b>Employment</b>	Industrial or warehousing (Class B2 or B8)	1 per 1000 m <sup>2</sup>	1 per 500 m <sup>2</sup>
<b>Leisure and Institutions</b>	Leisure centres, assembly halls, hospitals, and healthcare.	The greatest of - 1 per 50 m <sup>2</sup> or 1 per 30 seats of capacity	1 per 5 employees
<b>Leisure and Institutions</b>	Educational Institutions		Separate provision for staff and students. Based on Travel Plan mode share target minimum Staff – 1 per 20 staff Students - 1 per 10 students

## Appendix 3 Non-residential car parking standards

<b>1. Commercial Development</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
B1(a) – Office	1:45 m <sup>2</sup>	1:30 m <sup>2</sup>
B1(b) or B1(c) – Research and Development or Light Industry	1:60 m <sup>2</sup>	1:45 m <sup>2</sup>
B2 – General Industry	1:60 m <sup>2</sup>	1:45 m <sup>2</sup>
B8 – Warehousing	1:90 m <sup>2</sup>	1:90 m <sup>2</sup>
<b>2. Retail Development</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Non-food retail and general retail (covered retail areas)	1:20 m <sup>2</sup>	1:20 m <sup>2</sup>
Non-food retail and general retail (uncovered retail areas)	1:20 m <sup>2</sup>	1:20 m <sup>2</sup>
Food retail	1:14 m <sup>2</sup>	1:14 m <sup>2</sup>
<b>3. Education Establishments</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Schools	1.5 spaces per classroom	1.5 spaces per classroom
16+ Colleges and Further Education colleges	1 space per 2 staff + 1 space per 15 students	1 space per 2 staff + 1 space per 15 students
Day nurseries/playgroups (private) and crèches	1 space per 1.33 FTE staff	1 space per 1.33 FTE staff
<b>4. Health Establishments</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Private hospitals, community and general hospitals, etc.	Determined within Travel Plan	Determined within Travel Plan
Health centres	5 spaces per consulting room	5 spaces per consulting room
Doctors, dentists or veterinary surgery	3 spaces per consulting room	3 spaces per consulting room

<b>5. Care Establishments - public and private</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Day centres for older people, adults with learning disabilities	Staff: 1 space per 2 FTE Visitors: 1 space per 2 clients	Staff: 1 space per 2 FTE Visitors: 1 space per 2 clients
Homes for Children	Residential Staff: 1 space per 1 FTE Non-residential staff: 1 space per 2 FTE Visitors: 1 space per 4 clients	Residential Staff: 1 space per 1 FTE Non-residential staff: 1 space per 2 FTE Visitors: 1 space per 4 clients
Family Centres	Staff: 1 space per 2 FTE Visitors: 1 space per 1 client	Staff: 1 space per 2 FTE Visitors: 1 space per 1 client
Residential units for adults with learning or physical disabilities	Residential Staff: 1 space per 1 FTE Non-residential staff: 1 space per 2 FTE Visitors: 1 space per 4 clients	Residential Staff: 1 space per 1 FTE Non-residential staff: 1 space per 2 FTE Non-residential staff: 1 space per 2 FTE
<b>6. Leisure, Assembly and Places of Public Assembly</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Hotels/motels/guest houses/boarding houses	1 space per bedroom	1 space per bedroom
Eating and drinking establishments	1 space per 5 m <sup>2</sup> dining area/bar area/dance floor	1 space per 5 m <sup>2</sup> dining area/bar area/dance floor
Cinemas, multi-screen cinemas, theatres and conference facilities	1 space per 5 fixed seats	1 space per 5 fixed seats
Bowling centre, bowling greens	3 spaces per lane	3 spaces per lane
Sports halls	1 space per 5 fixed seats plus 1 space per 30 m <sup>2</sup> playing area	1 space per 5 fixed seats plus 1 space per 30 m <sup>2</sup> playing area
Swimming pools, health clubs/gymnasia	1 space per 5 fixed seats plus 1 space per 10 m <sup>2</sup> open hall/pool area	1 space per 5 fixed seats plus 1 space per 10 m <sup>2</sup> open hall/pool area
Tennis Courts	3 spaces per court	3 spaces per court
Squash Courts	2 spaces per court	2 spaces per court
Playing fields	12 spaces per ha of pitch area	12 spaces per ha of pitch area



Golf Courses	4 spaces per hole (with other facilities, club house, etc. treated separately)	4 spaces per hole (with other facilities, club house, etc. treated separately)
Golf Driving Ranges	1.5 spaces per tee/bay	1.5 spaces per tee/bay
Places of Worship	1 space per 5 fixed seats plus 1 space per 10 m <sup>2</sup> open hall	1 space per 5 fixed seats plus 1 space per 10 m <sup>2</sup> open hall
<b>7. Motor Trade</b>		
<b>Type of Development</b>	<b>Zone 1</b>	<b>Elsewhere</b>
Workshops – staff	1:45 m <sup>2</sup>	1:45 m <sup>2</sup>
Workshops – customers	3 spaces per service bay	3 spaces per service bay
Car sales – staff	1 space per FTE	1 space per FTE
Car sales – customers	1 space per 10 cars on display (applies to the number of cars on sale in the open)	1 space per 10 cars on display (applies to the number of cars on sale in the open)

**Notes:**

1. Zone 1 =
  - a. 400m around Blackwater Station
  - b. 800m around Fleet Station
  - c. 800m around Hook Station
2. All references to floorspace are gross external floorspace in square metres (m<sup>2</sup>)
3. Parking for disabled people should be additional to the maximum parking standards. Development proposals should provide adequate parking for disabled motorists, in terms of numbers and design. The British Standards Institution recommends that commercial premises should have one space for every employee who is a disabled motorist plus 5% of the total capacity for visitor parking should be designated as disabled parking, with a further 4% of the total visitors parking consisting of enlarged standard spaces.
4. For mixed use development, the gross floorspace given over to each use should be used to calculate the overall total maximum parking figure. Where a proposal involves the provision of an ancillary office within a development (i.e., within an industrial or warehousing unit) then car parking standard should be derived by calculating the relevant quantum for each element and adding them together.
5. The parking standards in categories 2 to 7 are **maxima**, but category 1 is the **minimum** standard that should be provided.

## Appendix 2: Worked example comparing current and proposed residential car parking standards

1. The following table compares the new parking standards against the current standards using an illustrative example of 30 new homes,
2. Zones 1 to 3 in the 2008 standards reflect varying degrees of accessibility (see Note 1 below).

**Worked example: 30 homes**     2 x 1-bed; 9 x 2-bed; 13 x 3-bed; 6 x 4-bed

	Total cycle spaces	Total <i>allocated</i> car parking	Total <i>unallocated</i> car parking	Total car parking
2008 standards Zone 1	58	58	14	<b>72</b>
2008 standards Zone 2	58	77	12	<b>89</b>
2008 standards Zone 3	58	83	15	<b>98</b>
New standards	114	70	20	<b>90</b>

3. The new standards:
  - a) Generate a much greater quantum of cycle parking than the 2008 standards.
  - b) Provide more car parking in total than the 2008 standards for Zone 1, and slightly less parking in total than for Zone 3.
  - c) Roughly equate to the 2008 Zone 2 standard in terms of overall number of spaces, and
  - d) The proportion of unallocated parking increases from 13% to 22%. This provides some extra flexibility in the use of spaces to accommodate the overall need for resident and visitor parking.

### Notes:

Note 1: The Interim Parking Standards 2008 had three levels of accessibility, or “Zones”, where different car parking levels apply in order to ensure appropriate levels of parking are provided:

Zone 1:

- 400m around Blackwater station
- 800m around Fleet station
- 800m around Hook station

Zone 2:

- Within the settlements of:
  - Blackwater/Hawley
  - Fleet / Church Crookham / Elvetham Heath
  - Hartley Wintney
  - Hook
  - Odiham
  - Yateley
- 400m around Winchfield station

Zone 3:

- Elsewhere.

Note 2: The mix of home sizes reflects the recommended average for market homes in the [2016 Strategic Housing Market Assessment](#).

Note 3: The *new* standards provide two options for 3-bed homes, either:

2 allocated and 1 unallocated space per home

or

3 allocated and 0.5 unallocated spaces per home.

For the purposes of this illustration, it is assumed that 7 of the 3-bed homes use the first option, and the other 6 homes use the second option.

### APPENDIX 3: Comparing current and proposed residential car parking standards

The table below allows a comparison between the new car parking standards and the 2008 standards for each zone (the zones used in the 2008 standards are described at Appendix 2).

<b>Car parking standard</b>	<b>1-bed</b>	<b>2-bed</b>	<b>3-bed</b>	<b>4-bed</b>	<b>5-bed</b>
2008 standard, Zone 1, Allocated	1	2	2	3	n/a
2008 standard Zone 1, Visitor	0.1	0.25	0.75	0.25	n/a
<b>2008 standard Zone 1, Total</b>	<b>1.1</b>	<b>2.25</b>	<b>2.75</b>	<b>3.25</b>	<b>n/a</b>
2008 standard, Zone 2, Allocated	1	2	3	3	n/a
2008 standard Zone 2, Visitor	0.5	0.5	0.25	0.5	n/a
<b>2008 standard Zone 2, Total</b>	<b>1.5</b>	<b>2.5</b>	<b>3.25</b>	<b>3.5</b>	<b>n/a</b>
2008 standard, Zone 3, Allocated	1	2	3	4	n/a
2008 standard Zone 3, Visitor	0.75	0.75	0.5	0	n/a
<b>2008 standard Zone 3, Total</b>	<b>1.75</b>	<b>2.75</b>	<b>3.5</b>	<b>4</b>	<b>n/a</b>
New standard, Allocated	1	2	2 (or 3)	3	3
New standard, Unallocated	1	0.5	1 (or 0.5)	0.5	1
<b>New standard, Total</b>	<b>2</b>	<b>2.5</b>	<b>3 or 3.5</b>	<b>3.5</b>	<b>4</b>

## **CABINET**

**DATE OF MEETING: 4 AUGUST 2022**

### **TITLE OF REPORT: TENDER ACCEPTANCE FOR ELECTRIC VEHICLE CHARGE POINTS IN HARTS CAR PARKS**

**Report of:** Sustainability Officer

**Cabinet Portfolio:** Environment

**Key Decision:** No

**Reasons for Urgency:** Approval is required to avoid a delay in the procurement process.

**Confidentiality:** Non Exempt

### **PURPOSE OF REPORT**

1. To obtain Cabinet approval to accept a tender for the installation of Electric Vehicle Charging Points (EVCP) in Hart's car parks.

### **RECOMMENDATION**

2. That the tender submitted by Bidder B for the installation of EVCP in Hart car parks at locations detailed in section 3.2, is accepted.
3. That 5k is ring fenced in 22/23 climate change budget to provide a working fund for the installation of EVCP.

### **BACKGROUND**

4. In recognition of increasing concerns about the impact of climate change in April 2020 Hart Council approved the declaration a climate emergency. This included the pledge to make Hart District carbon neutral by 2040 and areas under the direct control of the District Council by 2035.
5. In November 2020, the UK Government announced that new petrol and diesel cars will not be sold from 2030. This together with the Automated and Electric Vehicles Act 2018 sets the stage for what is being predicted to be the biggest technological advancement to hit UK roads since the invention of the combustion engine. Nationally transport accounts for 33% of the UKs carbon emissions.
6. Transport currently makes the largest contribution to carbon emissions in Hart. In response to this, Hart District Councils Climate Change Action Plan prioritises an action to instal EVCP in a range of the council's off street car parks.
7. Delivery of the action plan is monitored by the Climate Change Working group (CCWG) which is then reported to Cabinet. Having been consulted on the installation of EVCP the CCWG approved that these would be procured through the Kent EVCP Framework, in accordance with the council's contract standing orders.
8. The aim of the procurement process was to achieve the maximum number of EVCP in Hart's car parks at minimal cost to Hart District Council. With preference being allocated in the evaluation to the provision of rapid chargers (50+kW) as an alternative to fast chargers (7-22kW). Rapid chargers can charge an electric vehicle (EV) in approximately 30-60 minutes whilst fast chargers take much longer. The higher charging rate allows for an increased

turnover of the charging spaces so reducing the number of charge points and dedicated parking bays required.

## **FURTHER COMPETITION PROCUREMENT**

9. An initial feasibility study identified the following car parks as being suitable sites for the installation of EVCP:
  - a. Monachus Lane, Hartley Wintney
  - b. Victoria Road, Fleet
  - c. Station Approach, Blackwater
  - d. Crossways, Reading Road, Hook
  - e. Hart Leisure Centre, Fleet
  - f. The Bury, Odiham
  - g. Deer Park, Odiham
10. The above locations were identified in the specification for further competition using the approved framework, which resulted in three bids being submitted.
11. All bids achieved the agreed aims of the procurement process, and the proposal submitted by the preferred bidder includes for the provision of EVCP in all of the above locations.
12. Following a detailed evaluation, in which Hart officers were supported by KCS (the framework administrator), Bidder B was identified as the preferred bidder.
13. A copy of the evaluation results is attached at Appendix 1.
14. The contract term for the provision and management of the EVCP has been specified as 15 years.
15. Subject to the outcome of a more detailed feasibility study the award of this contract will provide the following EVCP:
  - Monachus Lane, Hartley Wintney; 4x Rapid chargers (50kW+) and 4x Fast charger (7-22kW)
  - Victoria Road, Fleet; 6x Rapid chargers (50kW+) and 2x Fast charger (7-22kW)
  - Station Approach, Blackwater; 2x Rapid chargers (50kW+) and 2x Fast charger (7-22kW)
  - Crossways, Reading Road, Hook; 2x Rapid chargers (50kW+) and 2x Fast charger (7-22kW)
  - Hart Leisure Centre, Fleet; 6x Rapid chargers (50kW+) and 2x Fast chargers (7-22kW)
  - The Bury, Odiham; 2x Fast charger (7-22kW)
  - Deer Park, Odiham; 2x Fast charger (7-22kW)
16. Any changes to the number and location of the proposed EVCP will be subject to the approval of the CCWG.
17. In addition to the provision of charging points the tender submitted by the preferred bidder provides Hart with 20% of the operating profit from the charging income over the life of the 15-year contract.

## **MAIN ISSUES**

18. The installation of EVCP in Harts car parks will provide more opportunities for EV owners to charge their vehicles and support the council in achieving its pledge of making Hart District carbon neutral by 2040.
19. Whilst it's predicted that the majority of EV charging will be done at home, it is important to provide charging options for residents who have no off-street parking or who live in rented properties where they may be unable to install a charger.
20. In addition to promoting reduced carbon emissions, Public Health England (PHE) states that air pollution is the biggest environmental threat to health in the UK, with between 28,000 and 36,000 deaths a year attributed to long-term exposure. One of the key interventions PHE suggests local authorities can take is promoting the uptake of low emission vehicles by setting more ambitious targets for EV charging points, as well as encouraging low emission fuels and electric cars.

### **CLIMATE CHANGE WORKING GROUP COMMENTS/RECOMMENDATIONS**

21. At its meeting on the 19 July the CCWG considered the outcome of the EVCP evaluation and supported its recommendation to Cabinet for approval.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

22. Other frameworks were considered before the use of the Kent EVCP Framework was agreed.
23. Charging points are not being provided in Church Rd, or Gurkha Square car parks as EVCP are already provided in the former and the latter is a short-stay car park. Discussions are being held with Hampshire County Council about the possibility of installing charging points at Frogmore LC and these may be procured through the framework once agreed. The installation of charging points at the civic offices for staff and fleet vehicle charging is being considered outside of this procurement.

### **CORPORATE GOVERNANCE CONSIDERATIONS**

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

24. The installation of EVCP in Hart car parks is identified in the Climate Change Action Plan. It is also in line with Hart Climate Emergency commitment to becoming a net zero district by 2040.

#### **Service Plan**

- 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

#### **Legal and Constitutional Issues**

25. In accordance with Harts Constitution, Cabinet has the authority to approve the recommendations of this report.

#### **Financial and Resource Implications**

26. The EVCP contract is a concession contract, and as such there are no costs arising from acceptance of the preferred bidder's tender.

27. The preferred bid includes the proposal to share 20% of operational profits from EV charging income. It is estimated that this will provide Hart with an income of £600k during the term of the 15-year contract, which subject to Cabinet approval could be used to offset the anticipated costs to implement a range of Climate Change initiatives that the Council wishes to bring forward.
28. Grant funding will be sought in conjunction with the supplier from the Office for Low Emission Vehicles (OLEV). The preferred bidder has, confirmed that the tender submitted is not conditional on a successful grant application.
29. This report recommends that a 5k is identified in the 22/23 climate change budget, to fund incidental costs which may not have been identified in the tender.

### **Risk Management**

30. A project risk register has been compiled for the installation of EVCP. This has not identified any significant risks.

### **EQUALITIES**

31. The installation of EVCP bays will comply with the accessibility Electric Vehicle public charging standards due to be published by the Office of Zero Emission Vehicles in Summer 2022.

### **CLIMATE CHANGE IMPLICATIONS**

32. Transport currently makes the largest contribution to carbon emissions in Hart. The installation of EVCP in the council's car parks will help promote a reduction in these emissions.

### **ACTION**

33. Subject to approval of the recommendations of this report, a contract will be entered into with Bidder B for the provision of the EVCP in Hart's car parks.
34. A detailed feasibility study will be undertaken to ensure there is enough electricity grid capacity at the chosen car parks, and to determine the final location of the EVCP.
35. A grant application for funding will be submitted to the Office for Low Emission Vehicles (OLEV).
36. The CCWG will be kept updated on the progress with the EVCP installation.

**Contact Details:** Peter Summersell (peter.summersell@hart.gov.uk)

**Appendix 1** – Evaluation scores from the EVCP further competition procurement process.



Evaluation scores from the EVCP further competition procurement process.

## Scorer 1

No.	Supplier	Number & Type of EVCP (300)	Delivering the Contract (250)	Project Management & Install (100)	Service & Management (150)	TOTAL
1	Bidder A	280.00	175.00	80.00	105.00	640.00
2	Bidder B	229.00	225.00	90.00	135.00	679.00
3	Bidder C	116.00	175.00	60.00	90.00	441.00
No.	Supplier	Revenue Return (150)	Feasibility Study (50)	TOTAL		COMPLETE TOTAL
1	Bidder A	75.00	50.00	125.00		765.00
2	Bidder B	150.00	50.00	200.00		879.00
3	Bidder C	78.75	50.00	128.75		569.75

## Scorer 2

No.	Supplier	Number & Type of EVCP (300)	Delivering the Contract (250)	Project Management & Install (100)	Service & Management (150)	TOTAL
1	Bidder A	280.00	200.00	80.00	120.00	680.00
2	Bidder B	229.00	200.00	80.00	120.00	629.00
3	Bidder C	116.00	175.00	60.00	120.00	471.00
No.	Supplier	Revenue Return (150)	Feasibility Study (50)	TOTAL		COMPLETE TOTAL
1	Bidder A	75.00	50.00	125.00		805.00
2	Bidder B	150.00	50.00	200.00		829.00
3	Bidder C	78.75	50.00	128.75		599.75

**MEMBERS AND OFFICERS  
CLIMATE CHANGE WORKING GROUP  
MEETING NOTES**

**Date and Time:** Monday 27 June 2022, 14:30

**Place:** Teams Virtual Meeting

**Present:**

- Cllr Alan Oliver (Chair)** - AO
- Cllr Steve Forster** - SF
- Cllr Dr Anne Crampton** - AC
- Cllr Gill Butler** - GB
- Cllr James Radley** - JR
- Peter Summersell** - PS
- John Elson** - JE
- Steph King** - SK
- Wilf Hardy (Friends of the Earth)** - WH
- Tamsin Briggs (Friends of the Earth)** - TB
- Alex Massie (Eunomia)** - AM
- Laura Stone (Eunomia)** - LS
- Sharon Black (Minutes)**

Item		Action
<b>1.0</b>	<b>Introduction and apologies</b> Apologies were received from Cllr Neighbour.	
<b>2.0</b>	<b>Notes form previous meeting</b>  The minutes of the previous meeting were agreed as accurate. The majority of the actions were covered under the Eunomia Action Plan item, but others discussed included:  Minute 3.5: It was agreed that EPC ratings for insulation, for heat pumps, needed to be D or higher Minute 4.1: The TAN was being put to Cabinet in August. A copy is attached to the minutes for information. Minutes 4.2, 5.3 and 5.4: These are included in the TAN Minute 6.1: this item is included in the budget (Agenda item 4). No interim figures for greener homes grants were available, but these would be circulated as soon as they were available. Minute 7.0: Item completed	PS
<b>3.0</b>	<b>Net Zero Carbon Pathway Final Draft Discussion (Eunomia)</b>	
	Alex Massie and Laura Stone from Eunomia were welcomed to the meeting for this item. AM gave a brief overview on the potential impact on the Council's action plan and whether changes were needed to meet both the operational and district targets.	

<p>WH queried what the discussion was intending to achieve? Was it to approve the final plan or to be able to make comments on the draft that could then be incorporated into the final plan. It was confirmed the latter and that input from the meeting would be incorporated into the final report where appropriate. The final report would be circulated to all Councillors in due course.</p> <p>The presentation had already been given to Council in April and had been circulated to Councillors.</p> <p>There were 2 separate reports and action plans – one for the operational target (2035) and one for the district target (2040). AM explained that items that the Council had no control over, such as aviation, had been removed from the action plan. WH queried this, saying that the Council had airfields within its boundaries. JR concurred and advised that the Council had representatives on local airfields' bodies, and that these could be used to influence decisions. AM agreed but advised that this section was a flat rate proportion of the carbon emissions of larger airfields, such as Heathrow and Gatwick. JR said that at the last meeting of FACC, discussion took place regarding how both the airfield and aircraft could move to net zero carbon emissions. To coincide with those discussions an ecology specialist had joined the Committee and was contributing positively.</p> <p>Operationally – buildings and transport formed the majority of emissions. There were a number of key actions that could be taken to reduce these emissions – heat pumps for buildings and electric vehicles being just two.</p> <p>SF queried the £2m cost for heat pumps, and whether that included all ancillary work such as new radiators and insulation. If so he felt it was a low figure. AM confirmed that the figure had been baselined against other councils, and that it included the units and changes to the systems. However a feasibility study was recommended. SF felt that the figure was too low for the buildings within the Council's portfolio. It was noted that only the offices within Hart's boundary had been included.</p> <p>AO queried whether it would be the freeholder or leaseholder of a building who would be responsible for undertaking the work needed? It was likely the person who owns the equipment (boiler etc) who would need to take action but it would be made clear in the report. Carbon footprint data on Scope 3 buildings would be obtained and a calculation made, following which a decision would be made as to whether to include those buildings in the final action plan.</p>	PS
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	<p>District targets were ones where the Council doesn't have control over most of the emissions. However there were actions that the Council could take that would have an impact, such as training landlords to help them improve energy efficiency in their properties; updating the Hart local plan; encouraging residents to recycle more and then pre-treating waste to reduce the burning of plastics further. The Council should be seen to be a trusted adviser to stakeholders and a provider of information to others.</p> <p>Discussion took place around the recycling of food waste within Hart and disposal of plastic within the main waste collection. Reducing plastic content in this would reduce carbon emissions. The question of financial viability for these items needed to be borne in mind. A request to HCC would be made for a feasibility study into the pre-sorting of waste to remove plastic.</p> <p>Discussion also took place around the following:</p> <ul style="list-style-type: none"> <li>• Decarbonising vehicles – section 2.1 does not include fleet vehicles which were covered elsewhere</li> <li>• Whether the plan for carbon reduction would be a straight line scenario, or one with step changes</li> <li>• The suggestion that average vehicle occupancy be increased</li> <li>• Whether new build houses becoming carbon neutral need government backing? This might be answered in the TAN, and MJ would be asked to give further information</li> <li>• Whether proposed solar farms would be within the Council's boundary or more widespread? LS advised that this could be anywhere that the Council could procure electricity from</li> <li>• Whether bikeability operates in Hart, and the local cycling and walking infrastructure plan</li> <li>• Whether the cost of electric vehicles would decrease in the future</li> </ul> <p>In general it was agreed that the action plans needed to be refined, to include outcomes, dates and owners.</p> <p>Any further questions could be forwarded to PS for discussion at the next meeting.</p>	<p>PS</p> <p>MJ</p> <p>PS</p>
<b>4.0</b>	<b>Climate Change Budget Discussion</b>	
	<p>AO introduced the proposed allocation of the climate change budget, which it was proposed would be the items focussed on over the next year. AO had been involved in the preparation of the budget allocation and explained that funds had been allocated to the new Communications and Engagement Officer (Steph King) to allow her to pull together communication strategies with stakeholders.</p> <p>Discussion took place around the following items:</p>	

	<ul style="list-style-type: none"> <li>• Whether the funds allocated to work on the Civic Offices would not be unnecessary, if there were plans to demolish the offices as part of the Civic Quarter plans. It was confirmed that the PV panels could be moved and a feasibility study as to whether low carbon heating could be installed would be possible would be undertaken</li> <li>• Steph King to give an update on her plans for the comms engagement budget to the next meeting</li> </ul> <p>SF declared an interest in the next discussion and agenda item 5 as he worked for a company which provided electric vehicle charge points, although this was agreed not to be prejudicial and he could remain and participate in the meeting.</p> <ul style="list-style-type: none"> <li>• The budget for electric vehicle charge points looked very high and SF felt that it could be significantly reduced. PS would revisit this</li> </ul> <p>In conclusion, and with the above amendment, the Group <u>approved</u> the proposed budget allocation and agreed that it should be presented to Cabinet for endorsement. JE to arrange.</p>	<p>SK</p> <p>PS</p> <p>JE</p>
<b>5.0</b>	<b>Electric Vehicle Charging Point Further Competition Update</b>	
	<p>SF restated his interest as above, but it was confirmed that he could participate in this agenda item.</p> <p>PS confirmed that the tender process for the work had been completed. 3 submissions had been received and these would be scored, and a report back on the preferred supplier would be made to the next meeting.</p> <p>It was queried whether the Council was in negotiation with HCC regarding installing a point in the car park at Frogmore Leisure Centre? PS confirmed that we were.</p> <p>SF asked whether the brief to the prospective suppliers ensured that the Council met the emerging standards for payment and disability access. PS was unsure but would check and asked SF to send the standards to him for clarity. If not done already it was agreed that this must be picked up at the next stage of the procurement process.</p>	<p>PS</p> <p>PS/SF</p>
<b>6.0</b>	<b>Update Hart Climate Change Action Plan</b>	
	<p>Items discussed included:</p> <ul style="list-style-type: none"> <li>• The Eunomia report made recommendations of what need to do to meet net zero targets, and when approved will be incorporated into the climate change action plan. This will</li> </ul>	

	<p>then go to Cabinet for final approval.</p> <ul style="list-style-type: none"> <li>• Sustainable warmth initiative had been launched and the Council had started promotions on it. However there was a delay in applications being considered, and the Government were now looking for a new partner to carry out work. Comms are ready but nothing further will be sent out until we know they are ready to take applications.</li> <li>• Advert out for the role of Ecology Officer.</li> <li>• Everyone Active having a separate waste contract with Veolia for commercial waste</li> <li>• The possibility of HCC suggesting a reduction in the frequency of waste collections</li> </ul>	
<b>7.0</b>	<b>AOB</b>	
	None	
<b>8.0</b>	<b>Date of Next Meeting</b>	
	Tuesday 19 <sup>th</sup> July at 2.30pm SF sent his apologies in advance.	

Meeting ended at 4.15pm.

**MEMBERS AND OFFICERS  
CLIMATE CHANGE WORKING GROUP  
MEETING NOTES**

**Date and Time:** Tuesday 19 July 2022, 14:30

**Place:** Teams Virtual Meeting

**Present:**

**Cllr David Neighbour (Chair)** - DN  
**Cllr Alan Oliver** - AO  
**Cllr Gill Butler** - GB  
**Cllr Mark Butcher** - MB  
**Peter Summersell** - PS  
**John Elson** - JE  
**Steph King** - SK  
**Amy Summers** - AS  
**Tamsin Briggs (Friends of the Earth)** - TB  
**Claire Lord (Minutes)**

Item		Action
1.0	<p><b>Introduction and apologies</b>  Apologies were received from Cllr Steve Forster and Wilf Harding</p>	
2.0	<p><b>Notes from previous meeting</b></p> <p>The action points from the previous meeting were reviewed</p> <ul style="list-style-type: none"> <li>• The meeting was informed that representatives from planning would be attending the next meeting to explain what related actions are being taken with in the planning codes.</li> <li>• It was confirmed that the Eunomia report would outline whether the leaseholder, freeholder or other body was responsible for undertaking works to reduce the carbon footprint on a building.</li> <li>• There was no definite answer with regards to waste collection and recycling. PS to meet with waste team next week to discuss.</li> <li>• A query was raised about the wider supply chain and what calculation model and which scope levels were used. The meeting agreed that clearer definitions should be sort from Eunomia.</li> <li>• The meeting was informed that the 22/23 climate change budget was going to August Cabinet for approval.</li> <li>• The meeting agreed that it should ensure that before a contract was signed with the Electric Vehicle Charging point supplier, it should be confirmed that the contract with regards to payments standard and disability access is in line with Eunomia recommendations and council policy.</li> </ul>	<p>PS</p> <p>PS</p>

<b>3.0</b>	<b>Communications &amp; Engagements Presentation with Q&amp;A</b>	
	<p>SK gave a presentation to the meeting and then asked for questions.</p> <p>Discussion took place around how to increase public awareness of the various campaigns, including branding and challenge programmes. It was felt that on going challenges could help to change public behaviour patterns.</p> <p>A query was raised about the website and how to engage with local businesses. It was felt that although there is a database of sustainable businesses on the website, an action plan needs to be created to “get the message out” to local groups and companies.</p> <p>It was acknowledged that the website would not be created overnight. DN checked that resources were available; SK confirmed that they were.</p>	SK
<b>4.0</b>	<b>Electric Vehicle charging point further competition results</b>	
	<p>PS explained that the tender evaluation for the EVCP had now been completed and that subject to the working groups comments Cabinet approval was to be sought to accept the tender submitted by Bidder B.</p> <p>A query was raised about whether there would need to be adjustments made to the Off Street Parking order. It was agreed that this would be investigated.</p> <p>The meeting was advised that the papers relating to this issue were due to go to Cabinet in August.</p>	PS
<b>5.0</b>	<b>Update Hart Climate Change Action Plan &amp; Budget</b>	
	<p>The current budget was reviewed.</p> <p>A query was raised about the Tree Strategy. It was felt that it would be more beneficial if it was expanded into a Land Management Strategy. It was agreed to seek the input of the Countryside manager.</p> <p>Discussion took place around the analysis of the Eunomia report. It was felt that unless the relevant local figures could be easily produced then the council should be using Government produced statistics.</p>	PS



<b>6.0</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• The committee was updated on the Solar PV project and informed that pending budget approval, the work should be undertaken within the next few months.</li> <li>• Confirmation was sort as to the publication date of the Eunomia report. It was stated that the current planned completion date was August; allowing the report to then be reviewed by Cabinet in September.</li> <li>• The committee was asked whether the times of the meeting could be changed to be aligned with SK's working hours, and it was agreed that committee services would canvass group members on possible times.</li> </ul>	
<b>8.0</b>	<b>Date of Next Meeting</b>	
	14:30 - 20 September - TBC -	

Meeting ended at 15.43pm.

**Proposed allocation for Climate Change Budget 22/23:**

<b>Project</b>	<b>Responsible Officer</b>	<b>Estimated budget</b>
Eunomia report extension & critical friend support for Action Plan	Sustainability Officer	£15K
Solar PV civic offices (additional funding requirement)	Facilities Manager / Sustainability Officer	£35K
Electric Vehicle Charge Points Civic Offices	Facilities Manager / Sustainability Officer	£25K
Zero emission Fleet Vehicles (Parking 1x car) Top Up Funding	Parking Manager	£10K
Zero emission Fleet Vehicles (Countryside 1x van) Top Up Funding	Countryside Manager	£10K
LED Car Park Lighting	External Consultant	£65K
Detailed feasibility studies low carbon heating / energy efficiency for civic offices	Sustainability Officer	£20K
Thermal imaging camera x2	Business Support	£1.5K
Communications & engagement budget (Provisional – to be discussed further at next CCWG meeting 19 <sup>th</sup> July '22).	Climate Change Communication & Engagement Officer	£25K
Contingency budget for installation of EVCP in Harts Car Parks	Sustainability Officer	£5K
Tree and Land Management Strategy with proposal for tree planting to follow (expected additional £20-25K for tree planting)	Countryside Manager	£30K
<b>Total</b>		<b>241.5K</b>

## Cabinet Work Programme August 2022

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Likely Exemption	Background documents	Member / Officer Contact
Termination of the Shared Corporate Health and Safety Service with Basingstoke & Deane Borough Council To seek Cabinet approval to terminate the shared Corporate Health and Safety Service	Cabinet	4 Aug 2022			Termination of the Shared Corporate Health and Safety Service with Basingstoke & Deane Borough Council	
Cycle and Car Parking Standards To approve the Technical Advice Note on Cycle and Car Parking Standards	Cabinet	4 Aug 2022			Cycle and Car Parking Standards	Portfolio Holder for Environment <i>Adam Green, Ecology and Countryside Manager</i> <i>adam.green@hart.gov.uk</i>
Green Grid Signage and Wayfinding To agree signage and wayfinding for the Fleet Pond Corridor	Cabinet	4 Aug 2022			Fleet Pond Corridor Signage and Wayfinding	Leader and Portfolio Holder for Strategic Direction and Partnerships <i>Adam Green, Ecology and Countryside Manager</i> <i>adam.green@hart.gov.uk</i>
Request the release of S106 funding towards Hook Community Centre and Sports Pavilion Hook Town Council are seeking the release of S106	Cabinet	4 Aug 2022		Open	Request the release of S106 funding towards Hook Community Centre and	Leader and Portfolio Holder for Strategic Direction and Partnerships <i>Adam Green, Ecology and Countryside Manager</i> <i>adam.green@hart.gov.uk</i>

Agenda Item 11

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Likely Exemption	Background documents	Member / Officer Contact
funding held in earmarked reserves for improvements at Hook Community Centre and towards the provision of a Sports Pavilion and Changing Rooms at the Land at North East Hook					Sports Pavilion	
Revenue and Capital Outturn 2022/23 Post consideration by Overview and Scrutiny Committee, to consider the Annual report on outturn.	Cabinet	4 Aug 2022			Revenue and Capital Outturn 2022/23	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Treasury Management 2021/22 (Half Year Report) To consider a Half Year review report on Treasury Management Strategy 2021/22 before it goes to cabinet	Cabinet	4 Aug 2022				<i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
EV Charging Points Tender Process	Cabinet	4 Aug 2022			EV Charging Points Tender Process	Portfolio Holder for Environment <i>John Elson, Head of Environment and Technical Services</i> <i>john.elson@hart.gov.uk</i>
Climate Change Working Group To receive the minutes of the Climate Change Working Group and approve the budget expenditure as outlined in the	Cabinet	1 Sep 2022			Climate Change Working Group	Portfolio Holder for Environment <i>John Elson, Head of Environment and Technical Services</i> <i>john.elson@hart.gov.uk</i>

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Consultation</b>	<b>Likely Exemption</b>	<b>Background documents</b>	<b>Member / Officer Contact</b>
minutes of 27 June 2022						
Medium Term Financial Strategy and Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan Post consideration by Overview and Scrutiny Committee, to consider the Council's medium term financial strategy position and future capital strategy, treasury management strategy statement and asset management plan	Cabinet	1 Sep 2022			Medium Term Financial Strategy and Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Odiham Common Management Plan To approve the Odiham Common Management Plan	Cabinet	9 Aug 2022			Odiham Common Management Plan	Leader and Portfolio Holder for Strategic Direction and Partnerships <i>Adam Green, Ecology and Countryside Manager</i> <i>adam.green@hart.gov.uk</i>
Quarterly Budget Monitoring Quarterly Update on budget position	Cabinet	9 Aug 2022			Quarterly Budget Monitoring	<i>Joanne Rayne, Finance Manager</i> <i>joanne.rayne@hart.gov.uk</i>
Annual SANGS Review The Annual SANGS Review to be noted by Cabinet	Cabinet	1 Sep 2022			Annual SANGS Review	Portfolio Holder for Finance <i>Ken Robinson, Finance Manager</i> <i>ken.robinson@hart.gov.uk</i>

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Consultation</b>	<b>Likely Exemption</b>	<b>Background documents</b>	<b>Member / Officer Contact</b>
Odiham and North Warnborough Conservation Area Appraisal to endorse the CA appraisal for planning/development management purposes	Cabinet	1 Sep 2022			Odiham and North Warnborough Conservation Area Appraisal	Portfolio Holder for Place <i>Daniel Hawes, Planning Policy and Economic Development Manager</i> <i>daniel.hawes@hart.gov.uk</i>
The Swan Inn, North Warnborough To seek Cabinet approval for cost projection and next steps	Cabinet	1 Sep 2022			The Swan Inn, North Warnborough	Leader and Portfolio Holder for Strategic Direction and Partnerships
Quarterly Performance Reports To seek Cabinet approval on reports on performance data	Cabinet	6 Oct 2022			Quarterly Performance Reports	Portfolio Holder for Commercialisation and Corporate Services <i>Ashley Grist, Contracts &amp; Procurement Manager</i> <i>ashley.grist@hart.gov.uk</i>
Risk Register Review To review the Risk Register and agree recommended amendments	Cabinet Cabinet	6 Oct 2022 6 Apr 2023			Risk Register Review	Portfolio Holder for Commercialisation and Corporate Services <i>David Harwood, Internal Auditor</i> <i>david.harwood@hart.gov.uk</i>
Review of Finance Regs and Contract Standing Orders Post consideration by Overview & Scrutiny	Cabinet	6 Oct 2022			Review of Finance Regs and Contract Standing Orders	Portfolio Holder for Finance
Revised Medium Term	Cabinet	3 Nov 2022			Revised	Portfolio Holder for Finance

Subject / Decision	Decision Maker	Decision Due Date	Consultation	Likely Exemption	Background documents	Member / Officer Contact
Financial Strategy and Emerging 2023/24 Budget Post consideration by Overview and Scrutiny					Medium Term Financial Strategy and Emerging 2023/24 Budget Revised Medium Term Financial Strategy and Emerging 2023/24 Budget	
<span data-bbox="98 727 145 890" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 87</span> Waste Strategy and Contract Change To look at the efficiency of Serco	Cabinet	1 Dec 2022			Appendix 1 Local code of corporate governance Local code of corporate governance	
Q2 Review and Capital Outturn to September 2022 Post consideration by Overview and Scrutiny	Cabinet	5 Jan 2023			Q2 Review and Capital Outturn to September 2022	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
TM Strategy - Mid Year Review Post consideration by Overview and Scrutiny	Cabinet	5 Jan 2023			TM Strategy - Mid Year Review	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Consultation</b>	<b>Likely Exemption</b>	<b>Background documents</b>	<b>Member / Officer Contact</b>
Forecast 2022/23 Capital and Revenue Outturn Post consideration by Overview and Scrutiny	Cabinet	5 Jan 2023			Forecast 2022/23 Capital and Revenue Outturn	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Budget Report for 2023/24 Post consideration by Overview and Scrutiny	Cabinet	2 Feb 2023			Budget Report for 2023/24	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Fees and Charges for 2023/24 Post consideration by Overview & Scrutiny	Cabinet	2 Feb 2023			Fees and Charges for 2023/24	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Draft Budget Book Post consideration by Overview and Scrutiny	Cabinet	2 Feb 2023			Draft Budget Book	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Draft Treasury Management Strategy Statement Post consideration by Overview and Scrutiny	Cabinet	2 Feb 2023			Draft Treasury Management Strategy Statement	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Q3 Capital & Revenue Outturn to December 2022 Post consideration by Overview and Scrutiny	Cabinet	2 Mar 2023			Q3 Capital & Revenue Outturn to December 2022	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>



<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Consultation</b>	<b>Likely Exemption</b>	<b>Background documents</b>	<b>Member / Officer Contact</b>
Forecast 2022/23 Capital and Revenue Outturn Post consideration by Overview and Scrutiny	Cabinet	2 Mar 2023			Forecast 2022/23 Capital and Revenue Outturn	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Bad Debt Write Offs Post consideration by Overview and Scrutiny	Cabinet	2 Mar 2023			Bad Debt Write Offs	Portfolio Holder for Finance <i>Isabel Brittain, Section 151 Officer</i> <i>isabel.brittain@hart.gov.uk</i>
Draft Service Plans 2023/24 To consider the draft service plan for 2023/24	Cabinet	6 Apr 2023			Draft Service Plans 2023/24	Portfolio Holder for Finance

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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