



## NOTICE OF MEETING

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date and Time:</b>	<b>Thursday 4 January 2024 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>

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 6 - 9**

The minutes of the meeting held on 7 December 2023 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 PROJECT RESOURCE TO SUPPORT THE REMODELLING OF HEATHLANDS COURT 10 - 12**

Cabinet to consider that £80k be released to fund technical, specialist resources to support scoping of options for Heathlands Court's remodelling.

**Recommendation**

That Cabinet agrees to release £80k to fund the procurement of technical resources to support work on scoping of options for Heathlands Court's r

**7 BUTTERWOOD HOMES REPORT FROM SCRUTINY PANEL 13 - 26**

This report provides an update of Butterwood Homes' performance to Cabinet, which has been reviewed by Overview and Scrutiny at their December 2023 meeting. The Scrutiny Panel for Butterwood Homes issues it.

## **Recommendation**

Cabinet receives the report of the Butterwood Homes Scrutiny Panel and consider the recommendations presented in the Panel's report

## **8 SETTLEMENT CAPACITY AND INTENSIFICATION STUDY**

27 - 66

To present the findings of the 'Settlement Capacity and Intensification Study' (SICS) and to consider the continued use of digital software to support the Council's planning policy function.

## **Recommendation**

Cabinet is asked to:

- i. Note the findings of the three different scenarios illustrated in the Settlement Capacity and Intensification Study (SCIS). The study will be published on the council's website.
- ii. Subject to compliance with the Council's procurement rules, the ongoing use of digital software to support the Council Planning Policy function should be supported, and appropriate provisions should be made in the 2024/25 budget.

## **9 REVIEW OF CCTV SERVICE**

67 - 93

This report is to share with Cabinet Members the outcomes and action plan from the recently undertaken CCTV Review, for Members to note.

Members are also asked to approve the request for capital and revenue budget allocations.

## **Recommendation**

1. That a budget of £75k is allocated to the council's capital programme over a 5-year period commencing in 2024/25 to fund the continuing replacement of the Council's CCTV camera stock
2. That the actions outlined in the CCTV Review (Appendix A – Section 7) are noted and agreed and a revenue budget of £10k is allocated for any follow-on work required, particularly in relation to possible relocation of any existing camera assets
3. That approval is given to extend the contract currently in place with Safer Runnymede by a further 5 years, subject to procurement processes
4. That a budget of £6k is allocated to the council's capital programme to purchase a deployable CCTV camera asset, subject to officers' evaluation and finding, and agreeing consent from the Portfolio Holder

5. That £3.5k of annual revenue is allocated to cover costs associated for any additional call-out fees, which fall outside of the Routine Planned Maintenance (RPM). This will be utilised for identified Hot Spot cameras on the fixed CCTV network (£1.5k) and to cover the data connectivity (£1k) and installation/deinstallation costs incurred (£1k) for a deployable asset dependent upon the decision taken regarding recommendation 4 above.

## **10 WEIGHT GIVEN TO THE COUNCIL'S DECLARATION OF A CLIMATE EMERGENCY IN PLANNING DECISIONS RELATING TO HERITAGE MATTERS**

94 - 96

The purpose of this report is to address the Council's declaration of a Climate Emergency in relation to heritage assets. Recent planning appeal decisions have raised questions about the Council's position. Therefore, this report aims to clarify the Council's stance while emphasising that each application will be assessed individually based on its merits.

### **Recommendation**

Cabinet confirms the following:

- there is a public benefit to energy efficiency and renewable or low carbon energy measures which, even in a small way, assist the Council's commitment to making Hart district carbon neutral by 2040,
- that significant weight will be given to the Council's declaration of a Climate Emergency in all planning decisions, including those relating to heritage matters,
- that the weight given to the conservation of the heritage asset will depend on the importance of the heritage asset and
- where a development proposal would give rise to some harm to the significance of a heritage asset, the level of harm needs to be assessed and weighed against the public benefits of the proposal.

## **11 CLIMATE CHANGE UPDATE**

97 - 109

This report updates Members on the progress made with the Climate Action Plan between June-November 2023 and highlights current progress and identified risks for delivery

This report makes recommendations for the next set of priorities to support the delivery of the adopted approved action plan and requests further budget approvals for identified projects to support the plan.

## **Recommendation**

1. The climate change programme update is reviewed and noted.
2. Cabinet is requested to review and approve the proposed projects list and associated cost allocations set out in paragraph 39 to be funded from the approved 2023/24 climate budget.

## **12 CABINET WORK PROGRAMME**

110 -  
117

To consider and amend the Cabinet Work Programme.

**Date of Publication: Friday 22 December 2023**

## **CABINET**

**Date and Time:** Thursday 7 December 2023 at 7.00 pm

**Place:** Council Chamber

**Present:**

Neighbour (Leader), Radley (Deputy Leader), Bailey, Clarke, Cockarill, Oliver and Quarterman

**In attendance:**

**Officers:**

Daryl Phillips, Chief Executive

Graeme Clark, Executive Director, Corporate Services & S151 Officer

Daniel Hawes, Planning Policy and Economic Development Manager

Alex Rosser-Trokas, Principal Policy Planner

Sharon Black, Committee and Member Services Manager

### **60 MINUTES OF THE PREVIOUS MEETING**

The minutes of 2 November 2023 were confirmed and signed as a correct record.

Proposed by Cllr Neighbour; Seconded by Cllr Clarke. Unanimously agreed by all those present at the meeting.

### **61 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Collins.

### **62 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **63 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made two announcements:

- A request had been received from Fleet Food Bank to help with storage as theirs was full and space was arranged at the Civic Offices
- The lease for the former CAB building in Yateley had now been received and would be in place in the new year.

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

There were no items of public participation.

## 65 SUPPLEMENTARY PLANNING DOCUMENT - CYCLE AND CAR PARKING STANDARDS

This report provided an update Cabinet on the draft Cycle & Car Parking in New Development Supplementary Planning Document (SPD) following public consultation and seek agreement to adopt the SPD.

Councillors noted:

- The SPD would allow the Council to insist on car parking standards across all new developments in Hart
- This would replace the guidance currently in effect

Councillors questioned:

- Whether the SPD was similar in detail to the Technical Advice Note (TAN) adopted at the end of 2022. It was confirmed that the two documents were substantively the same.
- Why there was not a Zone around Winchfield station, similar to those around the other 3 stations in the District. It was confirmed that this was due to the fact that there was little to no development around Winchfield station and therefore a non-residential zone around that station was not required
- Whether individual Neighbourhood Plans were affected or excluded by the adoption of the SPD. It was confirmed that the SPD would take precedence.

Proposed by Cllr Cockarill; seconded by Cllr Radley

Councillors debated:

- The potential for rejecting planning applications if the associated car parking did not meet the requirements of the SPD
- That there was limited data available on car ownership of residential flats in town centres, to support any such rejections
- That an increased number of spaces for one bedroom flats had been included in the SPD, to allow for those residences which had more than one vehicle
- The need for any developer to justify any request to deviate from the standards being introduced

### Decision

Cabinet unanimously agreed to:

- Adopt the Cycle & Car Parking in New Developments Supplementary Planning Document attached at Appendix 1 for planning and development management purposes, and
- authorise the Executive Director – Place, in consultation with the Portfolio Holder for Place, to make minor alterations, clarifications and typographical corrections to the SPD prior to it being published

## 66 INTERIM REVIEW OF MEDIUM-TERM FINANCIAL STRATEGY

The Medium-Term Financial Strategy (MTFS) and the process of annual budget setting are significant decisions for Hart District Council. This report presents an interim review of the MTFS and seeks approval for various proposals that require action in the current financial year.

Councillors noted:

- The recommendation and paper was in two parts – one to look at the MTFS, and the second to consider some additional spend requests which were not included in the budget agreed in February 2023
- The two-part motion would be moved as one overarching recommendation
- That the S151 Officer would give a brief update on the Government's early statement on this year's settlement policy
- An addition to paragraph 5 of the report was proposed by the Chief Executive:
  - To cover the departure of the interim Development Manager, and to ensure resources were available to procure consultancy to assist the team, a sum of £27,000 be moved from general reserves

The Motion, including the additional request as above, was proposed by Cllr Radley and seconded by Cllr Neighbour.

It was questioned why any saving from the departure of the interim Development Manager was not being used to fund the consultancy. It was explained that the £27,000 was additional to the 5 months' salary being saved.

Cabinet members were pleased to note that the Council had the ability to invest in additional services, during a time when some other Councils found themselves in financial difficulty. It was agreed that this was due to the prudent actions of the Finance Team and the Council as a whole.

The S151 Officer gave a brief update on the Government's settlement statement. He reminded Members that whilst the following financial year was looking stable, there was still work to be done on ensuring that the medium term forecast shortfalls were balanced.

It seemed that the Government settlement would be in line with CPI, and there had been confirmation of the council tax cap at 3%. There would also be another round of new homes bonus, which it was felt Hart would be eligible for.

### Decision

Cabinet unanimously:

- i. Noted the interim Medium-Term Financial Strategy.
- ii Approved the budget requests set out in paragraph 5.1



## **67 CABINET WORK PROGRAMME**

The work programme was considered and amended as follows:

The Heathlands item for January would be correctly allocated to the Portfolio Holder for Communities.

The Planning Local Enforcement Plan would be taken to the March 2024 meeting, as it was to be expanded into a wider report.

The 2024/25 Budget would be correctly allocated to Finance

The Conservation Area Appraisals for Crookham Village and Crondall would be brought to the March 2024 meeting

The Hareshill Community Hall item would be dealt with under a scheme of delegation as an Executive Decision later in December.

The meeting closed at 7.34 pm

**Committee: Cabinet**

**Meeting Date: 4 January 2024**

**Title: Remodelling of Heathland's Court, Cricket Hill, Yateley.**

**Report of:** Executive Director - Community

**Cabinet Portfolio: Community**

**Key Decision: Yes**

**Reasons for Urgency: None**

**Confidentiality: Non-Exempt**

## **Summary**

1. To approve the release of £80k for technical resources to support Heathlands Court's remodelling options.

## **Recommendation**

2. That Cabinet agrees to release £80k to fund the procurement of technical, specialist resources to support work on scoping of options for Heathlands Court's remodelling.

## **Background**

3. Heathlands Court is a Council-owned asset VIVID manages on a long-term lease. The Council, therefore, has a longstanding interest in ensuring that it is fit for purpose and is of a decent standard for people to live in. It is in Yateley but is used to house households across the district. It helps the Council assist people at risk of homelessness and rough sleeping and reduces the Council's reliance on Bed and Breakfast as temporary accommodation.

## **Main Issues**

4. The accommodation comprises 23 units that offer bedsit, 1-bed, and 2-bed options. However, some units are quite small and have a unique layout where one of the bedrooms is not separate from the main living area. Instead, it is set in an alcove in the lounge area. This can be inconvenient for families sharing the accommodation and limits the households that can be accommodated. Additionally, there are no wheelchair-accessible rooms available, which means that homeless families with such requirements cannot be accommodated there.
5. There is an urgent need for the accommodation to be upgraded to meet the needs of today's customers and future-proofed accordingly.
6. The remodelling project aims to completely transform the type of accommodation provided, focusing on offering support to residents in managing their homes, learning essential life skills, and successfully transitioning into the private rented sector while maintaining their tenancy.
7. The building has several communal rooms that can be reconfigured during remodelling. This presents an excellent opportunity for external services, such as health, social services, and voluntary sector organisations, to utilise the rooms to offer support and advice services to residents and others. Additionally, some of the communal areas can be incorporated into the footprints of the flats to create extra internal space.
8. The building's current EPC rating is C, with some flats rated EPC D. In line with the Council's climate change agenda and its goal to reduce carbon emissions, it

is worth considering leveraging this opportunity to upgrade its EPC rating. This would benefit the environment and help reduce gas and electricity costs for the residents.

### **Alternative Options Considered and Rejected**

9. The option of leaving the property as it is and not implementing the proposal is available. However, the priority is to remodel Heathlands Court to provide suitable and modern accommodation. Therefore, the Council needs to develop the proposal further, and hiring a technical specialist will help to create fully costed options for the remodelling.

### **Corporate Governance Considerations**

#### **Relevance to the Corporate Plan**

10. The proposal follows all three focus areas of the Corporate Plan, 2023-2027. Planet – tackling climate change and becoming a carbon-neutral district by 2040. People – a people-centred approach and working with key local partners such as the voluntary sector, police, NHS, and education providers. Place – deliver warmer, better homes that people can afford. Safe, secure, and affordable housing to help support people’s wellbeing and create sustainable communities.

#### **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 - There will be some input required from existing staff time and resources, and due to the specialist nature of this proposal, a qualified, technical specialist is required to manage this project going forward. Existing staffing resources do not have the specialist skills or the capacity to support this project.

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

11. Advice and expertise will be sought on any legal and constitutional issues that are identified through the scoping process.

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

12. This report seeks approval to provide the necessary funding to bring forward an options appraisal for the project. The outcome is understanding the overall costs and exact requirements for the entire project. Once more specific costings have been established, a further paper will be returned to Cabinet to review the details and approve the overall budget. It is estimated that the re-modelling will cost in the region of £4 million, which will be funded from the Housing Capital reserve.

#### **Risk Management**

13. There is no risk at this stage, as funding is being sought only for a detailed options appraisal. The outcome of the appraisal will be the subject of a further report back to Cabinet.

#### **Equalities**

14. Heathlands Court provides emergency temporary accommodation for homeless households. It is the Council’s only Temporary Accommodation. The Council is

responsible for ensuring that the accommodation is accessible to all homeless households the Council works with.

### **Climate Change Implications**

15. The building currently has an average EPC rating of C with some flats rated D. The remodelling project allows the building to be more energy-efficient and sustainable.
16. The Corporate Plan also seeks to “improve the energy efficiency of homes including supporting low-carbon heating and insulation technologies for those residents who are on low incomes which in turn will help to reduce heating costs”.

### **Action**

17. That Cabinet approves up to £80k funding for an additional resource to provide specialist, technical knowledge, and project management.
18. Officers will bring back a more detailed report in 2024 to set out clear options and costs. At this point, the Committee will be asked to decide whether to agree to proceed with the project to remodel Heathlands Court.

**Contact Details:** Nicola Harpham, Housing Strategy and Development Manager

**Appendices** None

**Background Papers:** None

## **CABINET**

**DATE OF MEETING: 4 JANUARY 2024**

**TITLE OF REPORT: REPORT OF SCRUTINY PANEL ON THE OPERATION OF BUTTERWOOD HOMES**

**REPORT OF: SCRUTINY PANEL**

**KEY DECISION: NO**

**CONFIDENTIALITY: NON-EXEMPT**

## **PURPOSE OF REPORT**

1. This report provides an update of Butterwood Homes' performance to Cabinet, which has been reviewed by Overview and Scrutiny at their December 2023 meeting. The Scrutiny Panel for Butterwood Homes issues it.

## **RECOMMENDATION**

2. Note the current mid-year status, occupancy, and financial updates.
3. The Scrutiny Panel is satisfied that the company is achieving the desired aims for Hart District Council.
4. A proposal has been suggested to eliminate the mid-year review and submit KPIs to Overview & Scrutiny instead. The panel recommends reviewing this proposal after the next Scrutiny Panel meeting.
5. The committee recommends to Cabinet that it seeks assurance from Butterwood Homes that it has a regular programme of reviewing energy efficiency opportunities.
6. Further comments from the Committee relevant to the scrutiny role and terms of reference will be forwarded to Cabinet.

## **BACKGROUND**

7. In June 2021, the Council created a new limited company, dedicated, and wholly owned by the Council as the sole shareholder.
8. Cabinet approved the draft initial business plan, which set out in some detail a framework for the operation of the business, including:
  - The objectives and mission of the company
  - The company structure and governance arrangements
  - Its operational approach, how it would be financed and manage risk
  - Details of the Articles of Association and Shareholder Agreement were also provided
9. To maintain good governance, a company scrutiny panel was established. Initially, the panel consisted of three members who were appointed annually by the Overview and Scrutiny Committee. However, in July 2021, the Overview and Scrutiny Committee proposed that the panel should have four members, and this recommendation was approved by Cabinet in September 2021.

10. This is the fourth report of the Housing Company Scrutiny Panel. The panel includes Cllrs Davies, Engström, Farmer, and Smith.

## **MAIN ISSUES**

11. In September, a virtual meeting was conducted by the Scrutiny Panel for Butterwood Homes. Three directors of Butterwood Homes attended the meeting, three members of the Scrutiny Panel, an observer (the Portfolio Holder for Corporate Services), and a committee services member who facilitated the meeting. Cllr Smith chaired the meeting, and the minutes of the meeting are available in Appendix 1.
12. During the meeting, the panel only received a detailed occupancy report as pre-meeting data. A summary of this report can be found in Appendix 2 of the report. However, no financial information was shared before the meeting. Although the data was shared after the meeting, there was no opportunity to ask questions about it during the panel.
13. The following points cover the key issues.
  - The managing agent is currently responsible for the day-to-day operation of the properties and the re-letting of any available units. The directors are satisfied with the agent's performance.
  - There are no new properties currently being considered for expansion within the management estate.
  - All properties are currently occupied, and voids have been limited to the short time necessary to turn around a unit between lets.
  - The aim is to offer housing for key workers who have a local tie or fulfil at least one of the given criteria. However, in rare cases, a property may be rented out to someone who doesn't meet these criteria. Currently, one house is being occupied by an individual who doesn't qualify under any of the mentioned criteria.
  - There were only 135 void days from April 2022 to March 2023, which is less than 1% and lower than the anticipated number in the original model.
  - There have been higher-than-anticipated costs for energy in common areas and rectifying the water heater. However, costs have been slightly reduced by engaging a different gardening company.
  - A proposal has been suggested to eliminate the mid-year review and submit KPIs to Overview & Scrutiny instead. The panel recommends reviewing this proposal after the next Scrutiny Panel meeting.
  - The website was discussed briefly during the meeting which aimed to engage with partners, not clients. The website had value in expanding the company's properties. However, it was found non-functional post-meeting and was reported and subsequently corrected by the directors.
  - The company has paid the required property leasing charges to Hart District Council. The company has also obtained some services from Hart District Council at a standard commercial rate.

- The rent received in the year 2023 was higher than budgeted. This year, property servicing charges have increased, but this was already anticipated after a period where warranties on fixtures and fittings covered any required repairs. The current level of charges is now expected to continue in the future.
  - Dilapidation provisions are being made to pay for future renovations.
  - Butterwood Homes last provided an extensive risk register considered by the Housing Scrutiny Panel in December 2021. The level of risk was not revisited by the Panel on this occasion. A further review of the risk register will be undertaken at the next meeting of the Housing Scrutiny Panel.
  - There were difficulties obtaining financial data for the Scrutiny Panel, but it was eventually received, and questions were answered. Arrangements have been made to prevent this from happening again.
14. The financial performance of Butterwood Homes continues to be solid, and the 2023/24 projections reflect the stability of the Company beyond the initial set-up phase. The Scrutiny Panel is satisfied that the company is achieving the desired aims for Hart District Council.

#### **ACTION**

15. After being considered by the Overview and Scrutiny, the Housing Scrutiny Panel can present their findings to the Cabinet if deemed necessary.

#### **APPENDICES**

**Appendix 1 – Minutes of Butterwood Homes Scrutiny Panel**

**Appendix 2 – Butterwood Homes Occupancy Summary Sep 2023**

**Appendix 3 – Butterwood Homes Operational Plan 2023 - 2024**

**Appendix 4 – Terms of reference for Butterwood Homes Scrutiny Panel**



Butterwood Homes Scrutiny Panel  
January 25th, 2023

Present all virtual

Butterwood

John Swinney, Kirsty Jenkins, Neil Hince

Cllr Engström, Cllr Farmer, Cllr Smith

Cllr Quarterman (Observer status)

Claire Lord, minute-taker

Meeting Started 11.31

**It was agreed that Cllr Smith should chair the meeting**

1	<p><b>Minutes From Previous Meeting</b></p> <p>The minutes from the previous meeting were approved</p>	
2	<p><b>Operational Plan</b></p> <p>The meeting was told that there was very little to report as there had been no new activity in the year. The main emphasis of the year was focus on Bridges and their management service.</p> <p>The meeting was told that the directors were planning to look at setting some KPIs as well as reviewing the website and occupancy rates. It was agreed that these were all things that should be looked at and that would give a better overall picture on how the company was performing.</p> <p>Discussion took place around whether, as the company was currently in a stable position and not currently planning on increasing the property portfolio, whether it was necessary to have 2 scrutiny meetings a year. It was commented that if there was going to be a reduction to 1 meeting then the Scrutiny members would need to have complete sets of all the reports showing KPIs and Financial data in order to have confidence to report back to both O&amp;S and Cabinet. It was agreed to review the matter at the Scrutiny meeting at the start of 2024.</p>	



## APPENDIX 1

	<p>A query was raised on the occupancy list as to why there was a resident who had neither a local connection nor was a key worker. It was agreed to confirm this and report back.</p>	
3	<p><b>Financial Review</b></p> <p>No financial information had been provided before the meeting. The Scrutiny members asked for a report to be available before the end of the week.</p>	
4	<p><b>Progress Update</b></p> <p>It was confirmed that the company was progressing as planned as there was no further acquisitions planned in the immediate future. Although there may be at some point int the future.</p>	
5	<p><b>Questions</b></p> <p>There were no new questions, but the Scrutiny members confirmed that it may consider only holding one meeting a year if the company produced robust reports including KPIs.</p> <p>The query about the occupancy was repeated.</p> <p>It was agreed that Cllr Smith would compile the report, with Cllr Farmer's help, and present the item to the October O&amp;S meeting.</p>	

Meeting Closed 12.06

## Butterwood Homes Lettings Report

This short report provides a snapshot of the lettings and occupancy of the homes managed on behalf of Butterwood Homes as of September 2023.

- We have 100% occupancy of the 41 properties.
- If a property becomes available for re-letting, we allow a week's void period to make good any possible maintenance and cleaning.
- We don't hold a strict waiting list. We manage a data pool of people who have expressed an interest that fit the criteria of key worker and/or local connection. When a property becomes available, we advertise, contact the data pool and offer viewings to those who are still interested.
- We aim to let properties to people with either a local connection and / or keyworker status. At the time of preparing this report, we have 18 properties with a key worker and a local connection, 22 that have one of the two criterion and 1 property where the tenant has neither, however tenancy was agreed with directors at the time (due to exceptional circumstances).

# Operational Plan

## 2023 - 2024



[enquiries@Butterwood.co.uk](mailto:enquiries@Butterwood.co.uk)

telephone c/o Bridges Estate Agents

C/o Hart District Council

Harlington Way, Fleet, Hampshire, GU51 4AE

## The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the Butterwood Business Plan. When any part of this document is amended, a record is made in the Amendment Log shown below.

The Butterwood Business Plan can be updated and re-issued at the discretion of the Butterwood Board.

Issue	Amendment	Date	Initials	Signed off by
1.1	Operational Plan	19/1/2023		JS,KJ,NH



View from the communal gardens at Edenbrook. Hart Leisure Centre can be seen in the distance.

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## **Section 1: Introduction**

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### **1.1 What is Butterwood Homes?**

- 1.1.1. Butterwood Homes is the trading name of Hart Housing Property Management Company Ltd a limited company dedicated and wholly owned by Hart District Council (The Shareholder).
- 1.1.2. The Local Plan Review of 2020 identified that there is a significant need for additional affordable housing within the Hart district. Affordable housing includes homes for rent for key workers whose needs are not met by the market
- 1.1.3. The Company is a special purpose vehicle which manages the letting of Council procured housing assets on behalf of Hart District Council. The properties have been acquired to provide affordable accommodation for local and key workers within the geography of Hart District.
- 1.1.4. Hart Housing Property Management Company Ltd was created in June 2021. The trading name of Butterwood Homes was established in 2022.

### **1.2. The Business Plan**

- 1.2.1. The Business Plan reflects the objectives of the Company.

### **1.3. The Corporate Objectives**

- 1.3.1. The Corporate objectives are as follows:
  - a) To ensure effective and efficient management of Council procured assets.
  - b) To ensure that properties are let to eligible key workers and local people in line with the Lettings Plan.
  - c) To remain financially viable and operate efficiently to ensure that all expenditure is covered by income received.
  - d) To manage additional property acquired by Hart District Council, in the future, which addresses housing need.

## Section 2: Finances

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### 2.1 Finance Assumptions

2.1.1 Finance projections will be provided in a separate document.

## Section 3 - Leadership

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### 3.1 Executive Team

3.1.1 The executive team is led by John Swinney. He has extensive operational experience both in local government and public sector outsourcing and brings the experience and expertise associated with property management and letting to the company. John is the appointed Chairman of Butterwood.

#### 3.1.2 The other Directors are:

3.1.3.1 **Kirsty Jenkins** is an experienced senior leader. She is an expert advisor for housing and community issues to local and central government and brings strategic leadership skills to the Board.

3.1.2.1 **Neil Hince** is a Chartered Environmental Health Practitioner with extensive experience in local government, Environmental Health, and Licensing. As a Chartered Environmental Health practitioner, he has a regulatory background in environmental protection, private sector housing enforcement, health & safety, planning, and licensing. He also has over 20 years experience as a private sector landlord.

## Section 4 - Operations

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### 4.2 Letting/Management

4.2.2 The managing/letting agent manages the day-to-day operational activities associated with residential letting. The Director's provide decision support when necessary.

### 4.3 Book-keeping and Accounts

4.3.1 An external firm of accountants provides book-keeping, annual accounts and tax return services.

#### **4.4 Additional Resources**

4.4.1 The Board may (subject to agreement by the Shareholder) ask the Council for additional resources for management of day-to-day issues. Full cost recovery is expected.

4.4.2 The Council has agreed to provide operational space to carry out Company activities. Full cost recovery is expected.

#### **4.5 Governance**

4.3.1 The Company Directors form the Company Board. Core responsibilities are:

- Ensuring that the objectives of the Company are met
- Overseeing the financial resilience of the business
- Implementing appropriate policies and procedures
- Overseeing day to day operations

## **Section 5 - Butterwood in The Future**

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### **5.1 Future Business Opportunities**

5.1.1 Any future business opportunities presented by the Shareholder will be considered.



**BUTTERWOOD HOMES SCRUTINY PANEL – TERMS OF REFERENCE**

**1. Purpose of the Housing Property Management Company Scrutiny Panel**

- 1.1. The purpose of the Housing Property Management Company Scrutiny Panel (the Panel) is to provide strategic guidance to the directors of the Company, including informing the Company of priorities of the Shareholder (the Council) that are pertinent to the operation and future development of the company.
- 1.2. The Panel will review the Company's business plan at least annually and advise Cabinet of its views
- 1.3. The meetings of the Panel will provide an opportunity for the Company to bring to the Shareholder's attention emerging issues or perhaps opportunities for new business ventures.

**2. Membership and meetings of the Company Scrutiny Panel**

- 2.1. The Panel is an integral part of the governance arrangements for the Company.
- 2.2. The Panel will comprise of four members of Hart District Council's Overview and Scrutiny Committee.
- 2.3. Members of the Panel may invite officers of the Council to attend meetings to provide performance updates.
- 2.4. The Panel is not a constituted committee of Hart District Council. There is no requirement to meet in public or to make public any notes or minutes.
- 2.5. Members of the Panel will treat information shared by the Company as being commercially sensitive and therefore it will not be shared beyond the Panel without the permission of the Company's directors.
- 2.6. A Panel meeting will be held no less than twice a year. The Board of Directors will report to the Panel at each Panel meeting on the following items:
  - Financial performance in the previous quarter and year-to-date against the annual budget and latest business plan
  - Performance against agreed key performance indicators
  - Any matters previously agreed between the Company and the Shareholder
  - Other matters that arise from time-to-time.
- 2.7. A Meeting of the panel should only be quorate if at least two Panel members

## **APPENDIX 5**

and at least one Director are present.

- 2.8. Unless otherwise agreed by a majority of members, not less than five clear working days' notice shall be given to each member of the Panel, and to the Directors of the Company, for a meeting to be held. An agenda will be issued in advance of any meeting indicating the matters to be discussed, together with any relevant papers for discussion.
- 2.9. In addition, the Company will supply the members of the Panel with all information and data reasonably requested by the Panel to enable it to reach an informed judgment on any matter put before it.
- 2.10. The Panel will hold an advisory role to the Shareholder, that is full Cabinet, when it is making decisions on matters reserved for the Shareholder (or the Shareholder Representative if and when deemed appropriate by the Shareholder).
- 2.11. Chairing of each meeting of the Panel will be determined by the members of the Panel present at that meeting.
- 2.12. If a Panel member works for, is commissioned by or has any interest in the Company, the member shall declare this to the Panel immediately.

### **3. Review of these Terms of Reference**

- 3.1. The Terms of Reference will be reviewed by the Panel and the Company's representatives on an annual basis.
- 3.2. Amendments may be agreed by the Panel (in consultation with Overview and Scrutiny Committee) and the Company representatives, so long as no amendment contradicts the Shareholder Agreement.
- 3.3. Amendments to the Shareholder Agreement may be determined by the Shareholder, that is, through a meeting of Cabinet.

## **CABINET**

**Date Of Meeting: 4 January 2024**

**Title Of Report: Settlement Capacity and Intensification Study**

**Report of: Executive Director – Place**

**Cabinet Portfolio: Planning Policy and Place**

**Key Decision: No**

**Confidentiality: Non-Exempt**

## **PURPOSE OF REPORT**

1. To present the findings of the ‘Settlement Capacity and Intensification Study’ (SICS) and to consider the continued use of digital software to support the Council’s planning policy function.

## **RECOMMENDATIONS**

2. Cabinet is recommended to:
  - i. Note the findings of the three different scenarios illustrated in the Settlement Capacity and Intensification Study (SCIS). The study will be published on the council's website.
  - ii. Subject to compliance with the Council's procurement rules, the ongoing use of digital software to support the Council Planning Policy function should be supported, and appropriate provisions should be made in the 2024/25 budget.

## **BACKGROUND**

3. In November 2021, Cabinet decided to commission a study called the 'Settlement Capacity and Intensification Study'. The purpose of this study was to assess the potential and capacity of the district's settlements for regeneration, renewal of brownfield sites, and overall development intensification. The focus of the study was to be on opportunities arising within the existing defined settlement boundaries rather than green fields beyond those boundaries.
4. The Cabinet report outlined that the Study would utilise a 'policy off' approach. This implies that any current planning policy designations (excluding statutory designations) will not be applicable during the initial assessment. The reason for this is to ensure that no opportunities for assessment are missed simply due to historical land use designations or constraints in previous plans.
5. Priority regeneration opportunities would be focused on areas identified in adopted or emerging Neighbourhood Plans, as these are opportunities identified by local communities themselves.
6. The insights obtained from such a study would be used to support any future work that may be required when a new Local Plan is needed. This will help to balance the potential for more concentrated development within the settlements against all other growth options.
7. Cabinet also agreed that a Local Plan review assessment is carried out once any 'Planning Bill' has passed through Parliament and the Government has

issued any associated updated guidance (a 'review' is an assessment of whether the policies need updating; it is not a new local plan).

8. The Levelling Up and Regeneration Act (LURA) received Royal Assent in October 2023 and will largely be implemented through secondary legislation. There will also be changes to the National Planning Policy Framework. Under current rules, the 'review' of the Hart Local Plan 2032 must be completed by April 2025 (five years after adoption).
9. The upcoming local plan must ensure sufficient provision for the delivery of new homes in the district. The exact number of homes required will be determined according to national policy, which is yet to be announced. Therefore, it will be necessary to explore various options for determining where new homes, as well as the necessary infrastructure, should be developed.

### **Purpose of The Study**

10. Ahead of the next local plan process, the purpose of the SCIS is to explore the potential capacity for new homes within existing settlements.

### **A DIGITAL APPROACH**

11. Instead of conducting a single traditional urban capacity study, there is now software available that can assist in identifying and evaluating sites. This information can be saved in a site assessment database, which can be updated regularly and utilised for various purposes. The role of digital technology has risen up the planning agenda in recent years:

### **PLACEMAKER SOFTWARE**

12. Urban Intelligence, a company that is leading the development of a digital approach to plan-making, has created Placemaker, a site assessment tool that can be updated continuously and adapted for different purposes. This tool can help in creating a digital evidence base for the local plan. Moreover, the company is working on developing additional modules to support different aspects of the local plan process.
13. For a study like the SCIS, the software automates some of the site search and assessment process:
  - it helps achieve a 'no stone unturned' approach to site search, rapidly generating many potential opportunities. Parameters for the site search can be set so that it includes or excludes different categories of land and buildings,
  - it enables a digital 'call for sites' process whereby landowners and the public can suggest and enter sites themselves directly into the tool, plotting them onto an on-screen map. This is a far more efficient process, for both Council officers and those submitting sites, than relying on paper submissions that have to be manually entered into databases, Geographical Information Systems etc,
  - it automates some of the site assessment work. Spatial data such as flood zones and Special Protection Areas can be imported into the software so that sites within those zones can be automatically excluded or their developable area reduced accordingly. Other less absolute constraints are flagged up for each site to inform a more focussed assessment of the site if needed,

- the software can calculate the prevailing residential densities and automatically generate a site capacity reflective of its surroundings. It can also factor a site's accessibility to public transport and facilities into site densities. Or one can apply bespoke densities. Once the parameters are set, the system can rapidly calculate development capacity, and it is possible to test different scenarios, and
- the software contains some land registry information which can be helpful should there be a need to contact landowners (sites allocated in the local plan need to be shown to be deliverable as part of the examination process).

### The Hart SCIS

14. The Hart district SCIS explores the potential capacity for new homes within existing settlements. It is 'policy-off', illustrating hypothetical scenarios of the types of sites and densities needed to deliver significant numbers of new homes within settlements.
15. The benefit of the software is that a huge range of options could be considered. The algorithm can be amended to change the assessment criteria. For example, site size, densities, and existing use. For this reason, there is no single 'answer' to the capacity of the settlements in Hart district.
16. Working with Placemaker, the initial automated site search results and call for site results were assessed and refined. The study illustrates three different scenarios:
  - **Scenario A** includes 169 sites. Densities reflect the site's surroundings, or at 30 per hectare, whichever is higher. In town centres and designated employment sites, 50 homes per hectare are assumed.
  - **Scenario B** removes the North Fleet Conservation Area, North Hampshire Golf Club and private green spaces, the development or intensification of which would likely raise significant concerns in practice and potentially be contrary to national planning policy. Density assumptions were increased in town centres and employment sites to 100 homes per hectare.
  - **Scenario C** removes the same sites as scenario B removed but also removes the main employment sites. It is quite possible that to ensure a suitable supply of employment land in the long term, these sites would continue to be protected in the next local plan and so be unavailable for new homes. Density assumptions are the same as for Scenario B.
17. The results for the settlements as a whole can be summarised as:

	<b>Number of sites</b>	<b>Indicative number of additional homes</b>
<b>Scenario A</b>	169	7,185
<b>Scenario B</b>	161	5,692
<b>Scenario C</b>	152	2,275

18. This document shows possibilities and challenges that arise from focusing on new development within existing settlements. However, the scenarios are not local plan strategies as they are not supported by evidence of deliverability.

Nonetheless, they can provide insight and be used as a starting point for further work.

19. It is important to note that this is a study and not a plan. The inclusion of a site in the study does not imply support for its development. The study does not designate any sites for development and should not be considered as a significant factor in deciding planning applications.

### **FUTURE USE OF DIGITAL SOFTWARE**

20. The Placemaker package is a useful tool for future planning policy work, such as the next local plan or brownfield register. The Council's current license expires in June 2024.
21. It is currently too early to recommend renewing the current Placemaker license for 2024/25, as decisions regarding the Service Plan and budget have not yet been made. However, it is suggested that Cabinet acknowledges the shift towards digital approaches to plan-making and approves the use of digital systems to support future planning policy work.

### **Alternative Options Considered and Rejected**

22. The option to not complete the study was rejected as it is identified in the Corporate Plan as an action.
23. The option not to consider the future use of digital approaches in future was rejected given the direction of travel towards digital approaches to plan-making. The Council will need to prepare a new local plan in the future, and it will be important to make the best use of digital approaches when doing so.

### **Corporate Governance Considerations**

#### **Relevance to the Corporate Plan**

24. The Corporate Plan 2023-2027 states under the Place theme (four-year goals): "Undertake a Settlement Capacity and Intensification Study to enable the prioritisation of future opportunities for development, ensuring that we properly research opportunities within our defined towns and villages before building on green fields."

#### **Service Plan**

- Is the proposal identified in the Service Plan? Yes, the SCIS at Appendix 1 is in the service plan.
- Is the proposal being funded from current budgets? The SCIS at Appendix 1 and the Placemaker license was funded from the Local Plan reserves. The future use of digital tools at further cost will be a matter for the budget process or Cabinet approval if outside the budget process.
- Have staffing resources already been identified and set aside for this proposal?  
Yes

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

25. None

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

26. There are no resource implications from publishing the study other than time spent dealing with any enquiries regarding the study.

27. Decisions regarding the future use of Placemaker or another digital software solution to assist plan-making will be a matter for the budget process or Cabinet approvals if outside the budget process.

### **Risk Management**

28. This report does not present any significant risks. It has been created as an initial groundwork to aid in the planning of the next local plan. It is not a formal piece of evidence that will be assessed during a local plan examination.
29. It is important to understand that the report is merely a study and not a plan. Therefore, identifying a site in the document does not necessarily imply the council's support for any development. Additionally, the study does not allocate any sites for development, nor is it relevant to the determination of planning applications. The only potential risk lies in how the report is perceived.

### **Equalities**

30. There are no equalities implications arising from this report.

### **CLIMATE CHANGE IMPLICATIONS**

31. None

### **ACTION**

32. Publish the Settlement Capacity and Intensification Study and consider using digital tools to support future planning policy work.

**Contact:** Daniel Haws, Planning Policy and Economic Development Manager

### **Appendices**

**Appendix 1:** Settlement Capacity and Intensification Study



# **Hart District Council**

## Settlement Capacity and Intensification Study

**December 2023**



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## Appendices

- A. Suitability Layers**
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- D. District Map**

# 1 Executive Summary

## Project Introduction

1. Hart Local Plan (Strategy & Sites) 2032 was adopted in April 2020. Hart District Council (HDC) must 'review' its plan by April 2025 to see whether it needs updating.
2. In November 2021 HDC's Cabinet agreed to commission a 'Settlement Capacity and Intensification Study'. The Cabinet report described this as a 'far ranging and robust study that assesses the opportunity and capacity for the district's settlements to deliver regeneration, brownfield renewal, and general development intensification. The focus will be assessing the opportunities that arise from within settlement boundaries rather than looking at the green fields beyond those boundaries.'
3. The Cabinet report explained that the Study would 'adopt a 'policy off' approach which means that current planning policy designations (unless the designation is a statutory designation) will not apply to any initial assessment. This is to avoid missing opportunities for assessment simply because of historic land use designations/constraints in previous plans.'
4. 'For regeneration opportunities, the Study would concentrate as a priority on those areas where regeneration has been specifically highlighted in an adopted or emerging Neighbourhood Plan. These are the opportunities that have been identified by local communities' themselves'.
5. 'The information gained from such a Study will go forward to support any future work that will be undertaken when a new Local Plan is required. The capacity for intensification of development within the settlements can then be balanced against all other growth options.'
6. The National Planning Policy Framework (NPPF) expects planning policies and decisions to promote an effective use of land in meeting the need for homes<sup>1</sup>. It also expects local planning authorities to take a proactive role in identifying and helping to bring forward land that may be suitable for meeting development needs. This Settlement Capacity and Intensification Study is a positive response to this national policy,
7. There are 34 settlement boundaries across the district, although some are fairly small groups of homes with no community facilities. The Hart Local Plan 2032 categorises the settlements within the district by their size and the services and facilities they offer, using criteria on employment opportunities, schools, health services, recreation and leisure

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<sup>1</sup> [National Planning Policy Framework - 11. Making effective use of land - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617282/nppf-2021-11-making-effective-use-of-land-guidance.pdf)

opportunities, shops, accessibility, and population. The towns and villages have been categorised by tiers.

- Fleet, including Church Crookham and Elvetham Heath, is the main urban area.
  - Blackwater, Hook and Yateley are the primary local service centres,
  - Hartley Wintney and Odiham & North Warnborough are secondary local service centres.
  - There are also additional small settlements that have been considered within the study.
8. The purpose of the settlement capacity study is to explore the potential scope for accommodating new homes within existing settlements boundaries. It explores different scenarios to illustrate how many homes could potentially be delivered depending on what types of sites are developed and at what types of densities.
9. *It is important to note that this study does not allocate any sites for development, and it is not to be regarded as a material consideration in the determination of planning applications. It is a high-level exercise in identifying potential development sites and capacity for new homes within existing settlements.*
10. The study has been undertaken with a ‘policy-off’ approach to avoid missing potential sources of capacity. In line with this approach, current planning policy constraints have not been applied to initial assessments. However intrinsic constraints, such as Flood Zones 3a and 3b and areas within 400m of the Special Protection Area (SPA) have been applied.
11. This study has identified potential sites with capacity within the existing settlement boundaries from sources including:
- redevelopment of car parks,
  - flats over shops,
  - subdivision of existing housing,
  - vacant homes,
  - previously developed vacant and derelict land and buildings,
  - potential conversions or redevelopment of commercial buildings (and other non-residential buildings),
  - sites identified through the Council’s call-for-sites exercise,

- vacant land, including amenity land not previously developed,
- neighbourhood plan sites,
- protected employment sites, and
- redevelopment / intensification of existing areas.

12. Sites have been identified and assessed for their suitability and capacity, with capacity being calculated using a combination of existing density contexts (i.e. the density of the area in which the site is located) and area and site-specific capacity estimates.

### **Results**

13. The study has identified three potential scenarios for intensification within existing settlements. These scenarios have between 152 and 169 sites within them, giving a potential net residential dwelling capacity of 2,260 in the scenario with the fewest sites, and 6,153 dwellings in the scenario with the most. Sites range from 0.01 hectares to 123.95 hectares in size, and capacity has been identified in 18 of the 34 settlements included within the study.

### **Impact on future Local Plan development**

14. This report provides evidence on potential options for new homes within existing settlement boundaries in Hart district from a wide range of sources, which could support any future work that may be undertaken when a new Local Plan is required.

15. For each of the sites identified as part of this study, information on existing use, constraints and capacity has been made available to HDC within Urban Intelligence's digital platform; PlaceMaker. Additionally, PlaceMaker supplies information on site ownership, allowing HDC to further investigate site availability as part of more advanced plan-making processes if the Council wishes to take the sites within this study forward in full or in part.

## 2 Introduction

### The Settlement Capacity and Intensification Project

16. Hart is a semi-rural district in north-east Hampshire, including the towns of Fleet, Yateley, Blackwater and a range of villages.
17. Hart Local Plan (Strategy & Sites) 2032 was adopted in April 2020. Hart District Council (HDC) must 'review' its plan by April 2025 to see whether it needs updating.
18. In November 2021 HDC's Cabinet agreed to commission a 'Settlement Capacity and Intensification Study'. The Cabinet report described this as a 'far ranging and robust study that assesses the opportunity and capacity for the district's settlements to deliver regeneration, brownfield renewal, and general development intensification. The focus will be assessing the opportunities that arise from within settlement boundaries rather than looking at the green fields beyond those boundaries.'
19. The Cabinet report explained that the Study would 'adopt a 'policy off' approach which means that current planning policy designations (unless the designation is a statutory designation) will not apply to any initial assessment. This is to avoid missing opportunities for assessment simply because of historic land use designations/constraints in previous plans.'
20. 'For regeneration opportunities, the Study would concentrate as a priority on those areas where regeneration has been specifically highlighted in an adopted or emerging Neighbourhood Plan. These are the opportunities that have been identified by local communities' themselves'.
21. 'The information gained from such a Study will go forward to support any future work that will be undertaken when a new Local Plan is required. The capacity for intensification of development within the settlements can then be balanced against all other growth options.'
22. The National Planning Policy Framework (NPPF) expects planning policies and decisions to promote an effective use of land in meeting the need for homes<sup>2</sup>. It also expects local planning authorities to take a proactive role in identifying and helping to bring forward land that may be suitable for meeting development needs. This Settlement Capacity and Intensification Study is a positive response to this national policy,
23. There are 34 settlement boundaries across the district, although some are fairly small groups of homes with no community facilities. The Hart Local

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<sup>2</sup> [National Planning Policy Framework - 11. Making effective use of land - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/national-planning-policy-framework-11-making-effective-use-of-land)

Plan 2032 categorises the settlements within the district by their size and the services and facilities they offer, using criteria on employment opportunities, schools, health services, recreation and leisure opportunities, shops, accessibility, and population. The towns and villages have been categorised by tiers.

- Fleet, including Church Crookham and Elvetham Heath, is the main urban area.
- Blackwater, Hook and Yateley are the primary local service centres,
- Hartley Wintney and Odiham & North Warnborough are secondary local service centres.
- There are also additional small settlements that have been considered within the study.

24. The purpose of the settlement capacity study is to explore the potential scope for accommodating new homes within existing settlements boundaries. It explores different scenarios to illustrate how many homes could potentially be delivered depending on what types of sites are developed and at what types of densities. This is before any work has been undertaken on determining the new local plan housing requirement.

***25. It is important to note that this study does not allocate any sites for development, and it is not to be regarded as a material consideration in the determination of planning applications. It is a high-level exercise in identifying potential development sites and capacity for new homes within existing settlements.***

26. The study looks to identify sites that may contribute towards that potential, from a range of sources. However intrinsic constraints, such as Flood Zones 3a and 3b and areas within 400m of the Special Protection Area (SPA) have been applied. Using a 'policy-off' approach the study illustrates hypothetical scenarios of the types of sites and densities that would be needed to deliver significant numbers of new homes within settlements and avoid greenfield development.

27. In taking this approach, the aim is that opportunities that would typically be overlooked because of historic land use designations or constraints from previous plans will be identified.

28. This report forms the output of this study, created between Hart District Council and Urban Intelligence.

## **Project Objectives**

29. This section outlines the project objectives that this Settlement Capacity and Intensification Study has responded to. This includes objectives

setting out the area of search for potential sites, the types of sites to be identified, as well as specific requirements for site assessments.

### **Objective 1**

30. Identify, through a transparent and logical methodology, the potential capacity (under different scenarios) for new homes within the confines of the 34 existing settlement boundaries, as defined within the Local Plan<sup>3</sup>.

### **Objective 2**

31. Identify specific sites with potential for housing from the following sources of capacity (see below):

- redevelopment of car parks,
- flats over shops,
- subdivision of existing housing,
- vacant homes,
- previously developed vacant and derelict land and buildings,
- potential conversions or redevelopment of commercial buildings (and other non-residential buildings),
- sites identified through the Council's call-for-sites exercise,
- vacant land, including amenity land not previously developed,
- neighbourhood plan sites,
- protected employment sites, and
- redevelopment / intensification of existing areas.

## **Purpose and Structure of this Document**

32. This document sets out the methodology used along with its results. The structure of the document is as follows:

- Methodology - covers the methods used to identify and assess sites that feed into this study.

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<sup>3</sup> Hart Planning Policy <https://www.hart.gov.uk/planning-and-building-control/planning-policy/policies-map>

- Results - sets out the results of the study, including how the study has met the objectives laid out above.
- Appendix A: Suitability Layers – outlines how the methods set out in Chapter 2 have been applied to the specific constraints considered.
- Appendix B: Character Areas – shows the distribution of character areas across the settlements considered within the study.
- Appendix C: Full List of Sites
- Appendix D: District Map

### 3 Methodology

33. This section sets out the methodologies deployed when identifying and assessing sites for inclusion within this study. The overall approach to the study, as well as the specific decisions taken with regards to the methodology, were guided by national policy. Specifically, Section 11 of the National Planning Policy Framework: Making effective use of land.

34. The methodology of this study is split into three key stages:

- Stage 1: Site Identification;
- Stage 2: Assessment of Site Suitability;
- Stage 3: Scenario Creation and Capacity Estimation

#### **Stage 1: Site Identification**

35. Sites within this study have primarily been identified in four ways, and then further categorised into the sources of capacity highlighted within Objective 2:

- a Call for Sites exercise that was undertaken between August and October 2023 seeking submissions from landowners, promoters, developers, and any other interested parties. Within this exercise, submissions were asked to select a category from the list within this section.
- pre-existing sites known by Officers in the Council
- Neighbourhood plan sites yet to gain planning permission, and



- sites identified through bespoke geospatial analysis for each category drawing on a range of data including Land Registry titles, Ordnance Survey Master Map and more which will be explained within this section of the report.

36. 65 sites were submitted as part of the Call for Sites. Any sites that were submitted through the Call for Sites were categorised by the promoter or submitter, and the category was checked by council officers.

## **Geospatial Analysis**

37. This section will explain the proactive geospatial analysis approach for each site category.

### **Car parks with potential for redevelopment**

38. Any car parks with potential for redevelopment were identified through the use of the Ordnance Survey Master Map Topography Layer<sup>4</sup>. The automatically generated results were then manually checked to ensure that they were correctly identified.

### **Flats over shops**

39. Address data was used to identify retail addresses within settlement boundaries, and those with existing residential addresses in combination were removed from the results.

### **Subdivision of existing housing**

40. Address data was used to identify residential addresses within settlement boundaries, and those with >400sqm of floorspace were identified as potential opportunities for subdivision.

### **Empty Homes**

41. Using council tax vacancy data from Hart District Council, residential buildings that were vacant for at least 6 months were identified.

### **Previously developed vacant and derelict land and buildings**

42. Land registry parcels with a previous record of a use, but no current address or parcels with a previous record of a building but no current buildings were identified.

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<sup>4</sup> <https://www.ordnancesurvey.co.uk/products/os-mastermap-topography-layer>

### **Conversions or redevelopment of commercial buildings (and other non-residential buildings)**

43. Commercial parcels with no residential addresses, outside of town centres but within settlement boundaries were identified.

### **Vacant Land (not previously developed)**

44. Private green spaces/leisure facilities that were not specifically identified as protected public open spaces in the Hart Local Plan 2032 (Policy INF4) and did not fall under a range of uses that were not seen as compatible with development

45. The Ordnance Survey Greenspace dataset was used to identify green spaces in each settlement. A two-step process was then followed to rationalise this dataset. Firstly, sites within categories not seen as compatible with development<sup>5</sup> were excluded, followed by any remaining sites classified as protected public open spaces in the Hart Local Plan 2032 (Policy INF4).

### **Neighbourhood Plan Sites**

46. Sites identified within Neighbourhood Plans and not yet granted planning permission were included within the results.

### **Protected Employment Sites**

47. 'Protected Employment Sites', (i.e. Strategic and Locally Important Employment Sites identified under Policy ED2 of the Hart Local Plan 2032) rather than individual opportunities within these, were identified as entire sites. If a designated site was known to have included a building converted to residential use the boundary was re-drawn to exclude that building.

### **Redevelopment of Existing Housing / Intensification of Existing Areas**

48. Only a single area was considered within this category. North Fleet Conservation Area is a well-recognised area of low-density development in close proximity to Hart's principal town centre and therefore was considered appropriate to include.

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<sup>5</sup> Residential or Transport Amenity space, Private Gardens, Religious Grounds, School and Institutional Grounds and Cemeteries

## Site Merging

49. Following identification of sites, any overlapping sites were merged to create larger opportunities and avoid double counting. In addition, some adjacent sites which would present a more realistic development opportunity by being amalgamated were merged. As a result, sites could potentially fall within multiple distinct categories. Empty Homes, Subdivision of Existing Housing and Neighbourhood Plan sites were not included within this merging exercise, as they were considered as more distinct opportunities..

## Stage 2: Assessment of Site Suitability

50. The Call for Sites, Geospatial Analysis, and compilation of existing sites generated a 'long list' of 472 sites including sites outside of existing settlements or covered by constraints. Sites within this 'long list' needed to be reviewed by officers to assess their suitability for inclusion within the study. This was done in two stages:

- Firstly, sites were assessed to identify any significant constraints using further geospatial analysis. As this study takes a 'policy-off' approach, only policy constraints and designations set at a national level were considered.
- Secondly, sites were reviewed by Council officers.

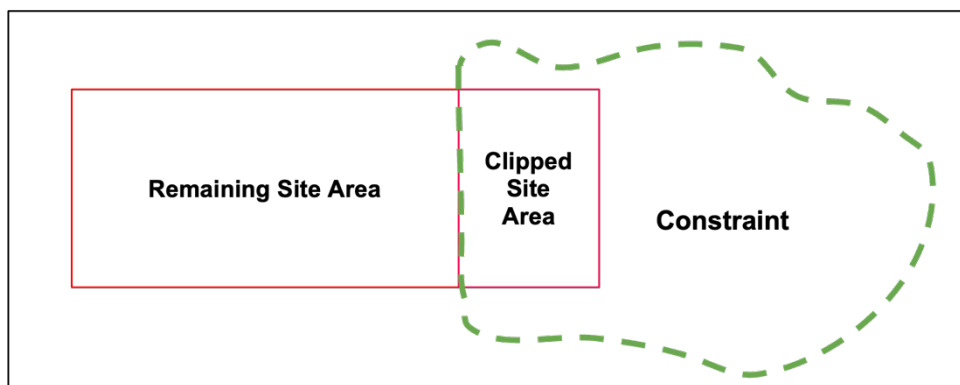
## Geospatial Analysis of Suitability

51. The first stage of review used geospatial data to assess whether there were any overlaps with different constraints. This analysis included two categorisations for constraints; 'clip' constraints and 'for information' constraints. This stage removed 13 sites.

## Clip Exclusions

52. Policies and designations that would make land unsuitable for development were ‘clipped’ from the developable area of the identified sites, with the remaining area of the site being retained within the assessment. Any site fully covered by a ‘Clip’ exclusion was designated as unsuitable. This process is shown in figure 1. A full schedule of designations and classifications acting as suitability exclusions is contained within Appendix A.

*Figure 1: Clip Exclusions*



#### **For Information**

53. Layers designated as ‘For Information’ have not had an automatic impact on site suitability. They are markers for matters that may need to be taken account of at a more detailed stage of plan-making.

#### **Manual review of sites**

54. The remaining 459 sites were reviewed by Council officers to identify other issues which made the site unsuitable for inclusion within the study. Some sites were excluded based on:

- site size and shape (generally sites of less than 5 new homes were excluded);
- access;
- location being outside of existing settlement boundaries;
- active existing use; and/or
- other site-specific constraints such as ecological constraints and flooding issues.

55. This step removed a further 290 sites, leaving 169 to be considered within the study.

### **Stage 3: Scenario Creation and Capacity Estimation**

56. The estimated capacity of the sites within the study was created using a two-step process:

- An estimation of baseline capacity that the site may be able to support, when using an assessment of existing densities and character surrounding the site.
- A 'scenario' based capacity estimate.

### **Baseline Capacity Estimates**

57. In order to estimate appropriate baseline densities, character areas within the settlements have been identified through an assessment of existing residential densities. This step is essential to ensure that potential capacities of sites are realistic and are grounded within prevailing development patterns.

58. To achieve this, an assessment of existing net residential density across the district was completed by analysing the number of residential addresses<sup>6</sup> against the residential area of Output Areas (OAs)<sup>7</sup>. The residential area of each OA was calculated through the use of Ordnance Survey's Master Map dataset. Using this dataset, land uses classified as serving residential development were separated from other land uses. Uses classified here included:

- residential buildings;
- local access roads;
- private gardens;
- parking areas;
- footpaths; and

---

<sup>6</sup> The number of residential addresses within an area was ascertained using Ordnance Survey's Addressbase Plus product. <https://www.ordnancesurvey.co.uk/business-government/products/addressbase-plus>

<sup>7</sup> Output Areas are a census output geography, created using clusters of socially homogeneous households and dwelling types, bounded by roads and other 'obvious' boundaries. These were chosen for analysis due to their representation of physical character, and their compatibility with other datasets used. <https://www.ons.gov.uk/methodology/geography/ukgeographies/censusgeography>

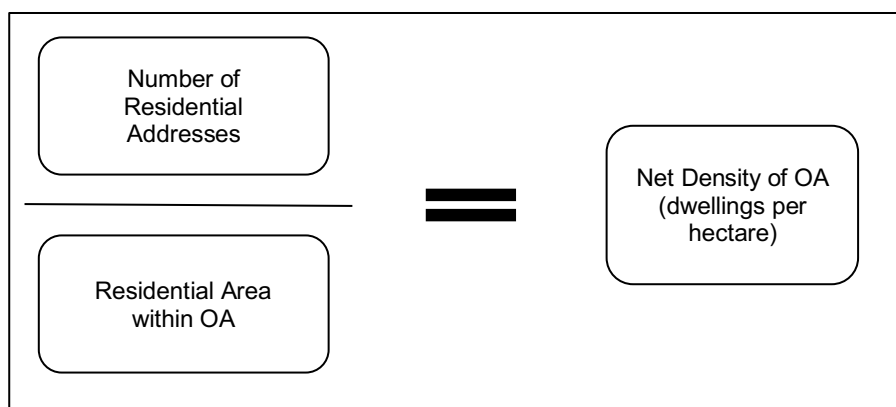
- local open space and amenity space that serves residential development.

59. Land uses that were not considered in this group included:

- main roads;
- open space serving a wider area; and
- shops and other non-residential facilities.

60. The process of calculating net residential density using these inputs is detailed within figure 2.

Figure 2: Net Dwelling Density



61. Following this assessment, it was possible to identify the net residential density of each of the district’s OAs and classify them within the following categories.

CAG Ref	Net Density	Net Density (dwellings per hectare)
CAG1	Low	0-19
CAG2	Low - Medium	19-28
CAG3	Medium	28-39
CAG4	Medium - High	39-61
CAG5	High	61+

62. Sites identified within each OA were then assigned the OA’s prevailing density as a ‘baseline’ estimate.

## Scenario Creation

63. The study has organised sites in to three different potential development scenarios. Sites are not mutually exclusive to each scenario, and can occur within one, two or all three scenarios. The purpose of the different scenarios is to explore the implications of removing some sites and changing density assumptions on others.

- Scenario A includes all 169 sites that were reviewed and included within the study results.
- Scenario B removes the North Fleet Conservation Area, North Hampshire Golf Club and private green spaces, the development or intensification of which would likely raise significant concerns in practice and potentially be contrary to national planning policy.
- Scenario C removes the same sites as scenario B but also removes the main employment sites. It is quite possible that in order to ensure a supply of suitable supply of employment land in the long term, these sites would continue to be protected in the next local plan and so be unavailable for new homes.

64. This exercise could be done in any number of ways, and the software can be used to generate different scenarios in future.

65. As well as a different composition of sites, each scenario also has variation in the capacity estimate methodology. This estimate either uses the baseline estimate generated using the methodology outlined above, a minimum density estimate of 30 Dwellings Per Hectare (DPH), or a site/area specific estimate. The site selection and density estimates are outlined in the table below.

Scenario	Site Selection	Density Estimate	Exceptions
A	All 169 identified sites that were considered suitable for inclusion in the study.	Higher of 30DPH or baseline density.	30DPH for North Hampshire Golf Club (site ID 42130) and North Fleet Conservation Area (site ID 42326) and 50DPH for all town centres and safeguarded employment land and premises
B	All identified sites that were considered suitable for inclusion in the study, minus North Fleet Conservation Area, the North Hampshire Golf Club, and all private green spaces.	Higher of 30DPH or baseline density	100DPH for all town centres and safeguarded designated employment sites

C	All identified sites that were considered suitable for inclusion in the study, minus North Fleet Conservation Area, the North Hampshire Golf Club, all private green spaces and designated strategic and local employment sites.	Higher of 30DPH or baseline density	100DPH for all town centres and safeguarded employment land and premises
---	--	--	--

### Gross to Net Unit Number Calculation

66. As the aim of the study is to identify potential additional capacity, the number of existing residential addresses was removed from the capacity estimate to generate a net estimated capacity.

67. A number of Empty Homes with a net capacity of zero are included within the results. This occurred when a site under the category of Empty Home would not support an estimated capacity higher than the existing number of residential addresses present. These are included within the results to represent an address coming back to occupancy.

## 4 Assessment Results

68. In total, 169 sites have been included within the study. This includes a range of site sizes, sources, and locations. The results are set out within this section, and visually presented within the appendices. Scenario A contains all 169 sites, with Scenarios B and C then containing 161 and 152 sites, respectively.

	Number of Sites	Estimated Number of Additional Homes
<b>Scenario A</b>	169	7185
<b>Scenario B</b>	161	5692
<b>Scenario C</b>	152	2275

69. There were no suitable sites identified Greywell, Guillemont Barracks, Hartfordbridge, Hawley Park Farm, Hazeley, Hazeley Bottom, Hazeley Lea, Heckfield, Long Sutton, Mill Lane, RAF Odiham, Riseley, Rotherwick, Winchfield Court, Winchfield Hurst. The number of sites in each remaining settlement within the widest scenario (Scenario A) is shown below. A full breakdown of the sites within each settlement is within Appendix C.



Settlement	Number of Sites	Estimated Number of Additional Homes (Scenario A)	Estimated Number of Additional Homes (Scenario B)	Estimated Number of Additional Homes (Scenario C)
Blackwater & Hawley	6	135	297	94
Broad Oak	1	9	9	9
Cron dall	9	65	32	32
Crookham Village	2	8	8	8
Dogmersfield	1	7	7	7
Eversley Centre	3	22	22	13
Eversley Cross and Up Green	2	18	18	18
Eversley Street and Lower Common	2	4	4	4
Ewshot	2	8	8	8
Fleet, including Church Crookham and Elvetham Heath	75	5165	2518	1033
Hartland Village	1	300	300	300
Hartley Wintney	6	24	24	24
Hook	26	1154	2107	387
Hound Green	1	5	5	5
Mattingley	1	10	10	10
North Warnborough	6	73	73	73
Odiham	8	80	74	74
South Warnborough	1	24	24	24
Yateley	16	74	152	152
<b>Total</b>	<b>169</b>	<b>7185</b>	<b>5692</b>	<b>2275</b>

## 5 Use of this Study

70. This report provides evidence on potential options for new homes within existing settlement boundaries in Hart district from a wide range of sources, which could support any future work that may be undertaken when a new Local Plan is required.

71. Ahead of the next local plan process, this study illustrates how many homes could potentially be built within settlements in Hart under different scenarios, *if* the sites identified are built out for new homes. It can therefore inform debates about how future housing requirements could potentially be met. It also has the benefit of highlighting potential regeneration opportunities particularly within town and village centres.

72. It is emphasised that through this work the Council is **not** signalling a preference for all the sites identified within the study to be developed for new homes. Rather it is seeking a high-level understanding of the opportunities that may exist, and what types of sites and densities are

needed if significant numbers of new homes are to be accommodated within existing settlements.



# **Hart District Council**

## Settlement Capacity and Intensification Study

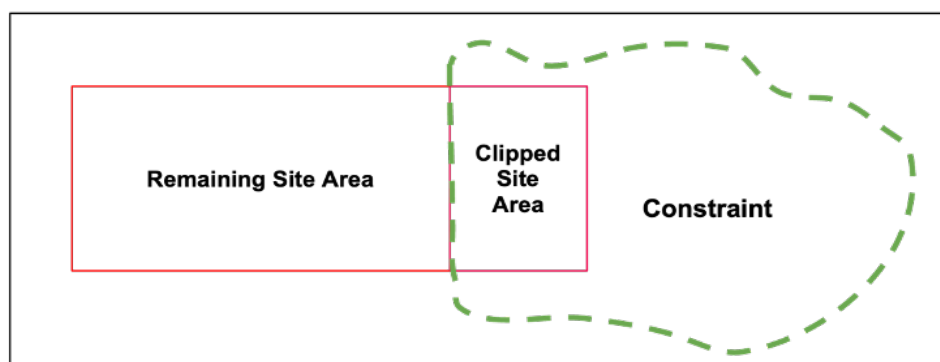
### Appendix A | Suitability Layers

**December 2023**

## 1 'Clip' Layers

1. Policies and designations that would make land unsuitable for development were 'clipped' from the developable area of the identified sites, with the remaining area of the site being retained within the assessment. Any site fully covered by a 'Clip' exclusion was designated as unsuitable. This process is shown in the figure below.

Figure 1: Clip Exclusions



2. The layers used as 'Clip' exclusions are within the table below.

Allotments
Ancient Woodland
Ancient Woodland 50m Buffer
Cemeteries
Common Land
Country Parks
Local Nature Reserves
Playing Fields and Play Spaces
Priority Habitats
Public Park or Gardens
Religious Grounds
School Grounds
Sites of Importance for Nature Conservation (SINCs)
Special Protection Areas
Special Protection Areas 400m buffer
SSSI
Suitable Alternative Natural Green Space
Village Green
Battlefields



## **Hart District Council**

### Settlement Capacity and Intensification Study

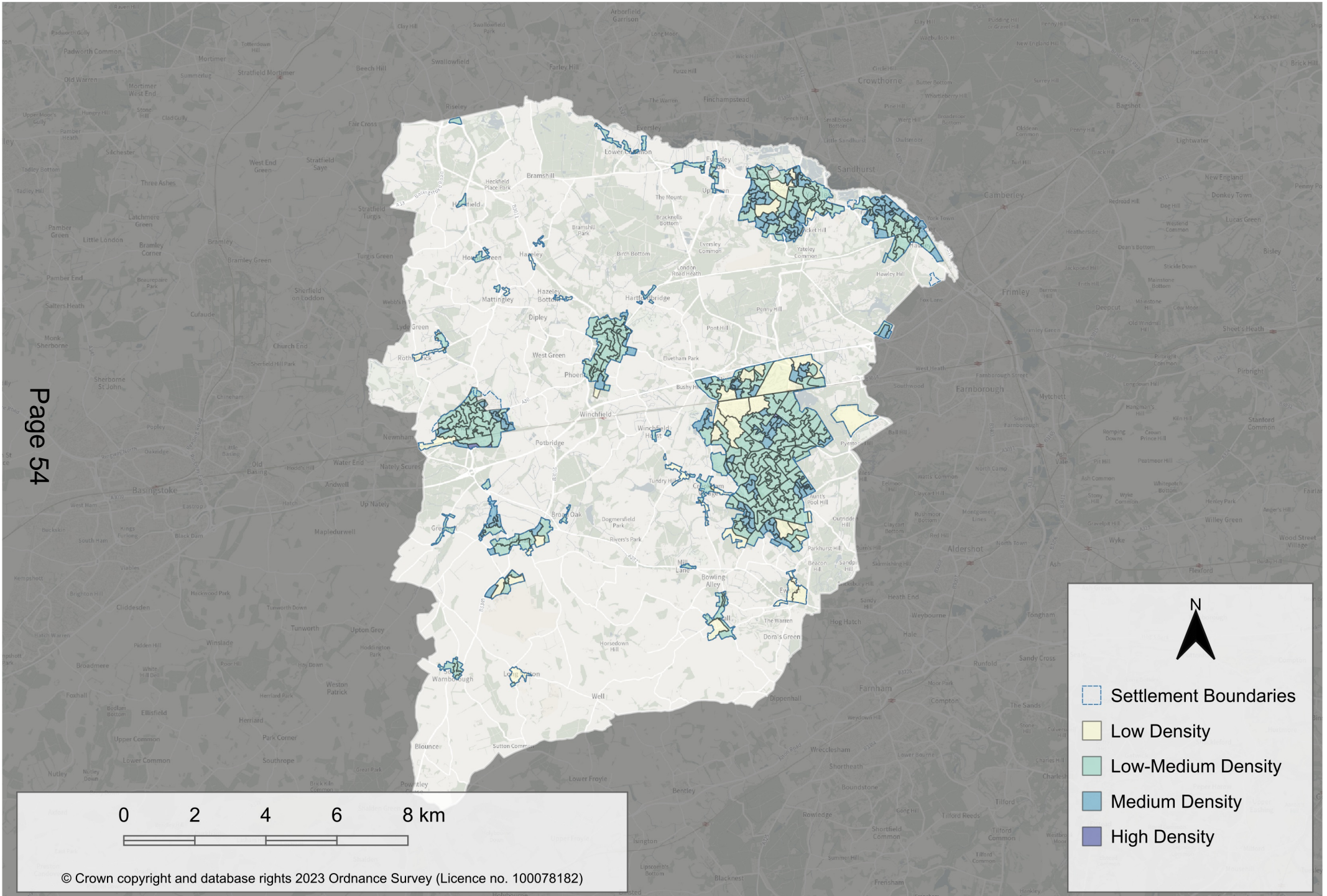
### Appendix B | Character Areas

**December 2023**

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Urban Intelligence  
17-19 Clare Street  
Bristol  
BS1 1XA  
[urbanintelligence.co.uk](http://urbanintelligence.co.uk)







## **Hart District Council**

# Settlement Capacity and Intensification Study Appendix C | Full List of Identified Sites

**December 2023**

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Settlement Results</b>	<b>4</b>
	<i>Blackwater &amp; Hawley</i>	4
	<i>Broad Oak</i>	4
	<i>Crandall</i>	4
	<i>Crookham Village</i>	4
	<i>Dogmersfield</i>	5
	<i>Eversley Centre</i>	5
	<i>Eversley Cross and Up Green</i>	5
	<i>Eversley Street and Lower Common</i>	5
	<i>Ewshot</i>	5
	<i>Fleet, including Church Crookham and Elvetham Heath</i>	6
	<i>Hartland Village</i>	8
	<i>Hartley Wintney</i>	8
	<i>Hook</i>	8
	<i>Hound Green</i>	9
	<i>Mattingley</i>	9
	<i>North Warnborough</i>	9
	<i>Odiham</i>	9
	<i>South Warnborough</i>	10
	<i>Yateley</i>	10



## 1 Introduction

1. There were no suitable sites identified Greywell, Guillemont Barracks, Hartfordbridge, Hawley Park Farm, Hazeley, Hazeley Bottom, Hazeley Lea, Heckfield, Long Sutton, Mill Lane, RAF Odiham, Riseley, Rotherwick, Winchfield Court, Winchfield Hurst.
2. The breakdown of the settlements with sites is in the table below.

Settlement	Number of Sites
Blackwater & Hawley	6
Broad Oak	1
Crandall	9
Crookham Village	2
Dogmersfield	1
Eversley Centre	3
Eversley Cross and Up Green	2
Eversley Street and Lower Common	2
Ewshot	2
Fleet, including Church Crookham and Elvetham Heath	75
Hartland Village	1
Hartley Wintney	6
Hook	26
Hound Green	1
Mattingley	1
North Warnborough	6
Odiham	8
South Warnborough	1
Yateley	16

3. The sites within each settlement are shown in Section 2 in this Appendix.

## 2 Settlement Results

### Blackwater & Hawley

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42256	0.37	All Scenarios	19	19	19
42488	0.04	All Scenarios	0	0	0
42545	0.02	All Scenarios	0	0	0
42681	1.26	All Scenarios	9	63	63
42685	2.39	Scenarios A and B	101	203	N/A
42693	0.13	All Scenarios	6	12	12

### Broad Oak

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42164	0.36	All Scenarios	9	9	9

### Crandall

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42144	0.19	All Scenarios	5	5	5
42147	0.19	All Scenarios	5	5	5
42152	0.20	All Scenarios	5	5	5
42158	0.14	All Scenarios	3	3	3
42175	0.40	All Scenarios	10	10	10
42521	0.03	All Scenarios	0	0	0
42555	0.05	All Scenarios	1	1	1
42627	0.23	All Scenarios	3	3	3
42682	1.30	Scenario A Only	33	N/A	N/A

### Crookham Village

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42257	0.14	All Scenarios	4	4	4

42546	0.16	All Scenarios	4	4	4
-------	------	---------------	---	---	---

## Dogmersfield

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42205	0.22	All Scenarios	7	7	7

## Eversley Centre

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42273	0.15	All Scenarios	4	4	4
42300	0.34	All Scenarios	9	9	9
42701	0.35	Scenarios A and B	9	9	N/A

## Eversley Cross and Up Green

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42516	0.01	All Scenarios	0	0	0
42667	0.69	All Scenarios	18	18	18

## Eversley Street and Lower Common

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42496	0.13	All Scenarios	3	3	3
42558	0.06	All Scenarios	1	1	1

## Ewshot

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42166	0.23	All Scenarios	6	6	6
42537	0.10	All Scenarios	2	2	2

## Fleet, including Church Crookham and Elvetham Heath

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
5122	0.30	All Scenarios	14	27	27
14041	0.13	All Scenarios	6	12	12
15566	0.01	All Scenarios	0	0	0
26702	0.12	All Scenarios	6	12	12
42071	2.42	All Scenarios	62	62	62
42074	0.05	All Scenarios	2	5	5
42076	0.20	All Scenarios	10	20	20
42108	0.81	Scenario A Only	33	N/A	N/A
42127	0.18	Scenario A Only	9	N/A	N/A
42130	59.50	Scenario A Only	1424	N/A	N/A
42139	0.11	All Scenarios	2	2	2
42171	0.09	All Scenarios	2	2	2
42172	0.29	All Scenarios	6	6	6
42179	0.29	All Scenarios	7	7	7
42201	0.25	Scenario A Only	7	N/A	N/A
42206	0.12	All Scenarios	6	12	12
42217	0.14	All Scenarios	4	4	4
42230	0.33	All Scenarios	15	15	15
42233	0.46	All Scenarios	21	41	41
42235	0.29	All Scenarios	8	8	8
42252	0.16	All Scenarios	5	5	5
42262	0.21	All Scenarios	6	6	6
42266	0.14	All Scenarios	4	4	4
42277	0.27	All Scenarios	7	7	7
42282	0.12	All Scenarios	6	12	12
42291	0.10	All Scenarios	5	10	10
42293	0.21	All Scenarios	6	6	6
42303	4.67	Scenarios A and B	187	374	N/A
42305	1.23	Scenarios A and B	51	104	N/A
42306	9.50	Scenarios A and B	380	760	N/A
42326	123.95	Scenario A Only	2363	N/A	N/A
42383	0.41	All Scenarios	11	11	11
42481	0.05	All Scenarios	0	0	0
42482	0.02	All Scenarios	0	0	0
42490	0.04	All Scenarios	0	0	0
42492	0.06	All Scenarios	1	1	1
42494	0.04	All Scenarios	0	0	0
42504	0.02	All Scenarios	0	0	0

42506	0.13	All Scenarios	3	3	3
42507	0.02	All Scenarios	0	0	0
42510	0.06	All Scenarios	1	1	1
42511	0.05	All Scenarios	1	1	1
42518	0.15	All Scenarios	3	3	3
42520	0.06	All Scenarios	1	1	1
42523	0.05	All Scenarios	1	1	1
42525	0.05	All Scenarios	1	1	1
42527	0.12	All Scenarios	3	3	3
42531	0.03	All Scenarios	0	0	0
42532	0.07	All Scenarios	1	1	1
42536	0.02	All Scenarios	0	0	0
42542	0.04	All Scenarios	0	0	0
42544	0.16	All Scenarios	4	4	4
42547	0.02	All Scenarios	0	0	0
42548	0.46	All Scenarios	11	11	11
42553	0.06	All Scenarios	1	1	1
42556	0.04	All Scenarios	0	0	0
42557	0.02	All Scenarios	0	0	0
42559	0.06	All Scenarios	1	1	1
42560	1.67	All Scenarios	70	141	141
42561	0.59	All Scenarios	10	36	36
42562	0.53	All Scenarios	7	31	31
42563	0.56	All Scenarios	25	51	51
42588	0.12	All Scenarios	2	2	2
42639	1.68	All Scenarios	71	143	143
42646	0.06	All Scenarios	0	3	3
42658	0.26	All Scenarios	5	5	5
42665	1.05	All Scenarios	26	26	26
42669	0.48	All Scenarios	4	4	4
42674	0.26	All Scenarios	0	0	0
42688	0.14	All Scenarios	4	4	4
42690	2.82	All Scenarios	85	204	204
42691	0.11	All Scenarios	5	11	11
42692	0.10	All Scenarios	3	3	3
42695	3.17	Scenarios A and B	120	247	N/A
42696	0.46	All Scenarios	20	40	40

## Hartland Village

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42573	47.52	All Scenarios	300	300	300

## Hartley Wintney

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42094	0.20	All Scenarios	6	6	6
42140	0.34	All Scenarios	8	8	8
42146	0.16	All Scenarios	4	4	4
42169	0.19	All Scenarios	5	5	5
42500	0.06	All Scenarios	1	1	1
42508	0.02	All Scenarios	0	0	0

## Hook

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42170	0.48	All Scenarios	11	11	11
42199	0.30	All Scenarios	13	27	27
42247	0.11	All Scenarios	3	3	3
42255	0.08	All Scenarios	4	4	4
42268	1.15	All Scenarios	56	56	56
42292	1.02	Scenario A Only	39	N/A	N/A
42309	3.57	Scenarios A and B	143	286	N/A
42310	14.63	Scenarios A and B	585	1170	N/A
42312	3.50	Scenarios A and B	124	264	N/A
42497	0.09	All Scenarios	4	4	4
42499	0.02	All Scenarios	0	0	0
42502	0.01	All Scenarios	0	0	0
42503	0.04	All Scenarios	0	0	0
42528	0.10	All Scenarios	2	2	2
42529	0.02	All Scenarios	0	0	0
42567	0.90	All Scenarios	10	50	50
42568	0.20	All Scenarios	10	20	20
42569	0.57	All Scenarios	21	47	47
42609	0.20	All Scenarios	10	20	20

42616	1.88	All Scenarios	0	0	0
42620	0.26	All Scenarios	7	7	7
42673	0.19	All Scenarios	6	6	6
42689	0.27	All Scenarios	5	5	5
42694	0.55	All Scenarios	24	48	48
42697	3.03	All Scenarios	73	73	73
42698	0.83	All Scenarios	4	4	4

## Hound Green

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42438	0.18	All Scenarios	5	5	5

## Mattingley

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42155	0.46	All Scenarios	10	10	10

## North Warnborough

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42275	0.14	All Scenarios	4	4	4
42495	0.08	All Scenarios	1	1	1
42551	0.02	All Scenarios	0	0	0
42597	0.17	All Scenarios	3	3	3
42603	0.94	All Scenarios	25	25	25
42704	1.57	All Scenarios	40	40	40

## Odiham

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42165	1.00	All Scenarios	26	26	26
42215	0.23	All Scenarios	7	7	7
42246	0.11	All Scenarios	3	3	3
42519	0.06	All Scenarios	1	1	1

42580	0.20	Scenario A Only	6	N/A	N/A
42683	0.11	All Scenarios	2	2	2
42702	1.04	All Scenarios	26	26	26
42703	0.32	All Scenarios	9	9	9

## South Warnborough

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
42156	0.91	All Scenarios	24	24	24

## Yateley

Site ID	Suitable Site Area (ha)	Scenario Inclusion	Scenario A Net Density	Scenario B Net Density	Scenario C Net Density
23158	0.27	All Scenarios	1	1	1
42073	0.21	All Scenarios	11	21	21
42161	0.13	All Scenarios	3	3	3
42202	0.14	All Scenarios	4	4	4
42203	0.36	All Scenarios	10	10	10
42264	0.19	All Scenarios	10	19	19
42483	0.03	All Scenarios	0	0	0
42486	0.03	All Scenarios	0	0	0
42489	0.04	All Scenarios	0	0	0
42493	0.02	All Scenarios	0	0	0
42509	0.03	All Scenarios	0	0	0
42533	0.04	All Scenarios	0	0	0
42539	0.03	All Scenarios	0	0	0
42552	0.05	All Scenarios	0	0	0
42554	0.02	All Scenarios	0	0	0
42677	1.39	All Scenarios	35	94	94



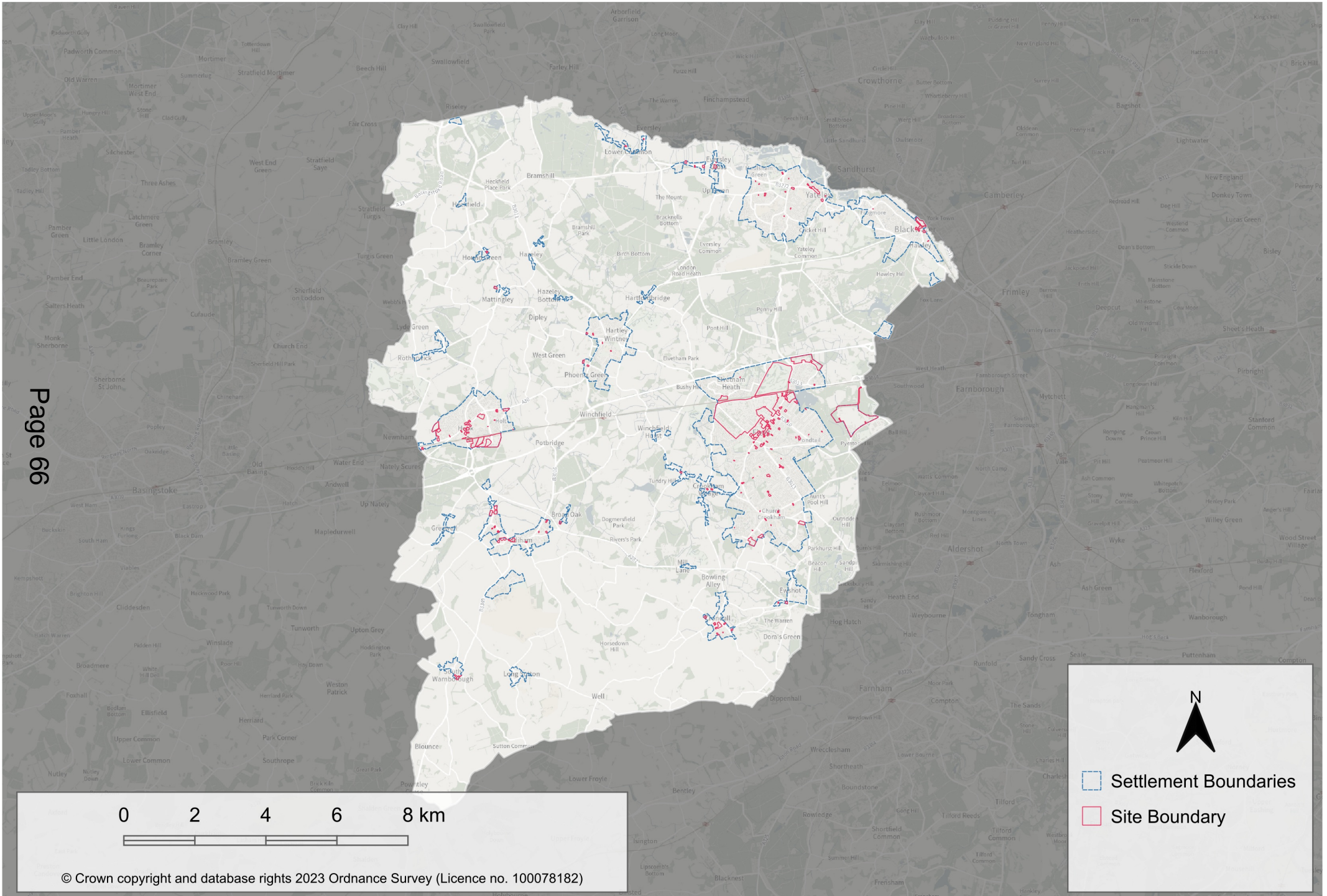


## Hart District Council

### Settlement Capacity and Intensification Study

#### Appendix D | District Map

**December 2023**



## CABINET

**Date of Meeting:** 4 January 2024

**Title of Report:** Review of CCTV Service

**Report of:** Executive Director – Communities

**Cabinet Portfolio:** Community Safety and Development Management

**Key Decision:** No

### PURPOSE OF REPORT

- 1 To share with the Cabinet Members the outcomes and action plan from the recently undertaken CCTV Review, for Members to note.
- 2 Members are also asked to approve the request for capital and revenue budget allocations.

### OFFICER RECOMMENDATION

- 3 That a budget of £75k is allocated to the council's capital programme over a 5-year period commencing in 2024/25 to fund the continuing replacement of the Council's CCTV camera stock.
- 4 That the actions outlined in the CCTV Review (Appendix A – Section 7) are noted and agreed and a revenue budget of £10k is allocated for any follow-on work required, particularly in relation to possible relocation of any existing camera assets.
- 5 That approval is given to extend the contract currently in place with the Safer Runnymede by a further 5 years, subject to procurement processes.
- 6 That a budget of £6k is allocated to the council's capital programme to purchase a deployable CCTV camera asset, subject to officers' evaluation and finding, and agreeing consent from the Portfolio Holder.
- 7 That £3.5k of annual revenue is allocated to cover costs associated for any additional call-out fees, which fall outside of the Routine Planned Maintenance (RPM). This will be utilised for identified Hot Spot cameras on the fixed CCTV network (£1.5k) and to cover the data connectivity (£1k) and installation/deinstallation costs incurred (£1k) for a deployable asset, dependent upon the decision taken regarding paragraph 6 above.

### BACKGROUND

- 8 Officers have carried out a comprehensive review of CCTV provision, which concluded that the move to Runnymede Borough Council (RuBC) has been advantageous to Hart District Council. The camera provision is of a high quality, providing a service that is robust and fit for purpose.

- 9 Now the system is running well, this high standard of service needs to be maintained. There are several recommendations in this report that will enable officers to ensure this.
- 10 The recent CCTV Review (Appendix A) carried out by officers, produced an Action Plan (Section 7) detailing further work needed to ensure Hart's CCTV system is both fully compliant with recommendations of the Information Commissioner's Office (ICO) as well as being as effective as possible in line with reported crime and antisocial behaviour (ASB) data available. A separate O&S Task and Finish Subgroup Report was also undertaken and discussed at O&S.
- 11 Both reports highlighted the need for further capital allocation to fund the continued programme of system upgrades by replacing older camera assets as well as upgrading remaining analogue transmission. Costs of upgrading the analogue transmission lines are not yet known and a further request for funding will have to be put forward once this has been ascertained.
- 12 The current CCTV capital budget for replacement assets was agreed by Cabinet back in 2020. It was agreed that the annual capital budget would be set to £15,000 annually for 3 years. The ongoing capital budget, past 2023 is not currently agreed, and funds needs to be allocated.
- 13 The move to RuBC for the provision of CCTV support is reflected positively and consideration of continuity of this service which includes comprehensive maintenance support would continue to bring further benefits.

#### **COMMENTS FROM OVERVIEW & SCRUTINY COMMITTEE**

- 14 Members were pleased to see the synergy between the Task & Finish Group and Officer Reviews and recognised the improvement to the service since the move to RuBC which will require continued investment (capital for assets and revenue for maintenance) as well as Officer monitoring to maintain the high standard of service operability and provision.
- 15 KPIs were discussed at length and whilst all acknowledged that a KPI which gave a clear link between CCTV footage provision and prosecutions would be of great benefit to show the value of the service, this information is not readily or easily available due to the timeframes and complexities of prosecution cases getting to court. Officers will however continue to engage with Police to encourage their usage of the system and to share relevant information on prosecutions where it is possible to do so.
- 16 There were similar budget allocation recommendations from both reports, differing only in amounts being requested and timeframes for completion of the upgrade programme across our camera assets. Both felt that a deployable camera resource would be of benefit.
- 17 To note, the Task & Finish Group recommended that an independent review be undertaken as to whether there is a need to reassign some of the cameras

to different locations which is already included in the Action Plan (Appendix A - Section 7) in the Officer Review.

## **MAIN ISSUES**

- 18** The principal issue is that there is no capital funding allocated to the upgrade of camera assets beyond the financial year 2023/2024 and no additional revenue funding allocated beyond the contract commitment. To maintain the current level of service and maintenance, the council will need to continue to invest in the service.

### **Alternative Options Considered and Rejected**

- 19** The alternative option to investing in the system, is to decide not to do so. Discontinuing a programme of camera asset replacement will result in increasing points of service failure and reduced provision of support. This is not a position that the council wants to move to, having upgraded the system and the service after the move to RuBC in March 2023.

## **CORPORATE GOVERNANCE CONSIDERATIONS**

### **Relevance to the Corporate Plan**

- 20** Having an effective CCTV system in place helps to ensure that Hart is a great place to live and work and contributes to the building of a resilient council where we provide the best customer service.

### **Service Plan**

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

- 21** Staffing resources have been identified to carry out the actions resulting from the CCTV Review and to manage the procurement and installation of upgrade cameras, but the capital and revenue budgets are yet to be secured for any rolling replacement programme or additional maintenance support.

### **Legal and Constitutional Issues**

- 22** None arising directly from this report.

### **Financial and Resource Implications**

- 23** The CCTV Review has provided an evidence base for investing in CCTV assets moving forward. The financial implications include a £75k capital investment over the next five years, £1.5k revenue commitment for any maintenance requirements that fall outside of RPM for Hot Spot cameras, £6k

for a deployable camera asset, £2k for ongoing revenue costs associated with a deployable camera asset and a further revenue allocation of £10k for any follow-on work required, particularly in relation to possible relocation of any existing camera assets.

- 24** There are no additional staffing resource requirements.

### **Risk Management**

- 25** There is an increased risk of ASB and crime going undetected where public space areas identified as requiring CCTV coverage have decreased surveillance.

- 26** CCTV in public space areas also has a deterrent value so there is risk of reputational damage should the CCTV system in place not be effectively maintained and supported.

### **EQUALITIES**

- 27** Upgrading of existing cameras and/or obtaining a deployable camera would create neutral or positive impacts on all protected groups and as such a full EqIA is not needed.

### **CLIMATE CHANGE IMPLICATIONS**

- 28** No substantial direct carbon/environmental impacts arising from the recommendations.

### **ACTION**

- 29** Subject to agreement by Cabinet, capital and revenue budget allocations will be made and actions as outlined in the CCTV Review (Appendix A – Section 7) will be commenced and included in the Service Plan for 2024-25.

**Contact Details: Rachael Wilkinson**

### **Appendices**

CCTV Review

# Review of CCTV Provision

## 1. Introduction

The Hart District Council (HDC) CCTV system was installed in the mid-1990s and the continued need for the service has been reviewed on a number of occasions since by HDC 's Cabinet. HDC has for many years had a shared service with Rushmoor Borough Council (RBC) for the delivery of its CCTV monitoring provision.

At the end of February 2023, RBC closed its in-house CCTV Control Room and transferred their monitoring service to Safer Runnymede, as part of Runnymede Borough Council (RuBC). HDC also transferred its CCTV monitoring service at this time, although operating independently to RBC and establishing an independent contract for provision with RuBC, who in turn have a maintenance agreement in place with Central Security Systems (CSS) for ongoing maintenance of cameras. Maps of the current camera locations can be [seen here](#).

Officers and Members alike have been keen to review the current provision, having had a period of settling in after the switch of service provider. This report sets out the findings from this review.

## 2. Objective and scope

The aim of this piece of work has been to carry out a comprehensive review of the current provision, providing both a health check of how the system is working in practice and identifying steps to assessment of the efficacy and proportionality of the current camera locations moving forwards.

The scope of the review can be seen in the terms of reference which is attached as an appendix to this report (Appendix 1). Section 4. provides the findings from each of the areas the review has covered. Section 7. outlines the future actions identified as an output from undertaking this review.

## 3. Background Information - RuBC CCTV Control Room

CCTV image data (audio is not captured) is transmitted electronically by various secure means from each of the HDC CCTV camera assets to a purpose-built CCTV Control Room at the RuBC offices. The Control Room is manned 24 hours a day, 7 days a week for 365 days of the year. This data is recorded and stored in video format within a secure server room. The Control Room maintains security of the data by restricting access to authorised and vetted staff only and has a sign in/out procedure for any visitors. All RuBC CCTV Control Room staff are also vetted to Non-Police Personnel Vetting (NPPV) Level 2 standards by Sussex/Surrey police.

Received video images are delivered from the recording devices (cameras) to the staff within the secure CCTV Control Room where we are provided with a record and responsive assist service. The retention period of captured video data is 31 days, after which time the data is automatically deleted from the system without the need for manual intervention unless the data has already been requested before 31 days has passed by an authorised person, in pursuance of a criminal or civil investigation. If this is the case, the data will be copied from the system and an evidence pack will be created.

RuBC maintains detailed procedures and policies to ensure that the recorded data is handled, used and deleted in the most appropriate and lawful manner. All CCTV staff have received relevant training in legislation, procedures and the effective use of the system. These staff are qualified to BTeC standards, and refresher training is regularly undertaken.

#### **4. Findings from the Review**

##### **A. Review purpose of system against current Data Protection Impact Assessment (DPIA) and need for refreshed Impact Assessments for all cameras.**

Our DPIA states that the role of the HDC CCTV Network acts either as an overt deterrent or where crime is committed, to provide video evidence when captured to support prosecutions for the following reasons:

- To help reduce crime and promote public safety
- To help the police and our officers respond to risks and incidents of crime and antisocial behaviour, and where possible prevent them from escalating
- To provide evidence to help prosecute offenders
- To help protect people and places
- To provide reassurance to town centre visitors
- To support local businesses to tackle crime and antisocial behaviour

The capture of video evidence of criminal behaviour and/or antisocial behaviour (ASB) in public spaces is a well-established and evidentially effective one. CCTV within the public realm, used proportionately and lawfully is a tool which is used to gather primary and supportive evidence for agencies who have a statutory duty to investigate and prosecute crime and disorder. It can also be used to assist with public events for public safety.

The continued provision of this system was considered and approved by Hart's Cabinet at its meeting in October 2020.

The DPIA has set review periods every two years to ensure that the purpose of the system is still justified and to note any amendments that may be required. The DPIA was last reviewed and approved in November 2023 only 4 months since the last version, because of replacement assets having been installed and because part of this review process has highlighted a need for review of existing CCTV signage, which does not currently meet the Information Commissioner's Office (ICO) requirements.

With a comprehensive DPIA in place and no areas of 'very high risk' to privacy identified within public spaces and car parks, there is no obligation to carry out Impact Assessments for all cameras individually. Should any concerns be raised over privacy, details of our Data Governance Officer are clear on the HDC website and privacy exclusion zones could be created. There are no such exclusion zones on our current system.



## B. Review of past and current data relating to the service – faults and incidents reported

### Faults

In the past, faults were reported to us by RBC via monthly monitoring meetings. Faults were identified only as downtime against the camera asset numbers i.e. if a camera was inoperable for a week, we were advised of 7 days downtime accordingly. During the period of contract negotiations with RuBC, the maintenance contract then in place with Baydale Control Systems was not renewed by RBC and call outs to faults were not guaranteed as a result. There were no recorded faults addressed in the last 6 months of our contract with RBC which pushed the downtime recorded to unacceptable levels.

Faults are notified to us now by RuBC using a live fault reporting system called OS Ticket. This is a fully transparent end to end online system that detects faults immediately and starts resolution procedures straight away. An autogenerated sheet provides details of when the fault was identified and then updates are also autogenerated as CSS go through the process of remote diagnostics, visit and then request for upgrade parts or asset if required. Upon fault resolution, we are provided with images from the asset as evidence. Direct access to OS Ticket is due to be given to HDC early in 2024 which means interrogation of the system against any asset will be possible at any time and reports for monthly faults can be run automatically from the system.

The table below shows the number of faults reported to us by RuBC since April 2023 – a total of 37.

Month	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23
No of Faults	15	9	6	5	1	1	0	2

During this time 5 assets that could not be repaired were replaced in July 2023 and a further 5 assets have been replaced in October and early November 2023, leaving now just 1 asset in need of replacement which will be resolved as soon as an electrical requirement for the column on which the asset is mounted is resolved – this is due to be carried out by the end of December 2023.

Of the two faults reported in November, one was resolved within an hour as CSS were on a routine visit and able to ascertain that it was a blown fuse that needed replacement. The other fault was due to issues with the British Telecom (BT) analogue line (discussed further under **4J.** below). This camera is still operable but is prone to instability because of the analogue transmission line and has had to be rebooted a number of times.

In summary, the system now in place for fault reporting, monitoring of progress and tracking of repairs leading to resolution is timelier and more comprehensive.

### Incidents

Incidents picked up by the CCTV Control Room in RBC were recorded by RBC and advised to us quarterly for data compilation purposes. The system for notification to Police was assessed by priority need or intel purposes accordingly, dependent upon whether Police attendance was required.

Since the transfer of monitoring to RuBC, we receive weekly reports which are a combination of general monitoring information not requiring a police response, responding to police incidents broadcast over the radio system and where required, proactive broadcast over the Police Airwave system by our operators.

RuBC advise that the number of incidents logged against Hart is significantly lower than for other areas that they monitor which confirms what other data shows, which is that Hart is a safe district in which to live. Most of the incidents that are monitored that require action from the CCTV Control Room are nighttime economy (NTE) related which are generally swiftly dealt with by door staff or officers on patrol without any need for them to broadcast over the Police airwave radio.

It is important to note here that the CCTV Control Room is a multi-functional control room managing more than just CCTV. Across the whole CCTV Control Room, monitoring takes place for 4 local authority areas across both Surrey and Hampshire as well as the CCTV monitoring for St Peters and Ashford hospitals. They also take the council out of hours (OOH) calls for those 4 local authorities which cover anything from homelessness to emergency response. The CCTV Control Room is also responsible for answering 4,621 careline clients across 3 Surrey local authority areas. Calls in from the careline clients currently take precedence for response because of their potential critical nature.

To keep Hampshire and Surrey radio traffic separate, there is a dedicated Hampshire desk – should the Hampshire desk operator be busy on a careline call, and Surrey operators do not hear the Hampshire desk radio call ins, all Hart Neighbourhood Policing Team (NPT) officers have been given the direct dial number and advised to contact the CCTV Control Room by telephone so that another of the operators in the room can respond and move the required cameras whilst the Hampshire operator is committed on their careline alarm call, until such time as they can resume and take over.

### C. Review of reported Key Performance Indicators (KPI) – are they meaningful?

Over the last few years, there has been much debate over the KPIs that have been in place for the CCTV service. Much of this debate has been triggered by the focus on faults and resultant camera downtime which, due to the issues with the previous maintenance provider, we were not able to make improvements on. Whilst this highlighted the absolute need to have an effective system in place to manage fault identification and resolution, it has provided little in terms of meaningful data to reflect the role CCTV has the potential to play in supporting the work of the Community Safety team and the Police.

When the new contract came into place between HDC and RuBC, the KPIs were revised. The current suite of KPIs are:

	Service Description	Service Level	Criticality	Method	Frequency	Target
KPI 1	Trained on duty staff - Percentage of shifts with appropriately trained security staff on duty to deliver this contract	All staff must be fully trained and all will need to be SIA Public Space licensed	Gold	Audit	Quarterly	100%
KPI 2	Obtaining Evidence - Evidence copied for law enforcement agencies and other authorised third parties	Evidence to be provided within 48 hours of request unless otherwise agreed	Silver	Log Book	Monthly	100%

KPI 3	Information Requests - Requests by data subjects - All information requests must be considered on receipt. Data is only held for 31 days therefore if a request is received on day 30 back up footage will have to be requested immediately to fulfil the request.	All requests to be considered and acknowledged within 5 days and to be responded to within 10 days maximum	Gold	Log Book	Monthly	100%
KPI 4	Control Room - Operation of Hours - CCTV control room operated as specified in the contract for 24/7, 365 days per annum	Operational hours are compliant as per the contract between Runnymede and Hart, excluding where access to the control room is not possible as per agreement relating to limitations of available Disaster Recovery	Gold	Audit	Monthly	100%

The current KPIs in place relate to standard service delivery requirements only and it is felt that, whilst the Council cannot control camera faults, it can control camera operability through decisions made for visits and repairs. This needs, however, to consider the 9 assets that are not supported by IP lines (discussed further under **4J**. below).

The following is additionally proposed:

**KPI 3 update** - Evidence will only be provided where specific timeframes can be given within 15 minutes of an incident.

**KPI 5** – Hot Spot Camera Operability - Target KPI 98% for decision on resolution on a fault within 24 hours.

*Cameras FL902, FL903, FL905, FL906 and FL907 along Fleet Road average the highest incidents of ASB and crime reports (>500 incidents recorded in last 3 years) and are therefore considered as Hot Spot Cameras. NB None of these cameras are affected by the analogue line connectivity issue.*

**KPI 6** – Call/Radio Response Times for Police – Target 98% for calls from Police to be answered within first two attempts.

*If not answered on radio, then Police to immediately move to phone the direct dial number provided for the CCTV Control Room.*

#### **D. Review links with Police and possibility to link to live incident reporting**

The Community Safety Team meets each morning with Police in their Daily Management Meetings (DMM) where issues affecting the area can be shared. In addition to this, monthly meetings are in place with the NPT Sergeants to discuss any emerging issues and look to problem solve in partnership wherever possible. As part of the wider monthly PEOPLE multiagency meetings, co-chaired by the Safer Communities Manager, there is further discussion held with the NPT Inspector around emerging risk, crime trends and individuals presenting with vulnerabilities that pose an impact to themselves within the community or to the community itself.

The system in place at RuBC with Surrey Police allows Surrey Police to call RuBC on the radio to activate monitoring, which Hampshire Police can also currently do, but with Surrey Police, the operators are also able to patch images straight through to Surrey Police Headquarters and the local police station, where they have connected viewing terminals. This means that RuBC still update via the radio of the current situation when an incident is in progress, but if the operator becomes tied up with other calls coming in, the incident would still be displayed as a live event for the police to determine an appropriate response.

A connected viewing terminal, jointly paid for by HDC, RBC and Hampshire Police is due to be installed in the Farnborough NPT office (located centrally within the Hart & Rushmoor policing area) by end of December 2023, with staff to be trained and ready to use the system by end of January 2024.

RuBC also have access to Surrey Police's live incident log (CAD/Storm), which provides them with all incidents so they can stay ahead of the curve and ensure that cameras are focused on the right areas prior to the incident being called out on airwave which provides the best opportunity for evidence capture. Without this linked approach, RuBC are often only able to catch the aftermath of incidents due to the delay between call handlers and dispatchers prior to going out on airwave.

This has been highlighted to the Hart & Rushmoor District Commander with a request to discuss this with Senior Leadership as a potential opportunity to improve tasking and resource deployment and ensure optimal efficacy of our CCTV service for them.

#### **E. Review of footage requests by Police and its role in prosecutions**

Footage requests from Police are made direct to the CCTV Control Room, as opposed to member of the public requests e.g. Freedom of Information (FOI) or Subject Access Requests (SAR) which have to be applied for through the HDC Data Protection Officer.

Where Police footage requests result in usable evidence, the footage is then uploaded directly to NICE as the Digital Evidence Management System (DEMS) for Police, which negates the need for an officer to attend the CCTV Control Room to obtain the evidence and ensures 'continuity of evidence'. This is key for maintaining the integrity of real evidence relied upon in court and requires that the prosecution can account for all the time during which exhibits have been in the possession of the investigators. This includes the storage, custody, testing or examination and/or disposal or retention of any data or objects.

Previously, we were not made aware of footage requests from Police but since the transfer of service to RuBC, we receive monthly reports citing which cameras have had footage requests made against them. Below is an example of the data received from RuBC for October 2023:

Camera(s)	Footage requests	Date requested	Location	Outcome	Footage provided
Y944	7	05/10/2023	Yateley	Drunk in charge	Y
HW952	6	05/10/2023	Hartley Wintney	Stolen vehicle	Y
H937, H938	5	05/10/2023	Hook	Movements of stolen vehicle and transport vehicle	Y
FL903	4	08/10/2023	Fleet	Assault	Y
Y945	3	19/10/2023	Yateley	Burglary	Y
H935, H937, H938	2	27/10/2023	Hook	Suspect movements	Y
FL903, FL912, FL913	1	29/10/2023	Fleet	Sexual assault	Y

The installation of the connected viewing terminal (referred to above in **4D.**) within the local policing district will further support the process of evidence access. Discussion around the need for a further terminal may take place in the future should HDC and/or Police feel that a further terminal located in Hart would be justified and beneficial.

The role that footage itself plays in prosecutions is out of reach of Hart's Community Safety Team. Many prosecutions can take months or even years to get to court and it is likely that any CCTV footage requested, if used in Court, could not be solely attributed for the prosecution as it will form part - rather than all - of the evidence.

HDC continues to welcome feedback from Police around enhancing evidence from the CCTV system to aid prosecution and is keen to work closely with them to ensure that the system is providing the best possible opportunities to provide evidence and support in prosecutions.

#### **F. Survey of public feelings of safety around CCTV**

Whilst not specifically linked to CCTV, the government commissioned Ipsos to conduct a [survey](#) with the general public around feelings of safety which was published in March 2023 to address the following with a view to also informing the upcoming Community Safety Partnership Review:

- their views on issues related to community safety
- whether they feel these community safety issues are being addressed locally and the role of local agencies
- whether the public are currently engaged on issues related to community safety and, if so, how
- the level of engagement or consultation they would like on this topic going forward

Interestingly, and perhaps not surprisingly, the areas with the lower crime rates per 1,000 consistently expressed less feeling of safety than those areas with higher crime rates per 1,000, so where crime is experienced less, the fear of crime is disproportionately much higher.

The Community Safety Team is planning to undertake its own Feeling of Safety Survey across the HDC area in March 2024 to be repeated annually which will help to support the work of the team as well as provide supporting data for the Strategic Assessment that is required to be completed for the wider Community Safety Partnership (CSP) Partnership Plan. This survey will ask specifically about CCTV to assess feelings around public safety and what part CCTV provision plays in that.

#### **G. Review of assets and an assessment of whether they are fit for purpose against industry operability standards**

All 41 of Hart's current assets meet industry operability standards and pictures are of evidential quality. RuBC are audited by the National Security Inspectorate (NSI) annually (Appendix 4) and adhere to BS7958:2015 standards. NSI approval is a highly respected and trusted hallmark in the security and fire sectors, demonstrating technical expertise, and is a reassuring mark of quality of service.

Of the 41 cameras owned by HDC, currently there are 9 older assets which operate on BT analogue lines (discussed further under **4J.** below), however, importantly all cameras have 360° vision. IP cameras are preferred by RuBC as they allow for quicker issue resolution. They are also cheaper to maintain.

Police have fed back that on occasion they have not been able to read vehicle registration numbers (VRN) when cars have been moving - or at times stationary. Whilst all cameras are PTZ (pan/tilt/zoom) and can be left in any orientation, being able to read a VRN would be very much dependant on the positioning and the amount of zoom applied to the camera as to the detail captured.

The more zoomed in a camera is on a road, the more detail becomes immediately visible, however the off set of this is the loss of a more general wider view available for evidence gathering. As an example, leaving a camera focused on one specific road on to a roundabout to obtain vehicle details may well miss a get away from a road traffic collision (RTC) on an adjoining road to the same roundabout, due to that loss of a wider zoomed out view. The high resolution of the image captured would in most cases mean that zooming in on stills of the recorded image should still provide a high level of detail.

Light also plays a huge factor in the amount of detail that is obtainable by the cameras. For example, the glare of headlights at nighttime heavily impacts the ability of the camera to pick up details unless a vehicle is being actively monitored by an operator at the time.

Police have been assured that if there are any specific locations or roads that officers would like the CCTV Control Room to focus on, based on current crime trends or evidence, that they can advise the CCTV Control Room accordingly and the operators will be able to set the cameras up within the parameters of the Regulation of Investigatory Powers Act (RIPA).

Discussions around the use of facial recognition are beginning to take place but officer research tells us that this technology is not advanced enough currently to be relied upon to produce accurate results in place of human judgement.

The technology depends upon algorithms to make facial matches. Those algorithms are more effective for some groups, such as white men than other groups such as women and people of colour due to lack of representation within the data set on which the algorithm was trained. This creates unintentional biases in the algorithms, which could in turn translate to biases in whatever action the technology is informing, such as arrests.

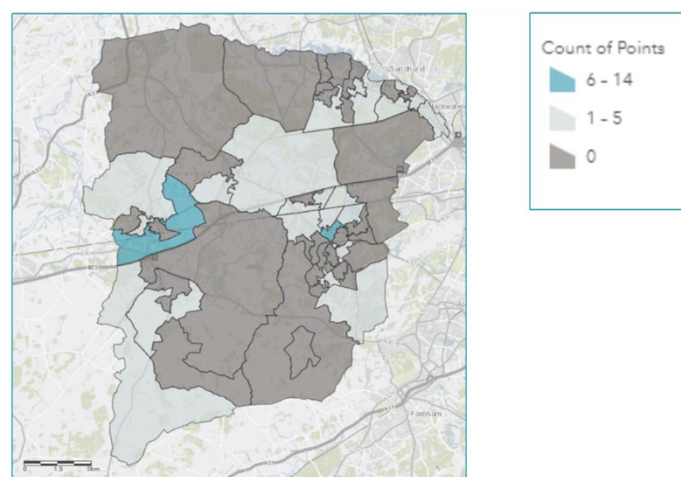
In 2018, civil liberties organisation Big Brother Watch published evidence that facial recognition technology utilised by the Metropolitan Police Service (MPS) was incorrectly identifying innocent people as criminals 98% of the time. It is simply not fit for purpose yet.

**H. Assessment of cameras against priority rating for issue resolution approach – to include mapping exercise of crime and Antisocial Behaviour (ASB) data against current camera locations**

Much work has been done recently with the Serious Violence Duty 2023 (SVD) around what types and where serious violence occurs across Hampshire. Hart shows as the district with the lowest rate of serious violence offences per 1,000 population across all of Hampshire and the Isle of Wight:

District	Number of Serious Violence Occurrences	Population	Rate per 1000 population
HIPS	5123	2,001,172	2.6
Southampton	1334	247,256	5.4
Portsmouth	1037	206,828	5
Rushmoor	394	100,068	3.9
Gosport	212	82,178	2.6
Havant	329	124,470	2.6
Isle of Wight	297	140,889	2.1
Basingstoke	377	185,656	2
Eastleigh	219	136,974	1.6
Winchester	199	127,916	1.6
Test Valley	201	131,190	1.5
New Forest	253	176,262	1.4
East Hants	140	126,199	1.1
Fareham	131	114,993	1.1
Hart	100	100,293	1

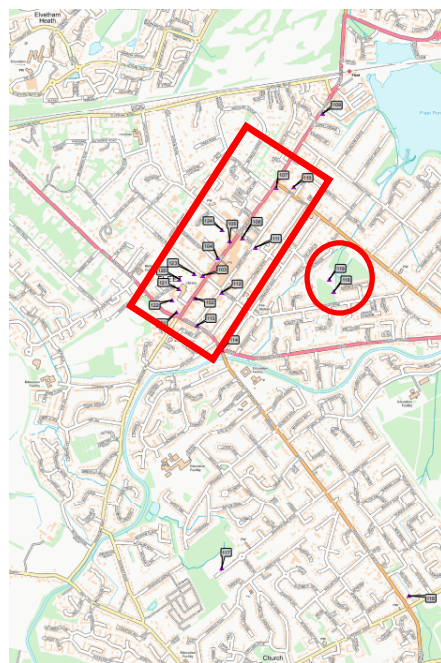
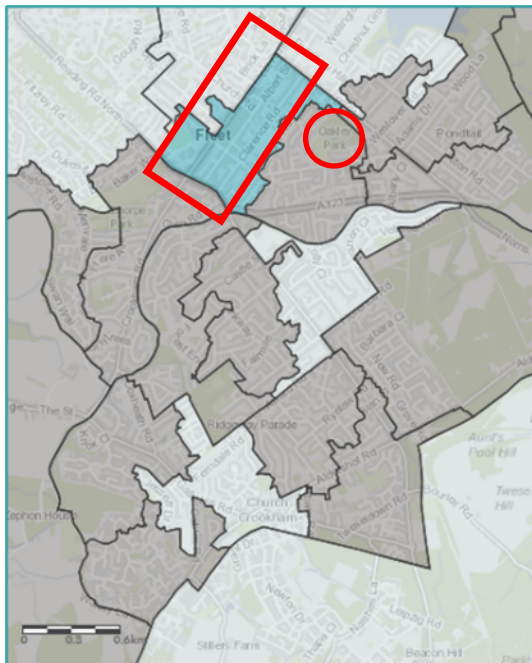
The recent Strategic Needs Assessment produced by the OPCC’s Violence Reduction Unit (VRU) shows the following mapping of serious violence across the Hart area:



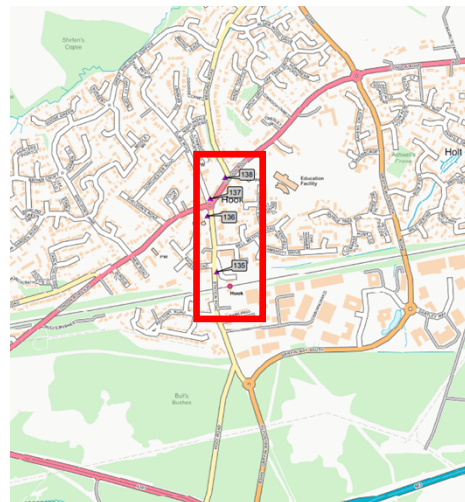
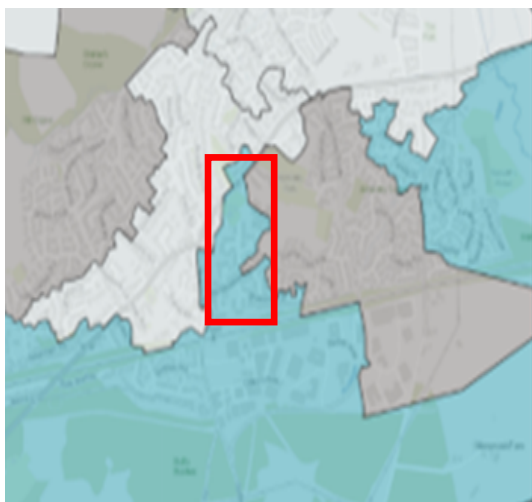
The above map demonstrates the count of Serious Violence occurrences broken down by Lower Super Output Area (LSOA). Each LSOA has a population of between roughly 1000 and 3000 persons (taken from Census 2021 Geographies - Census 2021 geographies - Office for National Statistics - ons.gov.uk).

Dark grey areas demonstrate LSOAs where no Serious Violence occurrences were recorded in the last year, while the blue areas recorded the greatest number of Serious Violence occurrences across the year. Serious Violence is concentrated in certain areas of Hart, specifically the centre of Fleet and an area of Hook.

Below is a look at the individual maps for both Fleet and Hook against the serious violence maps against the CCTV locations:



Fleet



Hook



The area outside of central Hook includes a large rural area which at certain times of the year is particularly impacted with rural acquisitive crime which can often include threats of violence which leads this map to show as a large area impacted by the data associated with it.

In terms of this data, camera locations do appear to be in the 'right' places according to the above maps, but do not have full coverage of the extent of the areas where serious violence crimes are recorded.

In terms of wider crime types and ASB, a report was requested from the Shared Community Safety Analyst to provide a clear picture of which cameras have the highest number of incidents reported against them (Appendix 6). The results of this report are reflected in the suggested additional KPI 5 under **4C.** above.

Further analysis of locations with significant numbers of reports in locations without cameras was also commissioned and is included as an action in Section 7. It must be understood that only locations with supporting data pertaining to persistent issues causing a community impact i.e. not issues between two parties or occasional issues only, would be considered as potential alternative camera sites.

#### **I. Understanding of asset maintenance – remote diagnostics vs camera visit and timescales**

Under our current contract, any cameras that require replacement are upgraded by CSS through RuBC to their preferred [BOSCH](#) fully IP cameras (Appendix 5), these are considered an industry market leader. These cameras allow for remote remedial diagnostics to be undertaken significantly decreasing potential camera downtime.

As referenced above under **4B.**, RuBC use a live fault reporting system called OS Ticket. This is a fully transparent end to end online system that detects faults immediately and starts resolution procedures straight away. A critical failure is the loss of image.

On notification of a fault, diagnostics will be run remotely to see if the issue can be resolved via an online reset. This is only possible on fully IP cameras. If this is not an option or the reset does not fix the issue an engineer needs to be sent out to physically visit the camera. A ticket is then raised, and a report is sent to HDC, detailing what the issue is. If required, the issue report will include a quote for repair work. On acceptance of the quote, and once a purchase order has been raised by HDC, the repair is completed.

From RuBC contract start to date, cameras have been fixed as soon as possible to resolve the legacy issues carried over from the previous maintenance provider. Cameras may be utilised from non-hotspot locations or from replaced cameras to ensure continuity of hot spot coverage. Replacement cameras are sourced through the agreement that CSS, the maintenance provider for RuBC, have with BOSCH directly. This gives HDC access to their hardware at a significant discount (20% REUP discount).

Cameras will be prioritised based on the number of incidents captured per camera. Analyst work to date shows clearly that the cameras along Fleet Road capture the highest number of incidents per camera. This area is therefore considered a district 'hot spot' and has priority over other areas. These cameras are therefore prioritised in the issues resolution approach. This is reflected in the

suggested additional **KPI 5** under **4C.** above.

Having resolved legacy issues, routine planned maintenance (RPM) will be carried out from 1 April 2024 whereby each asset will be inspected twice yearly to identify any wear and tear issues and look to replace parts rather than whole assets where possible, to prevent asset failure. Cost of this is included within the contract with additional call out fees for any additional visits being charged on a sliding scale, dependent on priority of camera and urgency of need to visit within 24 hours, 3-5 days or whether it can wait until the next routine visit is planned (see section **4J.** below).

The current CCTV maintenance budget was agreed by Cabinet back in 2020. It was agreed that the annual maintenance budget would be set to £15,000 annually for 3 years. The ongoing capital budget, past 2023 is not currently agreed, and funds needs to be allocated (see section **4J.** below for more details and Appendix 2).

**J. Review of budget/sinking fund need for asset spares in support of system and possible call out fees for emergency repairs on cameras identified as 'priority' against a criteria along with delegated authority to RuBC to request additional cost call outs**

Moving forward, with an RPM program established as described above under **4I.**, the twice-yearly inspections should identify any wear and tear issues and look to replace parts rather than whole assets where possible, to prevent asset failure. Removed assets which could provide replacement parts for other cameras will also be established as a resource. The costs of RPM are built into the contract and work out at an average of £11k per annum for the existing contract period which covers to 2024/25, which also includes service support direct from Bosch.

Costs associated for any additional call out fees would be as follows:

- Visit required within 6 hours - £550 call-out plus hours onsite
- Visit required within 3 days - £352 call-out plus hours onsite
- Can wait until the next RPM visit is planned - £0

In addition to the above, building in a planned program of asset replacement would mean that unforeseen call out fees would be highly unlikely as the BOSCH assets themselves that CSS use have a 5-year warranty on non-moving parts and 2 years on moving parts. The 360Visions that Hart uses, due to the nature of their moving parts, can be less reliable and CSS have had a number of assets which are faulty out of the box – this only serves to strengthen the value of using BOSCH with their reliable and no fuss warranty provision.

Clearly, whilst there is no guarantee, if the assets are upgraded and kept up to date and maintained, there should be minimal chance of failure.

In terms of technology, significant steps occur approximately every 3 years, so somewhere between 3 and 5 years for planned asset replacement is optimal. The reality of the cost of this however is between £20k and £30k per annum. It would therefore be recommended to look to replace cameras instead at a rate of 4-5 cameras per year which would require an estimated £15k per annum set aside. All analogue assets would be replaced first as a priority once the remaining analogue lines have been upgraded.

HDC still have 9 analogue BT circuits which dictates that the CCTV asset on the end must be analogue compatible and cannot therefore be upgraded to IP until the transmission line is also IP. RuBC are in the process of finding out from BT what the process and possible cost is for getting those circuits upgraded and how long it would take. We have to be aware that if one of those circuits were to develop a fault on the actual line, then the downtime could be considerable and would not be within the control of CSS.

**K. Seeking of key stakeholder views - to include the Police, Fleet BID, Town & Parish Councils, Safety Camera Partnership, CSS as the maintenance provider and RuBC**

In November 2023 HDC reached out to key stakeholders including:

- Police
- Fleet BID
- Town & Parish Councils

Stakeholders were asked to respond to the following questions:

***1. Do you feel the Hart District Council public spaces CCTV system in operation meets the needs of the communities it serves?***

***2. Locations of all cameras are available through the Hart website, do you feel cameras are located in the most needed places?***

***3. Do you feel there are any barriers which would prevent you requesting CCTV footage should you require it?***

***4. Is there anything else you would like to raise in relation to the Hart public spaces CCTV system?***

Responses are included in Appendix 3.

In total, 20 Town & Parish Councils were contacted, of which 3 responded. The feedback received indicates that generally stakeholders feel there is a need for more cameras within the district, particularly in areas where there is currently no coverage.

Some parish councils have opted to set up cameras themselves independently of the Hart CCTV system which means that they are responsible for the DPIA for data that they then control and how it is processed. They have complete control over how they run their systems and bear the cost themselves. Having localised CCTV coverage means that the monitoring of and review of footage is much more focused, and they would be able to search through extensive footage to find if evidence is available. Monitoring on a larger scale across the whole CCTV system as we have with RuBC means that reviewing footage for any period longer than 15 minutes takes an operator away from monitoring the remainder of the cameras for too long a period – hence the addition to **KPI 3** in section **4C**. above.

HDC officers feel that the current CCTV provision and coverage is adequate against the data available. The Police and Crime commissioner survey shows the areas within Hart District, where serious crime takes place, and these areas are largely covered by Hart’s CCTV provision.

Some of the more serious rural crime would not benefit from having additional fixed cameras as the crime gangs that target rural businesses and properties move around the county, so it is hard to pinpoint where they may target next. It may, instead be beneficial to consider a deployable hotspot camera in this circumstance, perhaps on an arterial route - see section **4M.** below.

Officers do feel, however, that increasing the coverage along Fleet Road could be beneficial. Currently the 360°PTZ cameras can only face in one direction at a time, the installation of swan necks and additional cameras at the top of existing posts could ensure that the cameras would work more effectively always providing 360° coverage. Regarding specific hotspots, in terms of ASB, it would again be appropriate to consider the use of deployable cameras where issues are severe, ongoing, and persistent.

It was clear from the feedback received that stakeholders were not familiar or up to date with the current CCTV service provided by HDC. Actions have therefore been added to the action table to help address this – see section **7.**

#### **L. Review of contract against service monitoring practices**

Formal monthly meetings take place between the Community Safety Team and RuBC to discuss any issues that have occurred during the month and to ensure that all processes are running smoothly. Informal discussions also regularly take place as required, so issues can be resolved as swiftly as possible.

Data is provided on faults as they occur as per section **4B.** above, incident reports are advised weekly and footage requests are provided monthly.

Whilst there were some issues with the Out of Hours (OOH) provision due to contact number issues, this provision has run smoothly since and RuBC have been very accommodating with any request for additional OOH services e.g. lone working for rangers at the weekends and answering the 'cow' phone (to alert rangers for assistance when grazing cattle on HDC land have wandered beyond there grazing areas).

#### **M. Assessment of future opportunities for best use of the service – cameras locations/expansion, technology**

There are a number of issues/challenges that have been identified during this review, that present future opportunities for the Council. These are set out below:

##### Extension of Runnymede BC Contract

If the contract with Runnymede was extended, it would be possible to continue to build on the current upgrade. This would result in a full system upgrade to IP cameras. As discussed in section **4J.** above, analogue upgrade dependent, all assets could be IP by the end of financial year 2025-26.

Another benefit of extending the contract would be the increased operator/control room knowledge of the HDC area and well-known nominals over time.

### Optimal Upgrading

Planning optimal upgrading into the maintenance plan keeps camera technology current and avoids accumulating increasing points of failure but it is recognised that this needs to be carried out at a rate which is sustainable.

The upgraded BOSCH units have a 5-year warranty on non-moving parts and a 2-year warranty on moving parts. Technology advances are significant around every 3 years. It is recommended that HDC looks to upgrade 4-5 cameras per year.

Analogue downtime is considerable as the bracketry and cabling must be replaced when they are refreshed. When using the new BOSCH models these costs are removed along with the time it takes to install them.

Upgrade of the remaining 9 BT analogue circuits should be pushed for achievement as soon as possible.

### Connected Viewing Terminal

There is currently a limitation around accessibility to information/evidence. RuBC can only review footage and provide evidence in a 15-minute window as described above in section **4K.**

The installation of a review terminal within the local Policing district is in progress and due to be installed within the Farnborough offices by the end of the year. Discussion around the need for a further terminal may take place, specifically regarding the installation of a terminal in a Hart location (see section **4E.**).

Internal data sharing agreements between organisations will need to be established and those wishing to use the viewing terminal will be required to hold SIA training.

### Link to live incident reporting (data sharing)

The stakeholder feedback identified the need to improve incident reporting and call response times with the Police. A new KPI has been proposed to help tackle this issue and an alternative method for contact into the CCTV Control Room by phone if the radio is not answered on the first attempt. Surrey Police have improved data sharing through live incident links, and this has been raised with Hampshire Police to progress (see section **4D.**) and will be followed up.

### Deployable Hot Spot Cameras

One of the key benefits of Deployable CCTV is the ability to move the cameras to a new location should the monitoring requirements change. This is particularly beneficial should the camera's original purpose become obsolete either due to criminal activity in the area being displaced or the camera becoming obscured (by a new build, foliage, road layout change etc).

Bosch deployable cameras cost £6k and carry the same specification as the fixed cameras being added to our network as upgrades. The cameras themselves weigh 6kg and therefore need to be mounted on light columns more than 6m in height to be able to carry the weight of the unit. There are costs of approx. £400 associated with installation and deinstallation as this can only be done by HERS accredited engineers (Highways Electrical Registration Scheme). The cameras contains a SIM for connectivity and data is transmitted to and from the CCTV Control Room over 4G – data packages cost around £1k per year.

#### **N. Clear process developed for consideration of any new camera requests**

HDC should determine the exact running and maintenance costs required to allow the current system to continue running to the desired standard. This can only be achieved once a longer-term decision has been made around the contract length of the CCTV supplier (RuBC). Once this cost is fully understood, future improvements - including the addition of more cameras - can be considered and prioritised amongst other future considerations (see section **4M.** and **7.**).

Before any new assets will be considered in addition to the current CCTV provision, including the possibility of increasing coverage where an existing asset is located, there must be a legitimate aim that meets a pressing need which is proportionate; effective, and compliant with any relevant legal obligations.

Once this is established there are 12 principles that must be met. These are required by the Surveillance Camera Commissioner. Their [self-assessment tool](#) should be filled out and used to determine if a new camera complies with the [surveillance camera code of practice](#).

This should then be sent into HDC for review and determination of asset and installation as well as ongoing monitoring costs. For any further cameras requested for Town & Parish Council land e.g. park areas, rather than HDC public realm space, cost would need to be borne by the Town & Parish Council for provision of service. Dependent upon the level of privacy impact, a public consultation may also be required.

### **5. Consideration of Overview & Scrutiny Task and Finish Group (OSTFG) Findings and Recommendations**

The Overview and Scrutiny Task and Finish Group met with officers at their inception meeting, and without officers in subsequent meetings. However, officers have been kept up to date with the lines of enquiries of the group. These have included:

- The costs of providing new cameras, both in existing locations and in new locations
- The costs of a deployable CCTV unit for use by the service
- Data on footage requests by Police
- The specification of cameras and how they are assessed and maintained
- Common themes or faults with cameras

The Task and Finish Group reported their findings and recommendations at the December 2023 Overview and Scrutiny meeting, and these have been considered when producing the report presented to the January 2024 Cabinet.

## 6. Overall Conclusions

Since transferring the CCTV monitoring and maintenance services over to RuBC, HDC have benefited from:

- swift fault reporting, repair and system maintenance services
- improved reporting, monitoring, and feedback to help inform decision making e.g. number of footage requests
- expert guidance, advice and support

The current contract has been in place less than 1 year and is in its infancy. Significant improvements to the service have been made in a short amount of time. This review has highlighted a number of recommendations and actions required to help further improve and maintain the service provision.

## 7. Recommendations – improvements and changes

This review has identified key areas of work for improvement. These recommendations are outlined in the action table below.

Immediate 2023-24 Actions			
	Identified Tasks	Action	Timescale
1	Create a clear process for consideration of any new camera requests	See section 4N. above	Completed
2	Amend KPIs to include update to KPI 3 and add in KPIs 5 & 6	See section 4C. above	Completed
3	Add educational information about CCTV provision in Hart to educational and outreach events the Community Safety team already take part in	Community Safety Team	Ongoing
4	Continue to push for update of remaining 9 analogue transmission lines to IP digital lines (and then prioritise upgrade of analogue assets)	Safer Communities Manager to monitor progress through RuBC	Ongoing
5	Agree ongoing capital and 2024-25 revenue budget allocations	Safer Communities Manager to take to Cabinet	Jan 2024
6	Determine if current contract with Runnymede should be extended and by how long	Safer Communities Manager to take to Cabinet	Jan 2024
7	Signage Review	Officers have undertaken a signage review across the district. The initial findings indicate that new signage is required for all asset locations.	Feb 2024
8	Webpage Update	Include additional information about new camera request process and how to request evidence.	Mar 2024

9	Circulate final report to all stakeholders in order to raise awareness of CCTV provision provided by Hart. Consider holding a networking event to update all stakeholders on new camera request process and address areas highlighted in the feedback.	Safer Communities Manager	Mar 2024
10	Complete 'Feeling of Safety Survey' across the district annually. Incorporate specifically feelings around public safety and what part CCTV provision plays. To become an annual survey once baseline data established.	Community Safety Team	Mar 2024 & Ongoing
<b>Longer Term Actions 2024-25 and beyond</b>			
	<b>Identified Tasks</b>	<b>Action</b>	<b>Timescale</b>
11	Further data analysis on the public realm hot spot figures (Appendix 6) to be interrogated and recommendations for any alternative camera locations to be reported.	Community Safety Team	Apr 2024
12	Engage with parish councils to understand the motivation behind the setup of local area CCTV provision.	Community Safety Team	Apr 2024
13	Produce a rolling plan for upgrading and maintenance considering optimum upgrade times with clear costings before any new camera provisions are considered.	Safer Communities Manager	Apr 2024
14	In collaboration with the police, review the current CCTV provision along Fleet Road for the identified Hot Spot Cameras - <i>FL902, FL903, FL905, FL906 and FL907</i> – to ensure that the cameras effectively provide 360° coverage and provide a costed plan for the installation of swan necks. Consider if/where additional cameras should be installed at the top of existing posts using the Surveillance Camera Commissioners self-assessment tool.	Safer Communities Manager	Jul 2024
15	Review and further consider any other opportunities identified in section <b>4M</b> . not already covered by actions above	Safer Communities Manager	Sep 2024



## Appendix 1

### Review of CCTV Provision

#### Terms of Reference

##### 1. Introduction

The Council has for many years had a shared service with Rushmoor Borough Council (RBC) for the delivery of its CCTV monitoring provision. At the end of February 2023, RBC closed its in-house CCTV control room and transferred the monitoring service to Safer Runnymede, as part of Runnymede Borough Council (RuBC). Hart also transferred its CCTV monitoring service at this time, although operating independently to RBC and establishing an independent contract for provision with RuBC who in turn have a maintenance agreement in place with Central Security Systems (CSS) for ongoing maintenance of cameras.

Officers and Members alike are keen to review current provision, having had a period of settling in after the switch of service provider.

##### 2. Objective

The aim is to carry out a comprehensive review of the current provision, providing both a health check of how the system is working in practice and an assessment of the efficacy and proportionality of the current camera locations moving forwards.

##### 3. Proposed Scope

The scope of the review is set out below:

- Review purpose of system against current Data Protection Impact Assessment (DPIA) and need for refreshed Impact Assessments for all cameras
- Review of past and current data relating to the service – faults and incidents reported
- Review of reported KPIs – are they meaningful?
- Review links with Police and possibility to link to live incident reporting
- Review of footage requests by Police and its role in prosecutions
- Survey of public feelings of safety around CCTV
- Review of assets and an assessment of whether they are fit for purpose against industry operability standards
- Assessment of cameras against priority rating for issue resolution approach – to include mapping exercise of crime and Antisocial Behaviour (ASB) data against current camera locations
- Understanding of asset maintenance – remote diagnostics vs camera visit and timescales
- Review of budget/sinking fund need for asset spares in support of system and possible call out fees for emergency repairs on cameras identified as ‘priority’ against a criteria along with delegated authority to RuBC to request additional cost call outs

- Seeking of key stakeholder views - to include the Police, Fleet BID, Town & Parish Councils, Safety Camera Partnership, CSS as the maintenance provider and RuBC
- Review of contract against service monitoring practices
- Desktop review of best practice in all the above areas
- Assessment of future opportunities for best use of the service – cameras locations/expansion, technology etc
- Clear process developed for consideration of any new camera requests
- Assessment of costs of any improvements or future changes, if recommended
- Anything further raised by the O&S Task & Finish Group not covered above

#### **4. Approach**

The new fixed-term post of Community Projects Officer will work on the review, reporting to the Safer Communities Manager. There will be a mix of desktop work and interaction with a range of partners and agencies. The review will also include a clear assessment of all costs deployed in the delivery of the service.

The following staff will be involved in working on the review:

- Safer Communities Manager
- Community Safety Support Officer
- Community Project Officer
- Executive Director, Community

The findings of the review will be set out in a report to Cabinet, with a request to approve any recommendations (if any emerge).

#### **5. Timeframe**

The review will be carried out at the end of summer/autumn, with a view to completion in November. It is anticipated that the report will go to November Overview and Scrutiny, in advance of Cabinet.

**Appendix 4**



OFFICE OF THE BIOMETRICS  
AND SURVEILLANCE  
CAMERA COMMISSIONER

# Certificate of Compliance

This is to certify that

Runnymede Borough Council

Has been independently inspected and assessed as achieving  
compliance with the below legislation in respect of the following  
surveillance camera system(s) operating in public places;

Closed Circuit Television (CCTV)

**SURVEILLANCE CAMERA CODE OF PRACTICE**

**In accordance with the Protection of Freedoms Act 2012**

22/06/2023

Date of audit

05/07/2023

Date of issue

04/07/2024

Valid until

NSI

Audited by

Fraser Sampson

Biometrics and Surveillance  
Camera Commissioner

## AUTODOME IP starlight 5100i IR



- ▶ 30X, 4MP high detail at fast speeds (60 fps)
- ▶ Starlight technology with 1/1.8 inch HD sensor for excellent low-light performance
- ▶ HDR X technology with up to 133dB dynamic range and fewer motion-related artifacts
- ▶ Combination of 320 m (1050 ft) IR (850 nm) + White light LEDs
- ▶ Rain-sensing wiper for improved images in rain and in dirty urban conditions

The AUTODOME IP starlight 5100i IR camera extends the camera range of the AUTODOME IP starlight 5000i series for outdoor installations.

Specially designed for covertness, and tuned for applications where surveillance in scenes with changing light levels is necessary, the camera has an integrated 30X optical zoom to identify people at a distance of more than 280 m (919 ft).

The new HDR technology (HDR X) is ideal for PTZ cameras. With the motion-optimized HDR feature, operators can use HDR imaging in scenes with challenging light levels without seeing blur when the camera is moving.

With a 1/1.8-inch HD sensor and integrated IR and white light illumination, the camera provides superior low-light and no-light performance for outstanding image quality with sharp focus details and excellent color reproduction even under challenging lighting conditions.

The integrated, rain-sensing wiper automatically wipes water from the camera window to ensure outstanding image quality in bad weather.

### Functions

#### Outstanding image quality

The 1/1.8-inch CMOS HD sensor combines outstanding sensitivity and sophisticated noise suppression with High dynamic range of 133dB. The camera provides superior low-light performance as well as outstanding image quality, with sharp focus details and excellent color reproduction even under challenging lighting conditions.

#### Pre-programmed user modes

The camera has several pre-configured scene modes with the best settings for various applications. With one click, users can optimize image settings to match the camera's lighting conditions. Users can also configure individual image settings.

- Standard: For indoor fluorescent lighting.
- Sodium-lighting: For scenarios where the video is captured under sunlight in the day or under sodium vapor lamp at night.
- Vibrant: For enhanced contrast, sharpness, and saturation
- LPR: For applications to capture reflective number plates in combination with IR lighting.

#### HDR X - High Dynamic Range

HDR X is a new technology that combines unique sensor functionality and advanced algorithms. It is a huge leap forward in capturing high-quality video of moving objects in scenes with a large dynamic range. It also allows HDR imaging at lower light levels in which traditional HDR technologies are non-functional. This is possible because the HDR X - Motion optimized mode takes two different readouts from one exposure to capture details in both the highlights and the shadows of the scene, instead of blending multiple exposures as do standard HDR technologies. Blending multiple exposures reduces sharpness and creates unwanted imaging artifacts on moving objects. HDR-X resolves these issues, providing a crisp image with improved dynamic range.

## Appendix 6

[08. Crime and ASB Stats.docx](#) – Full report available on request

## **Cabinet**

**Date Of Meeting: 4 January 2024**

**Title of Report: Weight to be given to the Climate Emergency in Planning Decisions relating to Heritage Assets**

**Report of: Executive Director – Place**

**Cabinet Portfolio: Planning Policy and Place**

**Key Decision: No**

**Confidentiality: Non-Exempt**

## **Purpose Of Report**

1. The purpose of this report is to address the Council's declaration of a Climate Emergency in relation to heritage assets. Recent planning appeal decisions have raised questions about the Council's position. Therefore, this report aims to clarify the Council's stance while emphasising that each application will be assessed individually based on its merits.

## **Recommendation**

2. Cabinet confirms the following:
  - there is a public benefit to energy efficiency and renewable or low carbon energy measures which, even in a small way, assist the Council's commitment to making Hart district carbon neutral by 2040,
  - that significant weight will be given to the Council's declaration of a Climate Emergency in all planning decisions, including those relating to heritage matters,
  - that the weight given to the conservation of the heritage asset will depend on the importance of the heritage asset and
  - where a development proposal would give rise to some harm to the significance of a heritage asset, the level of harm needs to be assessed and weighed against the public benefits of the proposal.

## **Background**

3. In April 2021, the Council declared a Climate Emergency and committed to reducing carbon dioxide in the atmosphere as a top priority for all policies and formal decision-making, especially in planning. The Council pledged to make Hart district carbon neutral by 2040, and this commitment is also outlined in the Council's Corporate Plan. There is, however, a need to clarify the Council's approach to planning applications, particularly those involving 'heritage assets'.
4. Heritage assets are classified into two categories: designated and non-designated. Designated assets comprise conservation areas, listed buildings, scheduled monuments, and registered historic parks and gardens. Designated heritage assets of the highest significance include Grade I and II\* listed buildings and Grade I and II\* registered parks and gardens. On the other hand, non-designated assets include buildings and features that hold special historic interest but do not have any formal designation.

5. Historic England has recently consulted on an [Advice Note](#) concerning Climate Change and Historic Buildings. The consultation period ended on 24 December 2024. This is the first time that Historic England has adopted a more progressive stance on climate change mitigation, representing a crucial step towards implementing Historic England's Climate Change Strategy.
6. The draft Advice Notes provides advice on:
  - the need for planning permissions and/or other consents for some of the common changes required to decarbonise and improve the energy efficiency of historic buildings,
  - determining proposals to decarbonise and improve the energy efficiency of historic buildings to enable positive climate action and
  - how local plans and other planning mechanisms can deliver a positive strategy for historic buildings that proactively supports climate action.

### **Main Issues**

7. When considering a development proposal that could harm a heritage asset's significance, the decision maker must weigh that harm against any public benefits the proposal may provide. Such benefits can include anything contributing to social, economic, or environmental objectives.
8. Environmental objectives can be defined as safeguarding and improving our natural, built and historic environment. These objectives involve using land efficiently, enhancing biodiversity, using natural resources wisely, reducing waste and pollution, and adapting to climate change by moving towards a low-carbon economy.
9. Following the "Act Locally Impact Globally" approach, promoting energy efficiency, and adopting renewable or low-carbon energy measures can benefit the public and contribute to the Council's goal of making Hart district carbon-neutral by 2040, even if it is a small step.
10. When evaluating a proposal for modifying a heritage asset as a response to climate change, it is necessary to balance the heritage asset's value and the benefits the proposal provides to the public. The preservation of the heritage asset must be given significant importance and weight - the more significant the heritage asset, the more weight it should be given.
11. Implementing measures that can improve energy efficiency and use renewable or low-carbon energy sources is important. This benefits the owner by reducing costs and has a wider public benefit as it contributes towards making Hart district carbon neutral by 2040.

### **Alternative Options Considered and Rejected**

12. The Cabinet must make a statement about considering climate change when assessing heritage assets to avoid confusion or uncertainty.

### **Corporate Governance Considerations**

#### **Relevance to the Corporate Plan**

The Corporate Plan's Planet section declares a climate emergency and puts the reduction of CO<sub>2</sub> at the forefront of all policies and decision-making, particularly Planning. This report guides applications that may affect a heritage asset.

## **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**

13. No direct legal or constitutional issues are raised by this report.

## **Financial and Resource Implications**

14. No direct financial or resource implications are associated with this report.

## **Risk Management**

15. No direct risk matters are associated with this report.

## **Equalities**

16. No direct equalities matters are associated with this report's content.

## **Climate Change Implications**

17. Matters relating to the Council's declaration of a Climate Emergency are covered in detail in this report.

## **ACTION**

18. If Cabinet endorses this report, it will provide clearer guidance to decision-makers regarding the weight that the Council would like to give to climate change in relation to heritage matters when determining applications.

**Contact Details:** Mark Jaggard, Executive Director.

## **Appendix**

None.



## **CABINET**

**Thursday 4 January 2024**

**Climate Change Programme six-month update June to November 2023**

**Report of: Corporate Services**

**Cabinet Portfolio:** Climate Change and Corporate Services

**Key Decision:** No

**Confidentiality:** Non-Exempt

### **Purpose of report**

1. This report updates Members on the progress made with the Climate Action Plan between June-November 2023 and highlights current progress and identified risks for delivery
2. This report makes recommendations for the next set of priorities to support the delivery of the adopted approved action plan and requests further budget approvals for identified projects to support the plan.

### **Recommendation**

3. The climate change programme update is reviewed and noted.
4. Cabinet is requested to review and approve the proposed projects list and associated cost allocations set out in paragraph 39 to be funded from the approved 2023/24 climate budget.

### **Background**

5. The climate change action plan was adopted at Cabinet on 6 July 2023. A formal process for reporting progress on delivery of this plan was announced by the Portfolio Holder at Full Council on 27 July 2023. This update would include reports to Overview and Scrutiny in December and June of each year, with corresponding reports to Cabinet in January and July.
6. This report is the first progress report following adoption of the Climate Action Plan. It provides details of projects formed to support delivery of actions from the action plan, in relation to financial support approved at Cabinet.
7. The progress of the Climate Action plan was reviewed by Overview and Scrutiny Committee on 19 December 2023. Other than some specific questions about projects at the Civic offices, the update report was noted by the committee with no further comments or amendments being proposed to Cabinet.
8. The proposals included in this report link to agreed actions within the plan and this is referenced in the table under 'financial and resource implications'.

### **Project update overview**

9. Appendix 1 shows progress made in the Climate Action Plan. This is a four year plan with a 12-year operational target and 17-year district target. Of the actions

in the plan, 37 actions are being actively investigated and are currently on target.

### Live projects – highlight report

10. Currently, there are nine live projects. Activities identified as part of major projects have been compiled into projects to be monitored at project board.

Project Title	Overview	Reference from Action Plan
Electrical Charging Infrastructure – Hart car parks	Electric Vehicle Charge Points to be installed across car parks in the district	T1
Carbon and Biodiversity Offsetting Opportunities – Phase 2	Design for biodiversity net gain projects across 6 sites that will increase carbon sequestration opportunities, dependent on emerging secondary guidance from central government	D6
Building Energy Efficiency	Energy audits and decarbonisation of Hart buildings, including leisure centres	B1-B13
Tree Strategy	Map canopy cover across District and identify strategy to increase connectivity and cover and store carbon	D5
Sustainable Rebranding, including microsite	Create bespoke local sustainability brand to focus resident engagement and encourage behaviour change as a District	D9
Resident Housing Retrofit Scheme	Provide information and support for residents and landlords to help upgrade their homes, including thermal imaging camera lending scheme	D3, D9
Renewables Project – Hart land and buildings <i>(not yet submitted to project board)</i>	Evaluate renewable energy potential on council buildings and land and implement for viable projects	E1-E7, E11
Green Grid Framework	Improving sustainable transport links to reduce District emissions	D8
Waste vehicles – conversion to hydrotreated vegetable oil	Serco waste vehicles to be converted to hydrotreated vegetable oil to reduce emissions by up to 98%	T12

11. Positive progress has been made with legal agreements for the installation of EVCPs in car parks across the district, with plans to begin installation late December/early January and complete in 2024.
12. Draft decarbonisation reports have been completed for both leisure centres, the Council's head office and Harlington building. This has enabled applications to be submitted to seek grant funding via the Public Sector Decarbonisation Fund (PSDS) to support replacement of fossil fuel boilers at Frogmore Leisure Centre, Civic and Harlington, as well as grant funding through the Swimming Pool Support Fund Phase 2 for solar panel installation at Hart Leisure Centre. The boiler at Hart Leisure Centre doesn't qualify for PSDS funding at this time.
13. At July's Full Council a motion was agreed to further investigate the feasibility of solar panels and a data centre at Hart Leisure Centre. As part of the decarbonisation report for the site, consultants have engaged with stakeholders to investigate the viability of these two items. This will form part of the final decarbonisation report and will inform decisions on progressing to a more in-depth feasibility study. This feasibility study is currently on track for delivery before the end of March.
14. The tree strategy is currently in development. We are engaging with external stakeholders to look at feasibility of potential tree planting projects.
15. Due to increased staffing resource in September and the appointment of a Climate Change Projects Officer, the team has been able to focus on developing a resident housing retrofit project. This will support residents to identify potential home energy savings and access grant funding and/or support from reliable industry experts. This project includes plans to roll out the thermal imaging camera lending scheme that was piloted last winter.
16. The switching of street cleaning and grounds maintenance vehicles to hydrotreated vegetable oil has been completed. Following a pilot period, the switching for the waste vehicles is on target for completion in 2024. This is a significant part of the council's identified vehicle emissions and make a significant contribution to reducing the Hart's transport emissions. hydrotreated vegetable oil is predicted to reduce greenhouse gas emissions by up 98% compared to fossil fuels (plan ref: T9-T12).
17. The replacement of car parks with LED lighting has been completed across six Hart car parks and three parish/town council car parks. This has an estimated energy reduction saving of 50-60%. As well as reduced running costs, there is an additional cost saving in replacement of lighting. LED lighting replacement is expected to be 25 years in comparison with the previous lighting, which was on replacement period of 3-4 years (plan ref. E14).
18. Hart's vehicle fleet replacement programme has been reviewed and two vehicles have been replaced with electric alternatives for the Parking and Countryside teams.

## **Communications and Engagement**

19. For the period between March and October 2023, the council's climate change social media posts reached 84,448 individuals and had direct engagement with 4,771 of those individuals.
20. The stakeholder group has been reviewed and broadened with a range of stakeholders to include parish and town councils, as well as key environmental groups. The first meeting was held in September and has resulted in additional engagement with individual participants to discuss support for local projects. These meetings will be held quarterly, and the next meeting is scheduled for January 2024.
21. The Council Climate Action Scorecard results have been released. While these should not be used as a direct comparison of progress between authorities, they are a useful tool to indicate areas where additional progress can be made. The results are being addressed as part of the internal officer's working group to help inform prioritisation of activities. Select staff and councillors have undertaken additional workshops with the Climate Academy to identify best practice examples and increase climate change network opportunities with other councils.
22. Members of the internal officer's working group and those identified for future work on a climate adaptation project have been invited to undertake carbon literacy training in December and into 2024 to enhance understanding of climate change activities and inform continued work in this area.
23. Suitable courses have been identified to enable roll out of climate training that will be offered to District Councillors, with the potential to support external stakeholders. This will be part of the communications and engagement plan, with a view to empowering attendees to be a catalyst for positive change.
24. Branding and content are being developed to enable the launch of a new sustainability microsite. This will be aimed at encouraging behaviour change and provide support to enable local residents and businesses to reduce their carbon footprint. The launch for this website is planned for January 2024.

### **Additional projects planned this financial year**

25. The following additional projects are proposed for delivery this financial year:
  - Additional building energy audit for Springwell Lane Depot and an in-depth decarbonisation plan for Heathland Court in Yateley, to complement any other proposed projects at that site
  - Thermal imaging drone pilot study to initiate business engagement in reducing their carbon footprint
  - Initial exploration of the potential opportunities for Heat Delivery Networks in the district

- Conversion of Hart's electricity supply to 100% renewable, where financially viable
  - Set up a Community Climate Fund to enable local community groups and organisations to apply for funding to help deliver local projects, which are aimed at helping to reduce the district's emissions
  - Engage with departments across the council to help embed climate reduction measures within policies, with an initial key focus on procurement and planning.
26. In order to help promote the variety of home retrofit energy grants that are available, through Ofgem, we propose to publish a statement of intent that should increase awareness and uptake of home insulation and retrofit grants by residents.

## **PROPOSALS**

27. To approve the projects and cost allocations as identified in 'Financial and Resource Implications'.
28. To approve Heathlands Court for an in-depth decarbonisation report as part of the wider proposal to redesign and improve the building for tenants. To approve Springwell Lane for a simpler energy audit report that will identify potential energy saving measures and associated costs for reducing emissions.
29. To approve budget to set up a climate grant aimed at enabling groups and organisations within the district communities to tackle emissions reduction and help reach the council's 2040 district target.
30. To approve £5k to fund a thermal imaging drone pilot study that will help identify energy heat loss for priority areas for local businesses and initiate engagement to help reduce emissions within the district.
31. To support plans to publish a statement of intent that should facilitate resident engagement and help reduce emissions within the district.

## **Financial summary**

32. Over the last two years, the allocated budget for climate change projects to date has been £450k (£250k in 22/23, £200k in 23/24). Of this, £379k has been allocated to specific projects and activities (£241.5k Aug 2022, £137.5k Aug 2023). The total spent or committed to spends is £301k, of which £211.5k has been funded from the climate change budget. A breakdown of the projects and spending is shown in the Appendix 2.
33. There will be a request for further £200k budget in the 24/25 budget.
34. This report requests approval for £43k to be assigned to specific projects from the 23/24 budget allocation. See 'financial and resource implications' below.

## **Alternative options**

35. Complete prioritisation of Council’s own portfolio and deter financial contributions towards district-wide target until we have completed our own portfolio work. This approach would be detrimental to delivering the district target by 2040 and should be worked on simultaneously, whilst still prioritising resources against council’s own operational target for 2035. Some financial commitment and early engagement with residents and businesses will help demonstrate council support and facilitate progress.

**Corporate Governance considerations**

36. The projects and expenditure identified support the Climate Change Action plan, which in turn supports the Planet priority set out in the Corporate Plan and its primary objective is to guide Hart towards achieving its vision.

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**

37. There is no statutory duty to report regularly to Cabinet on the Council’s performance. However, under Section 3 of the Local Government Act 1999 (as amended) an authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency, and effectiveness. Regular reports on the Council’s performance in working towards meeting its carbon neutrality targets assists in demonstrating best value and compliance with the statutory duty.

**Financial and Resource Implications**

38. The Council approved £200k in the 2023/24 budget to undertake climate related projects. The table below details a number of proposed projects together with the estimated cost of each.

39. The estimated expenditure of £43k can be funded from the remaining £71k approved budget allocation for 2023/24.

<b>Proposed item/project</b>	<b>Action Plan ref</b>	<b>Responsible officers</b>	<b>Estimated cost</b>
Set up community climate grant	D9, C7	Sustainability and Climate Change Officer	£15k
Business pilot study: thermal imaging drones	D9, C7	Sustainability and Climate Change Officer, Climate Change Projects Officer	£5k
Additional energy audits and decarbonisation	B1	Sustainability and Climate Change Officer,	£23k

plans – Heathlands Court, Springwell Lane Depot		Commercial Business Partner	
		<b>Total</b>	<b>£43k</b>

The project budgets will be monitored by the finance team who are invited to attend the climate change officer working group and the corporate project board for the larger projects.

### **Risk Management**

40. The risk in not going ahead with the proposed projects is that the council will be unable to make progress on the Climate Action Plan, or towards reaching our climate 2035 and 2040 targets. External funding will be explored to support delivery wherever possible.

### **Equalities**

41. The resident housing retrofit project may impact on equalities directly, where certain groups may be at an advantage or disadvantage to other groups or individuals. An initial impact assessment has been completed for this project and additional impact assessments are being carried out as part of this project plan.

### **Climate Change implications**

42. The proposals included in this report underpin the delivery of the Council's climate change action plan.

**Contact Details:** Liz Vango-Smith

### **Supporting papers:**

Appendix 1: Climate Action Plan – progress tracker Nov 2023

Appendix 2: Climate Change Programme – financial summary March - November 2023

Climate Action Plan Progress Tracker November 2023

Financial risk rating	Progress status
No financial risks identified at this time	In progress, on target
Potential financial risk	In progress, risk to completing within target window
Significant financial risk	Behind schedule
	Not yet started

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Ref	Actions	Cost range estimates	Completion target year	Financial risk rating	Progress rating	Notes on progress
	<b>BUILDINGS</b>					
B1	Complete energy efficiency audit on all HDC owned buildings - and from this identify decarbonisation options and costs, resulting in an estate carbon management plan	£40-50k	23/24	Depends when we prioritise investment properties	In progress, on target	Completed for civic and Harlington, specification being drawn up for further buildings
B2	Bring in specialist to complete low carbon heating feasibility study on all HDC owned buildings - and from this identify decarbonisation options and costs, resulting in a heat decarbonisation plan	£100k	23/24	decarbonisation plan for each building up to £20k, total estimate £400k	In progress, on target	Civic and Harlington studies completed
B3	Develop heating system replacement programme for council properties to replace all gas boilers - identifying opportunities to switch to heat pumps	N/A	23/24	Dependent on above	Not yet started	Applied for funding for civic, Harlington and Frogmore Leisure Centre
B4	Complete energy efficiency and site decarbonisation assessments for both leisure centres; Hart & Frogmore	£40k	23/24	Completed	Completed	Completed, waiting for final reports
B5	Work with Everyone Active to finalise an overall energy strategy for the Leisure Centres which includes options for decarbonisation, upgrades to the BMS system, alternatives to air conditioning, reviewed opening hours etc.	£800k	23/24	No financial risks identified at this time	In progress, on target	Worked with EA to put forward funding applications for boiler replacement (Frogmore) and solar panels (Hart), ongoing discussions about decarbonisation
B6	Procure partner to deliver building decarbonisation options and energy efficiency upgrades on HDC owned buildings and leisure centres	Evolving	27/28	Likely to be significant cost for council to implement	Not yet started	
B7	Explore funding solutions / sources, for implementation of decarbonisation options and energy efficiency upgrades at all HDC owned buildings and leisure centres, such as PSDS, and be application ready	N/A	N/A	No financial risks identified at this time	In progress, on target	Applied for Public Sector Decarbonisation Fund and Swimming Pool Support Fund
B8	Engage with the Greater South East Net Zero Hub to determine how they could support on decarbonisation plans and projects	N/A	N/A	No financial risks identified at this time	In progress, on target	Ongoing support liaison
B9	Implementation of the heat decarbonisation plan at HDC owned buildings and leisure centres	£8mill - £20mill	34/35	Likely to be significant cost for council to implement	Not yet started	Will be done as part of rolling programme of works, dependent on funding and resource availability
B10	Upgrade LED lighting in Civic Offices	£20k	23/24	No financial risks identified at this time	In progress, on target	Funding secured, partial implementation
B11	Upgrade LED lighting in Leisure centres	£25k	TBC	No financial risks identified at this time	Not yet started	Received estimated costings report, in discussions with Everyone Active
B12	Complete fabric first measures (wall insulation, floor insulation, roof insulation, double glazing) in Civic Offices	£1mill	TBC	Window replacement estimated at £900k	Dependent on financial resourcing	Prioritise measures depending on funding resourcing, awaiting outcome of funding bid
B13	Complete fabric first measures (wall insulation, floor insulation, roof insulation, double glazing) in Leisure centres	£375k	TBC	No significant measures identified at this time	Not yet started	Prioritise measures depending on funding resourcing, awaiting outcome of funding bid
B14	Identify ways to decarbonise waste from operational buildings / provide more opportunities for recycling and train staff	TBC	24/25	No financial risks identified at this time	Not yet started	
B15	Commission a programme of expert assessment of HDC leased buildings for retrofit requirements and associated true costs to deliver practical decarbonisation of these buildings	Incl in B2	24/25	Costs may be considerable	Not yet started	Prioritise depending on funding and other building requirements
B16	As results from the assessments on HDC leased buildings (B15) become available determine approach and implementation plans for all of those buildings	N/A	34/35	Dependent on B15	Not yet started	Include implementation plan (delivery will be dependent on resources and council prioritisation)



B17	Include carbon and energy reduction targets in management plans, and the MTFP, for the monitoring of site operations (including all leisure centres) to enforce and encourage low carbon operational behaviour in council assets	N/A	25/26	No financial risks identified at this time	Not yet started	
	<b>ENERGY</b>					
E1	Install solar PV at Council owned car parks, starting with Church Road Car Park, subject to technical assessment	TBC	TBC	Dependent on funding	In progress, on target	Dependent on survey reports, solar feasibility study has been awarded
E2	Survey and modernise the existing solar panels on the Frogmore leisure centre	TBC	TBC	Structural surveys and estimated project costs obtained, dependent on finances available	Not yet started	Initial desktop and structural surveys completed, clarification needed from consultant on existing solar details
E3	Install further PV panels on Frogmore leisure centre, subject to technical assessment	£125k	TBC	Structural surveys and estimated project costs obtained, dependent on finances available	In progress, on target	Technical assessment completed, exploring funding options
E4	Install PV panels on the Frogmore day care centre (leased building), subject to technical assessment	TBC	TBC	Dependent on funding	Dependent on funding	Dependent on survey reports, solar feasibility study has been awarded
E5	Install solar PV at Hart Leisure centre (on the building, land next to it and in the car park), subject to technical assessment	£200k+	TBC	Dependent on funding	Dependent on funding	Technical assessment completed, exploring funding options (current estimate £200k for roof solar, solar in car park TBC)
E6	Install solar PV at the Countryside workshop, subject to availability of the grid connection	TBC	34/35	Not considered priority financial cost	Not yet started	Low priority due to current building use
E7	Investigate projects to act upon opportunities and funding options for 1-2 single wind turbines and battery storage at Bramshot Farm Country Park	TBC	25/26	No financial risks identified at this time	In progress, on target	Renewable feasibility study has been awarded
E8	Investigate site and land options, in/out Council boundary, for renewable energy projects. Produce proposal reports, to consider options, and project plans	TBC		No financial risks identified at this time	Not yet started	Planning permissions previously granted for solar farm development
E9	Investigate partnering with local businesses and/or public sector organisations to identify other opportunities for scaling up renewable energy generation (e.g. Fleet library, fire station)	TBC		No financial risks identified at this time	Not yet started	Work with FTC for Harlington, investigating opportunities for Heat Delivery Network Unit (HNLU)
E10	Understand overall grid capacity and connection points via high level feasibility review / mapping for district with SSEN	TBC		No financial risks identified at this time	Not yet started	Initial discussions with SSE to look at mapping tools available
E11	Purchase batteries to store electricity/energy to supply back to our buildings or sell back to National Grid, subject to technical assessment	TBC	26/27	No financial risks identified at this time	Not yet started	Dependent on funding opportunities
E12	Review current electricity contract and switch to 100% renewable electricity supplier when possible (contract end date TBC) / assess feasibility of Power purchase agreement (PPA)	N/A	23/24	No financial risks identified at this time	In progress, risk to completing within target window	Current contract is via Hampshire County Council, but HCC has decided not to use 100% renewable due to cost. Hart council needs to explore potential options prior to renewal of contract in April 2024
E13	Review current electricity contract at the leisure centres and switch to 100% renewable supplier when possible (contract end date TBC) / assess feasibility of Power Purchase Agreement (PPA)	N/A	TBC	No financial risks identified at this time	Everyone Active use one supplier for all centres, but have their own net zero target	Outside current control of HDC, but Everyone Active are to review their supplier
E14	Complete fully costed report for a programme of LED lighting replacement in car parks	£40k	23/24	Completed	Completed	Completed
	<b>TRANSPORT</b>					
T1	Continue with the installation of electric charging points in the councils car parks	£30k	24/25	No financial risks identified at this time	In progress, on target	Documentation agreed, car park details agreed, legal documentation to be signed, planned install 2023/24. Current financial model suggests no further costs to be incurred
T2	Investigate potential for electric vehicle charge point installation at Council owned car parks (12) as part of county wide EV strategy for Hampshire	TBC	24/25	No financial risks identified at this time	In progress, on target	Documentation agreed in principle for 7 car parks with planned install Dec 2023 - Jun 24
T3	Investigate county wide EV strategy for Hampshire and determine how this could feed into HDC owned and leased properties	£0k	24/25	No financial risks identified at this time	Limited by external processes/organisations	Working with HCC on County-wide LEVI-funded EVCP strategy
T4	Introduce a policy to consider the installation of electric vehicle charge point infrastructure into ongoing and future council development projects	N/A	26/27	No financial risks identified at this time	In progress, on target	Dependent on support from planning, initial discussions have taken place via internal working group and with planning staff
T5	Apply for OZEV grant funding where appropriate	N/A	N/A	No financial risks identified at this time	In progress, on target	Secured where relevant

T6	Fleet review on HDC owned vehicles to identify implementation schedule	N/A	23/24	Completed	Completed	Completed review
T7	Identify options and locations, for ultra-low emissions shared ownership / pool cars and provide these vehicles	TBC	24/25	No financial risks identified at this time	Not yet started	
T8	Transition HDC owned fleet vehicles to EV	£260k-£400k	34/35		Technology limitations for tractors (EV)	On schedule, as per T6 schedule. Costs dependent on market prices at time of replacement and could decrease. Majority of cost should come from Countryside/Parking budgets due to existing plan to replace vehicles. Technology limitations for EV tractors and although Hart's current tractors have HVO capability, HVO fuel availability is limited for general vehicle
T9	Investigate alternative fuelling options, e.g. HVO (including EV associated charging infrastructure) for the waste and street scene vehicle fleet and agree implementation with Basingstoke & Deane	TBC	25/26	No financial risks identified at this time	In progress, on target	To be included as part of contract review in 24/25
T10	Implement use of HVO for shared grounds and street care service vehicles, roll out to other vehicles/machinery as possible	N/A	23/24	No financial risks identified at this time	In progress, on target	Conversion completed where possible. Consider for contract renewal
T11	Work with Basingstoke & Deane Council on a strategy to decarbonise street care & ground maintenance vehicles ahead of contract renewal in Mar 2025	TBC	24/25	No financial risks identified at this time	In progress, on target	Planning and internal discussions in progress re contract renewal
T12	Work with Serco to decarbonise waste vehicles, and have a plan in place ahead of contract renewal in Sep 2026	£25k+	25/26	No financial risks identified at this time	In progress, on target	HVO conversion more appropriate than electric at this time, due to current technology limitations, planning and internal discussions in progress re contract renewal. Conversion to HVO on target. Cost based on capital works, does not include ongoing annual fuel cost increase or default payment contribution
<b>COMMUNICATIONS AND REPORTING</b>						
C1	Implement actions in the communications plan, including training & awareness raising for staff, and updates to the HDC website (both internally and externally)	Varied	N/A	No financial risks identified at this time	In progress, on target	Carbon literacy initial training for staff due 23/24, microsite development for 23/24
C2	Update policies (staff travel, internal maintenance and repair, procurement, home working) to reflect changes and encourage behaviour change	N/A	24/25	No financial risks identified at this time	Not yet started	
C3	Communicate changes on policies identified in C3, to staff, via training, enewsletters, website etc.	N/A	N/A	No financial risks identified at this time	Not yet started	Ongoing
C4	Improve internal data collection for energy usage across all HDC owned buildings and leisure centres, to ensure savings are captured and can be reported	NA	23/24	No financial risks identified at this time	In progress, on target	Identified data gaps and working with Local Partnerships to complete review
C5	Improve data collection on waste data / complete a waste compositional study and identify key product categories	£10k	23/24	No financial risks identified at this time	Limited by external processes/organisations	Working with B&D to improve data collection, consider internal waste for Scope 3 reporting, working with Local Partnerships to complete review
C6	Gather data on fuel saved on electric tools and machinery for countryside rangers	N/A	23/24	No financial risks identified at this time	Cannot extract data at present	Data cannot be extracted from overall fuel use, so need to identify alternative way to measure conversion to electric tools. In discussions with Countryside
C7	Ensure positive relationships are kept with Parish Councils, through active conversations and events, to encourage emissions reductions and identify areas for collaboration	Varied	23/24	No financial risks identified at this time	In progress, on target	External stakeholder group set up to encourage collaboration, continued communication through Councilor Connect, developing direct relationships with clerks, etc
C8	Ensure positive relationships are kept with local councils, schools and other large entities in the district, to identify collaborative working opportunities to reduce emissions	N/A	N/A	No financial risks identified at this time	In progress, on target	Early discussions with some local schools, further development required
C9	Ensure positive relationships are kept with Everyone Active and Hampshire County Council, through active conversations, events and sharing of information, to collaborate on emissions reductions regarding the buildings they own and lease	N/A	N/A	No financial risks identified at this time	In progress, on target	Regular communication with Everyone Active, building relationships with HCC through climate engagement group and talks with energy team
C10	Begin conversations with regional partners and stakeholders to create an adaptation strategy for the Council and District	TBC	24/25	No financial risks identified at this time	In progress, on target	To be engaged with as part of working group discussions (see C11). Have had initial discussions with other District councils.
C11	Bring colleagues from across the different service areas to complete a climate change risk assessment for the Council, to include in adaptation strategy, and embed climate risks within individual service plans	N/A	24/25	No financial risks identified at this time	In progress, on target	Sought initial advice from Local Partnerships, identified toolkit to use on their website to produce risk register, identified key officers to help form specialist working group to address this
<b>DISTRICT WIDE ACTIONS</b>						

D1	Speak to SSEN re: future energy infrastructure plans, to identify where HDC can support and facilitate plans through planning policy and other mechanisms	TBC	25/26	No financial risks identified at this time	In progress, on target	Initial discussions held with SSE
D2	Bring in specialists to assess heat network potential within the District and include in conversations with SSEN (re actions D1 and E11)	£5k-£35k	24/25	No financial risks identified at this time	In progress, on target	Working on funding bid for feasibility study to cover potential within District
D3	Identify external energy efficiency grant funding for private sector housing and external partners such as Housing Associations, to enable upgrades to homes within the District to reduce emissions	N/A	N/A	No financial risks identified at this time	In progress, on target	Grant funding identified and staff resource to manage resident support project, website updates
D4	Produce a fully costed plan to setup building insulation grants scheme, for residents on low income, to enable upgrade to homes within the district to reduce emissions	£200k+		No financial risks identified at this time	Not yet started	Cost based on plan delivery, estimate based on existing examples
D5	Implement actions from the tree strategy, including opportunities for sustainable street planting in the District, greening of bus shelters and pilot project for tree planting to offset carbon emissions	TBC	TBC	Timescales will be dependent on strategy recommendations	Not yet started	Tree Strategy being developed for council-owned land, exploring opportunity for District-wide study to focus on canopy cover and priority woodland opportunities. Initial engagement with external stakeholders to identify potential pilot project.
D6	Implement actions from the biodiversity / carbon offsetting strategy	TBC	TBC	Timescales will be dependent on strategy recommendations	Not yet started	Strategy currently being produced, implementation to follow.
D7	Increase installation of EV charging points across the district by promoting available grants, to encourage residents to switch to EVs and reduce transport emissions within the District	N/A	25/26	No financial risks identified at this time	In progress, on target	Microsite development to signpost residents to grants, updated on HDC website
D8	Develop a green grid strategy including first stages of implementation to encourage better sustainable transport links between settlements and public transport hubs, thus reducing transport emissions within the district	TBC	TBC	No financial risks identified at this time	In progress, on target	Local Cycling and Walking Infrastructure (LCWIP) in draft, has been circulated for consultation
D9	Engage with all stakeholders to increase their awareness and actions towards reaching the District target of achieving carbon neutral by 2040	Varied	N/A	Some stakeholders very hard to reach	Some stakeholders very hard to reach	Microsite development to signpost residents to grants

## Climate Change Programme – financial summary March - November 2023

Project	Original agreed climate change budget allocation	Status	Commitments and spending to date	Commitments and spend from climate project budget	Other financial contribution
Local Partnerships production of Climate Change Action Plan (ref: Eunomia report extension)	£15k	Completed	£20.5k	£20.5k	(Note, additional services needed, funded from climate contingency budget)
Solar PV civic offices (additional funding was required)	£35k	Completed	£88k	£35k	£53k funded from Earmarked Reserves
Contribution towards electric vehicle purchases – Parking and Countryside	£20k	Completed	£20k	£0k	Full contribution funded from Countryside and other council vehicle budget
Electric Vehicle Charge Points Civic Offices	£25k	Completed	£33.5k	£17k	£16.5k externally funded
LED Car Park Lighting	£65k	Completed	£41k	£41k	
Detailed feasibility studies low carbon heating / energy efficiency for civic offices	£20k	Completed, but some additional work required	£17.5k	£17.5k	
Thermal imaging camera x2	£1.5k	Completed	£1.5k	£1.5k	
Communications & engagement budget	£25k	In progress	£10k	£10k	
Contingency budget for installation of EVCP in Hart car parks	£5k	In progress	£0k		
Tree and Land Management Strategy with proposal for tree planting to follow (expected additional £20-25K for tree planting)	£30k	In progress	£20k	£20k	
Decarbonisation plans – leisure centres	£40k	In progress	£17k	£17k	
Energy audits and reports	£10k	In progress	£0k		
Solar feasibility studies and	£50k	In progress			

implementation part 1– council land and buildings					
LED lighting replacement – civic	£20k	In progress	£20k	£20k	
Critical friend support – Local Partnerships	£10k	In progress	£10k	£10k	
Climate staff training and seminars	£2.5k	In progress	£2k	£2k	
Human resourcing: in-house estate surveyor	£5k	In progress	£0k	£0k	Currently being funded from staffing budget
<b>Total</b>	<b>£379k*</b>		<b>£301k</b>	<b>£211.5k</b>	<b>£89.5k</b>

Note that project budgets and costs exclude staffing costs

\*Total project figure of £379k reflects the cost allocated to specific projects. The remaining £71k from the original approved £450k budget is for projects that are yet to be agreed and allocated financial resource via Cabinet approval.

**CABINET**

**KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE**

**January 2024**

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

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Butterwood Homes Report from Scrutiny Panel	To consider adopting any proposals recommended by the Butterwood Homes Scrutiny Panel	4 Jan	No	Portfolio Holder - Climate Change and Corporate Services	CS	Open
Settlement Capacity and Intensification Study	To consider the Settlement Capacity & Intensification Study produced by consultants. The study was commissioned to review the potential capacity within the district's settlements to accommodate future growth	4 Jan	No	Portfolio Holder - Planning Policy and Place	PL	Open

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Review of CCTV Service	To report back on the CCTV service	4 Jan	No	Portfolio Holder - Community Safety and Development Management	COM	Open
Climate Change Update	Cabinet to receive an update on progress against the Climate Change Action Plan	4 Jan	No	Portfolio Holder - Climate Change and Corporate Services	CS	Open
Approval to Scope Remodelling Heathland's Court	Seeking approval to fund a specialist technical project manager to scope remodelling Heathlands Court, the Council's temporary accommodation provision	4 Jan	Yes	Portfolio Holder - Communities	COM	Open

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Weight Given to the Council's Declaration of a Climate Emergency in Planning Decisions Relating to Heritage Matters	To consider the weight given to the Council's declaration of a Climate Emergency in planning decisions relating to heritage matters.	4 Jan	No	Portfolio Holder - Community Safety and Development Management	PL	Open
Butterwood Homes Review	Review of Butterwood Homes (to refresh Company structure, business case, and Articles)	1 Feb	No	Portfolio Holder - Climate Change and Corporate Services	CS	Open
UKSPF funding bids	To consider and approve the bids received for the UKSPF community hub and youth funding, as per Hart's approved investment plan, taking account of O&S Comments.	1 Feb	No	Leader and Portfolio Holder - Strategic Direction and Partnerships	CS	Open



Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Draft Budget 2024/25	To consider and recommend to Council, the revenue and capital budget for 2024/25 including revised Medium Term Financial Strategy and any proposed changes to council tax discretions.	1 Feb	Yes	Portfolio Holder - Finance	FIN	Open
Q3 Budget monitoring report and forecast outturn for 2023/24	Report to Cabinet the latest projections of expenditure and income, including capital, for 2023/24 for review and approval of any action necessary.	1 Feb	No	Portfolio Holder - Finance	FIN	Open
Treasury Management Policy and Capital Strategy annual statutory review	To consider and recommend to Council the revised Treasury Management Policy including Investment Strategy, prudential indicators and Capital Strategy, having regard to O&S comments	1 Feb	No	Portfolio Holder - Finance	FIN	Open
Planning Local Enforcement Plan	To consider and adopt an updated Planning Local Enforcement Plan. The current Planning Local Enforcement Plan was adopted in January 2016, and this review is to ensure it reflects current best practice and to bring it up to date.	7 Mar	No	Portfolio Holder - Planning Policy and Place	PL	Open
Adoption of Local Cycling and Walking Infrastructure Plan (LCWIP)	Following the end of the consultation period, to consider adopting the updated LCWIP.	7 Mar	No	Portfolio Holder - Planning Policy and Place	PL	Open

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Cron dall Conservation Area Appraisal	Cabinet to consider adopting the updated Cron dall Conservation Area Appraisal	7 Mar	No	Portfolio Holder - Planning Policy and Place	PL	Open
Crookham Village Conservation Area Appraisal	Cabinet to consider adopting the updated Crookham Village Conservation Area Appraisal	7 Mar	No	Portfolio Holder - Planning Policy and Place	PL	Open
Draft Service Plans 2024/25	Cabinet to review and approve draft service plans for 2024/25 having regard to O&S comments and the approved budget.	4 Apr	No	Chief Executive	ALL	Open
Hartley Wintney Conservation Area Appraisal	Cabinet to consider adopting the updated Hartley Wintney Conservation Area Appraisal		No	Portfolio Holder - Planning Policy and Place	PL	Open
<b>Ongoing Items throughout the year</b>						

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Climate Change updated and request for funding allocations for projects to deliver Action Plan	To update Cabinet on progress against Hart's Climate Change Action Plan		No	Portfolio Holder - Climate Change and Corporate Services	CS	
<b>Executive Decisions</b>						
4 December 2023	Executive Decision to make the Hart District (Dog Fouling) Public Spaces Protection order 2023 in the form set out in Appendix C to the report				Executive Director - Place	

#### Note 1

A "key decision" means an executive decision which, is likely to –

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

#### Note 2

#### Cabinet Members

D Neighbour	Leader and Strategic Partnerships
J Radley	Deputy Leader and Finance
A Oliver	Development Management and Community Safety
T Clarke	Digital and Communications
T Collins	Regulatory

Report Title	Outline/Reason for Report/Comments	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
R Quarterman	Climate Change and Corporate					
S Bailey	Community					
G Cockarill	Planning Policy and Place					

**Note 3**

**Service:**

CX	Chief Executive	CS	Corporate Services	PL	Place Services
CSF	Community Safety	PP	Planning Policy		
FI	Finance	COM	Community Services		
SLS	Shared Legal Services	MO	Monitoring Officer		

**Note 4**

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

