



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday 17 October 2023 7.00 pm
Place:	Council Chamber
Enquiries to:	Committee Services Committeeservices@hart.gov.uk
Members:	Dorn (Chairman), Butler (Vice-Chairman), Smith, Butcher, Coburn, Davies, Engström, Harward, Farmer, Thomas and Vernon

Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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

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

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

- 1 MINUTES OF PREVIOUS MEETING** 4 - 9
- The minutes of the meeting of September 19th 2023 are attached to be confirmed and signed as a correct record.
- 2 APOLOGIES FOR ABSENCE**
- To receive any apologies for absence from Members*.
- *Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.
- 3 DECLARATIONS OF INTEREST**
- To declare disclosable, 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 BUTTERWOOD HOMES SCRUTINY PANEL REPORT** 10 - 11
- To receive a report from the Scrutiny Panel on Butterwood Homes
- 7 CONSERVATION AREA APPRAISAL TASK AND FINISH GROUP** 12 - 39
- To update the committee on the actions following the Conservation Area Appraisal Task and Finish Group
- 8 Q2 BUDGET MONITORING REPORT AND FORECAST OUTTURN FORECAST** 40 - 69
- Q2 Budget monitoring report and forecast outturn for 2023/24 – the latest projections of expenditure and income, including capital, for 2023/24 for review including of any action necessary. Report to include treasury activity and adherence to approved policy.

9 VIABILITY APPRAISALS FOR NEW DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT 70 - 104

To provide an update on the draft document following public consultation, prior to consideration by Cabinet.

10 FEEDBACK FROM SERVICE PANEL MEMBERS 105 - 148

To receive feedback from Members on the Service Panels.

11 CABINET WORK PROGRAMME 149 - 157

To consider the Cabinet Work Programme.

12 OVERVIEW AND SCRUTINY WORK PROGRAMME 158 - 163

To consider and amend the Overview and Scrutiny Work Programme.

Date of Publication: Monday, 9 October 2023

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday 19 September 2023 at 7.00 pm

Place: Council Chamber

Present:

Dorn (Chairman), Butcher, Coburn, Davies, Engström, Farmer, Vernon and Delaney

In attendance:

Officers: Graeme Clark, Executive Director, Corporate Services & S151 Officer
Mark Jaggard, Executive Director Place
Nicola Jenkins, Community Partnerships & Projects Officer
Christine Tetlow, Programme Manager
Claire Lord, Committee and Members Services Officer

39 MINUTES OF PREVIOUS MEETING

The minutes of 15th August 2023 were confirmed and signed as a correct record.

Proposed Cllr Dorn
Seconded Cllr Coburn

Unanimous (with the exception of Cllr Delaney who was not at the meeting so abstained)

40 APOLOGIES FOR ABSENCE

Apologies had been received from:-

Cllr Butler - Cllr Delaney attended as substitute
Cllr Harward
Cllr Smith

41 DECLARATIONS OF INTEREST

No declarations made.

42 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the Multi Agency Flood Forum meeting was being held on September 26th and so would be reporting into the October Cabinet.

The meeting was also informed that the MTFs report was going to be moved to the November meeting to allow for any announcements from the Chancellor on local government finance in the Autumn Statement. It was confirmed that this delay by one O&S meeting would have no impact on the Budget report being brought to O&S in January.

The members were reminded about the Treasury Management training October 12th, starting at 6.30pm. It was confirmed that it would be a Hybrid meeting and, subject to agreement by the external presenter, it would be recorded so those who could not attend could watch the recording.

43 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

44 PRESENTATION BY CORE GRANT RECIPIENTS - FLEET PHOENIX

Charlotte Tickner gave a presentation to the meeting highlighting the work of Fleet Phoenix as well as the challenges they face.

The meeting was told of all the projects that Fleet Phoenix undertake including face to face youth work, providing school uniforms and distributing Christmas toys. The members were also informed that Fleet Phoenix was now paying for the services of a trained counsellor to work with the young people.

Ms Tickner highlighted the current “Open Door” programme, which gives help and support to young people and families for as long as they need it. It was explained that this included open sessions and support as required, at various meetings including

- Together round the family meetings
- Child protection meetings
- Local area emergency planning meetings
- Court appearances
- Rape interviews

The question was asked, how the grant Hart District Council gave to Fleet Phoenix was being spent. It was explained that the grant covered 14.5% of the overall costs of the service.

Ms Tickner was asked what were the blocks preventing the expansion of the service. The reply was Money and Staff.

Discussion took place around premises. Whilst the current premises is sufficient, it was confirmed that Fleet Town Council had asked Fleet Phoenix to let them

have their premises requirements in the event that the Civic Quarter regeneration plan was implemented and the current premises was no longer available, this has been submitted. It was agreed that these plans should also be shared with members of the committee for information.

Ms Tickner was thanked for attending the meeting and for all her work with Fleet Phoenix.

Cllr Butcher arrived within this item at 7.09

45 CORPORATE RISK REGISTER (HALF-YEARLY REVIEW)

The Risk Register was introduced to the meeting. It was explained that the report contained only the higher rated risk items for review, ahead of the report being taken to Cabinet.

The committee thanked the officer for the report and noted that it now has consistent content to the service panel reports. However members asked for more clarity within it, as items that carry a high risk, but were unlikely, would score the same as a moderate risk that was more likely to happen. It was agreed that this would be reflected in the report next time with both impact and likelihood scores being shown for each risk rather than just the combined rating. A request was made for some of the major high rated risk items, such as the waste contract, to be reviewed more than twice a year. Members also asked for future reports to show the previous residual risk rating alongside the current one.

Discussion took place around the new planning law that the government is bringing in. The meeting was told that it would affect the amount of money the council could receive for planning, and once the government announces what the changes are, the council would adjust the budgets accordingly.

The spending of the £0.96 million forecast budget surplus in 2023/24 was discussed, it was queried as to whether it should be saved as there was a budget shortfall forecast for 2024/25. It was agreed that although there was currently a surplus, it was confirmed that it would not be allocated until the in-year position and budget for next year was more certain.

46 UK SHARED PROSPERITY FUND (UKSPF) RESOURCES AND PROGRAMME UPDATE

The item was introduced and it was explained that the project had had its spend for this year and next approved by Cabinet, but that Cabinet had raised some questions relating to resources, and had queried which were internal and which were external.

It was explained that there was an allowance to use £40k, of the £1million total, on administration. It was also explained that the government had agreed that any monies required to hire project managers need not come out of the £40k admin fund. However, it is not currently known how much the council will need to spend on staff overall. It was felt that this was an important figure to confirm.

The meeting was told, in order to minimise costs and back office work the team were creating standard forms for the projects, for example standard funding agreements, PID and Financial Plans.

The data mining project was discussed. It was queried as to whether the project was going to generate new and exciting opportunities. It was explained that the initial 'Here for Hart' meeting had generated many ideas and themes but didn't provide any numerical data. The data mining would be the vehicle that would be investigating the numerical data. This would be reported back at a councillor event in October. It was agreed any positives generated by the data mining should be reported.

The point made in the report about avoiding legacy costs for the Council was stressed by the Committee. A query was raised as to whether consideration, for the self-sustainability of a project was taken into account when a project for funding was being selected. It was confirmed that the team were looking into creating Hubs and the sustainability and viability of the hub would be taken into consideration when selecting a project.

47 REVIEW PROGRESS ON THE SHAPLEY HEATH ACTIONS

The item was introduced with the background that the Audit committee had, used 3 sources of information, and in March 2023 had made a number of recommendations, which had been subsequently agreed by Cabinet, and O&S were asked to review the progress in September, and to make comments to Cabinet.

Concern was expressed that projects were discussed at Informal Cabinet, the minutes for which are not shared in an open forum. The meeting was informed that the Leader also attended all Project Board meetings and reported back to the Portfolio holders. It was raised that the minutes from Project board meetings were also not made public. It was explained that the agreed actions arising from the review identified that portfolio holders should have greater oversight of projects, and this was the arrangement put in place. This observation will be brought to the attention of the Cabinet. It was suggested that O&S played a more proactive role in over-seeing projects.

It was agreed that a tabular representation of projects and what checks were in place gives good visibility of where the gaps are, and that a table of this nature should be reviewed by either the Audit Committee or O&S.

Discussion took place around financial monitoring. It was confirmed that a 'Spend to date and forecast' was reported to Project Board each month for each project and then reported to O&S within the quarterly monitoring report. It was felt that the meeting would like to see more of the in-depth details ie. monthly figures, in these reports to give a clearer picture on how the projects were progressing.

With regard to action 10 on FOI and data retention, members expressed concerned that reports and information were not going to be kept for a reasonable length of time and so would not be available for reference to reflect on "what went wrong". It was felt that using GDPR to justify the non-retention of data was incorrect and not acceptable. This point will be reviewed and referred back to the Audit Committee. On action 11, it was felt that although training improves compliance it didn't give assurance that it was happening.

Recommendations

To pass to Cabinet the Committee's view that the major projects list should be reviewed by Cabinet and not Informal Cabinet for greater transparency.

With regard to FOIs, there should be a clearer link to show that data is being kept correctly and for a reasonable amount of time.

48 FLY TIPPING TASK AND FINISH GROUP

The meeting was informed that the Terms of Reference had been updated to provide background information and to improve direction. It was commented that 'Bring Sites' had been excluded from the scope. It was requested that they were included, but with reference to large scale dumping of waste not general littering. The meeting agreed upon this.

It was agreed that this Task and Finish group should liaise with the CCTV Task as there was a certain amount of overlap.

It was proposed that the membership (to elect their own chairman at the 1st meeting) was

- Cllr Butler
- Cllr Butcher
- Cllr Engström
- Cllr Smith

And that Bring sites, with reference to large scale dumping, should be included in the scope.

Proposed Cllr Dorn
Seconded Cllr Coburn

Unanimous

49 CABINET WORK PROGRAMME

None

50 OVERVIEW AND SCRUTINY WORK PROGRAMME

It was confirmed that the MTFs would be added to the Work Programme and that the Multi Agency Flood forum would be reviewed in November.

The meeting was asked for questions that could be posed to HCC when they attended to answer queries on the new On Street Parking contract.

- 1) Comparisons for the same period as previous years (both pre and post covid) on
 - Number of Patrols
 - Amount of Enforcement
 - Number of Prosecutions

It was agreed that these statistics should be broken down by month and by Ward. They should also highlight hot spots (eg around schools).

- 2) The threshold used identify if there was a need to increase either enforcement or restrictions when safety was an issue.
- 3) If and where parking meters would be introduced in Fleet.

It was requested that an item be added to the work Programme to revisit the planning 'Peer Review' and subsequent action plan and its implementation in the Place Service.

Discussion took place around whether this could be incorporated into the service panel review. It was felt that a more detailed analysis was required.

It was decided to add "A Review of the implementation of the peer review action plan and the impact it had had on the development management performance within the 'Place service' to the work Programme [The Chairman to draft a scope, discuss with the Director of Place, then circulate to members of the committee for agreement].

The meeting closed at 8.57 pm



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>Minutes From Previous Meeting</p> <p>The minutes from the previous meeting were approved</p>	
2	<p>Operational Plan</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&S and Cabinet. It was agreed to review the matter at the Scrutiny meeting at the start of 2024.</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.	
3	<p>Financial Review</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>Progress Update</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>Questions</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&S meeting.</p>	

Meeting Closed 12.06

OVERVIEW & SCRUTINY

DATE OF MEETING: 17 OCTOBER 2023

TITLE OF REPORT: CONSERVATION AREA APPRAISAL ACTION PLAN

Report of: Executive Director – Place

Cabinet Portfolio: Planning Policy and Place

Key Decision: No

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. To provide an update on the Action Plan following the Overview & Scrutiny Committee's task & finish group which reviewed the process around the production of Conservation Area Appraisals.

RECOMMENDATION

2. That the Overview & Scrutiny Committee notes and provides comments on the following draft Action Plan following the Overview & Scrutiny Committees task & finish group which reviewed the process around the production of Conservation Area Appraisals.

BACKGROUND

3. The Overview & Scrutiny Committee established a task & finish group to consider the process around the production of Conservation Area Appraisals.
4. The Overview & Scrutiny Committee in June 2023 received feedback from the task & finish group. The group made 16 recommendations to assist the process going forward.
5. The Chief Executive and the Executive Director – Place thanked the task & finish group and said their work had been really helpful. The Executive Director agreed to return in the Autumn to provide an update on the actions against each of the recommendations.
6. It was commented that the Council was a very "lean" organisation, and it was possible that in house support would not always be available and that Parishes should be encouraged to use outside consultants.
7. A query was raised about the appraisal reports. It was agreed that all reports should be created on Microsoft Office compatible platforms. The quality and standard of the reports was also discussed. The meeting was told that the Conservation Area Appraisals should be robust enough to provide the evidence required should they been needed to be used in a planning appeal.
8. It was discussed that Historic England published a best practice guide Conservation Area Appraisal, Designation and Management – Advice Note 1. This is an important guide, and Parish and Town Councils should consider this advice in addition to any guidance from the Council.
9. Attached at Appendix 1 is the draft Action Plan. A Word document conservation area appraisal template has been drafted and is attached at Appendix 2.
10. The Action Plan refers to additional guidance note(s). These are being developed, and it is expected these will be published on the Council's website

before the end of the year. The templates and guidance notes will be living documents, and so will be updated in light of new questions which may be raised during their use.

11. Appendix 3 reproduces a note previously sent to all Parish and Town Councils on Web Content Accessibility Guidelines.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. The alternative option is not to produce an Action Plan.

CORPORATE GOVERNANCE CONSIDERATIONS

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

13. The Corporate Plan includes under the Place objective to 'ensure new development is well designed creating safe, inclusive environments and taking account of character, local distinctiveness and sustainable design principles'. A conservation area appraisal helps to understand the significant and important character and local distinctiveness of the Conservation Area.
14. This Action Plan, and the guidance which flows from it, will help provide ensure we deliver best customer service and advice to our Parish and Town Councils. This forms part of the objective of building a resilient Council.
15. The production of conservation area appraisals helps the promotion of culture and heritage which is part of theme three in the 2040 Vision.

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

16. There are no legal or constitutional issues arising from this report.

Financial and Resource Implications

17. There are no financial or resource implications arising from this report.

Risk Management

18. There are no risk management issues arising from this report.

EQUALITIES

19. There are no Equality issues arising from the recommendations in this report.

CLIMATE CHANGE IMPLICATIONS

20. No direct carbon/environmental impacts arise from the recommendations in this report.

ACTION

21. Subject to any comments from Overview and Scrutiny Committee the Action Plan will be finalised.

Appendices

Appendix 1: Action Plan

Appendix 2: Word version template of a conservation area appraisal

Appendix 3: Note on Web Content Accessibility Guidelines.

Background Papers

Conservation Area Appraisal, Designation and Management; Historic England Advice Note 1 (Second Edition); February 2019.

Conservation Area Appraisal – Action Plan

Conservation Area Appraisal Process

Action Plan response

Task & finish group recommendations	Actions
<p>1. Clear template as to how the document should be set out. This should include what needs to be included.</p> <p>The order in which the different elements of the document should be ordered and details of national standards regarding accessibility guidelines which need to be complied with from any consultation stage and beyond.</p> <p>Also, how to label maps, tables, and photos.</p>	<p>Two templates have been produced in Microsoft Office compatible platforms, one in word and one in publisher.</p> <p>Further guidance on accessibility was provided to all Parish and Town Councils in an email dated 06 July 2023.</p> <p>Further guidance on advice how to label maps, tables and photos will be provided to ensure they are Web Content Accessible Guidelines compliant.</p>
<p>2. The template should not lock the ability to readily alter, update or simply adjust the template in draft form (the Council should consider going through a proper and open procurement exercise for the template itself).</p>	<p>Two templates have been produced in Microsoft Office compatible platforms, one in word and one in publisher.</p> <p>The documents have been created already so no procurement exercise was necessary.</p>
<p>3. It should be made clear to a Parish or Town Council that what is required of the Conservation Area Appraisal. It is a meaty, serious planning document and not a tourist brochure.</p> <p>Everything had to be evidenced based – not subjective opinion.</p>	<p>A guidance note is being drafted for use by Parish and Town Councils.</p> <p>This will supplement the Historic England best practice guidance ‘Conservation Area Appraisal, Designation and Management’.</p>
<p>4. Clear flow chart outlining tasks which need to be undertaken and the order in which they should be tackled.</p>	<p>A guidance note is being drafted for use by Parish and Town Councils.</p>

<p>5. A designated Officer to liaise with Parishes and Town Councils</p> <p>The Council needs to consider what resources it makes available to support Conservation Area Appraisals.</p>	<p>A named Officer will be designated when the Parish or Town Council informs the Council that they plan to start work on a conservation area appraisal. If there is a need to change the designated Officer the Parish or Town Council will be informed at the earliest opportunity.</p> <p>The Council can provide strategic help and advice to the Parish or Town Council as they work on the conservation area appraisal, in a very similar way the Council does for Neighbourhood Plans.</p> <p>Advice on process and content will come from a Member of the Planning Policy team, benchmarking draft appraisals against the Historic England guidance and against previous good examples such as Odiham and North Warnborough.</p> <p>It is important that the Parish or Town Council consider that this is a technical planning document which needs to be evidence based and would need to be used at planning appeals. It is therefore important the Parish or Town Council appoint the appropriate technical consultant to ensure they provide an appropriate document in the first place, which can then be reviewed at key stages by the District Council.</p>
<p>6. Parish and Town Councils should be directed to exemplar conservation area appraisals from neighbouring parishes.</p>	<p>Agreed. The Odiham and North Warnborough Conservation Area Appraisal is currently the Council's exemplar as this was the most recent one to be adopted.</p> <p>As more appraisals are adopted, the District Council will advise accordingly.</p>

<p>7. If the Council is suggesting that Parish and Town Councils should use consultants, a shopping list of options should be offered (procurement rules mean that there should be choices and the Council should not promote favoured consultants over others).</p> <p>Parishes should not feel pressurised to use a consultant.</p>	<p>Conservation Area Appraisals (CAA) are technical documents, which are likely to require expert skills to draft them. It is therefore important the Parish or Town Council appoints the appropriate technical consultant (unless the Town or Parish Council has a qualified expert in-house).</p> <p>The District Council does not recommend specific consultants, nor can it provide a 'shopping list'.</p> <p>Parish and Town Councils could talk to other parishes that have commissioned CAAs for more guidance on this point.</p>
<p>8. The Council should maintain regular contact with the Parish or Town Councils during the process, to ensure that the Parish or Town Council does not go off track or on completely the wrong tack.</p> <p>Good clear and structured communication will reduce the potential for unnecessary abortive costs.</p>	<p>Agreed. A guidance note is being drafted for use by Parish and Town Councils, which identifies when key conversations between the Councils should take place.</p>
<p>9. Hart Officers should look to have only 'one bite of the cherry' in terms of a thorough review of the document. Suggestion that this is prior to the public consultation.</p>	<p>A guidance notice will be drafted for use by Parish and Town Councils, which identifies when the District Council will need to review the appraisal.</p> <p>There are several key touch points through the process when the District Council will need to review the evolving draft, but particularly prior to the public consultation and to review changes made in light of the consultation.</p>
<p>10. The District Council to advise Parish and Town Councils on how to carry out the public consultation and how to analyse the feedback.</p>	<p>A guidance notice will be drafted for use by Parish and Town Councils, which includes public consultation and how to analyse the feedback.</p>

<p>11. All suitable conservation area appraisals to be adopted, not just noted. Noting such documents simply undermines their statutory status and downgrades the valuable input of the community</p>	<p>Agreed. The Odiham and North Warnborough Conversation Area Appraisal was adopted by Cabinet in November 2022.</p>
<p>12. Parish and Town Councils should be warned that guidelines for these documents are prone to change and that they must be able to react to that</p>	<p>A guidance notice will be drafted for use by Parish Councils, which highlights all guidance that must be followed.</p> <p>This point related to the Web Content Accessibility Guidelines, which is a national requirement, not a local requirement.</p> <p>The District Council's guidance note can be updated when any guidelines change.</p>

<p>13. Parish and Town Councils would like an indication at the beginning of the process as to how long it is expected to last</p>	<p>A guidance notice will be drafted for use by Parish or Town Councils, which included a clear flow chart outlining tasks which need to be undertaken.</p> <p>While it can provide some indication how long they are likely to take and the order in which they should be tackled, it will be very much dependant on how the process is resourced by the Parish or Town Council, and their consultant.</p>
<p>14. Parish and Town Councils would like clarity in terms of likely costs.</p>	<p>The District Council is unable to provide any information on this.</p> <p>Parish and Town Councils could talk to other parishes that have already commissioned consultant to draft their CAAs for more guidance on this point.</p>

Introduction

1.1 Purpose

Text

2.0 Overview

2.1 Location and context

Text

2.2 Summary of special interest

Text

2.3 Conservation area boundary changes *if applicable*

Text

3.0 Summary History

The following text is intended as a summary only. The reader is referred to [Appendix A](#) for a detailed account of the history of *settlement name*.

3.1 Early history

Text

3.2 Medieval period

Text

3.3 Early modern period

Text

3.4 Eighteenth century

Text

3.5 Nineteenth century

Text

3.6 Twentieth and twenty-first centuries

Text

4.0 Character

The character of a conservation area is more than the style of any particular building type, character arises as a consequence of building types sharing a relationship with each other; how those buildings relate to characteristic street patterns; how spaces between those buildings are experienced; how open or well-treed spaces contribute to that area and the relationship with the surrounding landscape. This section seeks to define the character of *Settlement name* Conservation Area in those terms but it should always be considered that the collective contribution of these elements is more than a sum of its parts.

4.1 Spatial and urban analysis

- Text
- Text

4.2 Townscape details

Architectural interest

- Text
- Text

Building materials

- Text
- Text

Boundary treatments

- Text
- Text

Street furniture and public realm

- Text
- Text

4.3 Open space, parks and gardens, trees

Open space assessment

The character of *Settlement name* Conservation Area is derived not just from the buildings in it, but also from open space inside and outside its boundaries. Open space contributes in three main ways:

- It allows views across the conservation area and forms the setting to its historic buildings;
- It defines the pattern of the historic settlement and its relationship to the landscape around;
- It has historic interest in its own right.

The extent of the contribution of individual parcels of open space depends on the way they are experienced. Those which are visible in views from the streets of the conservation area or from public footpaths tend to be the most important. For this reason, private gardens are excluded from this open space assessment; most of them are enclosed and of limited visibility. However, trees in private gardens are often visible from the surrounding area and their contribution is explored in more detail in Section 4.3 'Gardens, trees and water courses'.

Open space is defined as common land, farmland, countryside and recreational spaces (including allotments, school grounds, churchyards and cemeteries). In addition, privately owned paddocks, orchards and meadows are included in this open space assessment; due to *Settlement name's* rural character, this type of open space can be found within and around the conservation area and are, unlike the majority of private gardens, open in nature and therefore usually quite visible.

Only parcels of land lying outside the conservation area that are directly adjoining the conservation area or in close proximity to it have been included in this assessment. The exclusion of parcels of land further afield does not mean that they do not contribute to the character of the conservation area. Any future developments involving these open spaces should take account of their contribution.

Individual parcels of land are assessed below and mapped on the map on page according to the extent of their contribution to the character and appearance of the conservation area: strong, some or none/negligible.

Number of the open spaces in the *Settlement name* area have been separately designated as Local Green Space in the *document name and date*. These are as follows:

- Text
- Text

- Text

Open space within the conservation area

1 *Name, contribution*

Text

To view this area on a map, see *Drawing name* on page **

2 *Name, contribution*

Text

To view this area on a map, see *Drawing name* on page **

3 *Name*

Text

To view this area on a map, see *Drawing name* on page **

Open space outside the conservation area

4 *Name*

Text

To view this area on a map, see *Drawing name* on page **

5 *Name*

Text

To view this area on a map, see *Drawing name* on page **

Gardens, trees and water courses

- Text

- Text

4.4 Views

Views make an important contribution to our ability to appreciate the character and appearance of the conservation area. A representative selection has been identified in the appraisal that encapsulate and express the special and unique character of the conservation area (and in some cases the contribution of its landscape setting). These views are a selection only and are not definitive.

Text

Three types of view have been identified. These are mapped on the interactive map and illustrated on the following pages. The selection is not exhaustive and other significant views might be identified by the council when considering proposals for development or change.

- **Townscape views** within the conservation area which give a sense of the spatial character and development, and architectural quality of the village. Trees can play an important part in these views. (Views A–J).
- **Contextual views** which look out to the landscape beyond the conservation area and give an understanding of its topography and setting (Views L–Q).
- **Setting views** from outside the conservation area, which enable its boundaries and rural setting to be understood and appreciated (Views R–V).

Some of these views are dynamic, in which moving along a street or path reveals a changing streetscape or landscape.

Particularly important townscape views include text. Key examples of contextual views are text. An important example of a setting view is text.

4.5 Character zones

Number zones of discernibly different character can be identified within the conservation area, based on their spatial character and architectural qualities, historical development and the contribution they make to the conservation area.

The features and individual characteristics of each zone that contribute to the character and appearance of the conservation area are summarised below. The boundaries of the Character Zones are mapped on page **

Character zone 1: Name

Text

- Text
- Text

Character zone 2: Name

Text

Text

Text

Character zone 3: Name

Text

- Text
- Text

5.0 Heritage assets and opportunities for enhancement

5.1 Collective contribution

The buildings, structures and spaces of the conservation area collectively contribute to its character, but some particular buildings and spaces are worth noting, either for their positive contribution, or conversely, because they do *not* contribute to the defined character of the conservation areas. Where such exemptions from character occur (see section 5.3), their existence should not be relied on as a precedent for any further changes of a similar type, where this would result in a detrimental impact to the identified character of the conservation areas. Such elements may have some merit in non-heritage terms; however, with respect to the character of the conservation area, they may provide opportunities for its enhancement.

5.2 Listed buildings and positive contributors

Limitations of mapping

The preparation of this appraisal has not included a survey of significant outbuildings in the conservation areas. Accordingly, outbuildings are left uncoloured on the maps but no inference as to the nature of the contribution made by any particular outbuilding should be made from the absence of colouring. Additionally, outbuildings may be curtilage listed through association with listed buildings.

Listed Buildings

Settlement name* Conservation Area contains *number* nationally, statutorily listed buildings which are identified on the map on page **.

There will always be a strong presumption in favour of the retention of these buildings and special regard to conserving their significance and setting will be expected in any development proposals.

It is possible to add evidence (from published research) to list entries through Historic England's 'Enrich the List' online facility. Enriching the list entries for *Settlement name's* listed buildings in this way is encouraged and would aid both applicants and HDC in the proposal and assessment of changes to listed buildings.

Positive Contributors

Whilst not recognised within the NPPF, Historic England describe the existence of 'positive contributors': buildings which may or may not be historic, and which may have been significantly altered, but make a positive contribution to the appearance or defined character of the conservation area.

Positive contributors are identified on the map on page **.

5.3 Elements which do not contribute to character

The sites, buildings and structures mentioned below do not contribute to the character of the conservation area. This is not to say that they are not of merit in non-heritage terms, but simply that they are not part of the defined character of the conservation area. The purpose of identifying these elements is to define more clearly the character of the conservation area, to highlight opportunities for enhancement, and to indicate which elements should not be taken as precedents for the design of future developments.

Houses of modern construction

Some twentieth- and twenty-first century houses do not contribute to the character the conservation area, for various reasons, including scale, style, materials, proportions, fenestration and roof forms, relationship to plot and relationship to neighbouring buildings. These include:

- Text
- Text

Inappropriate boundary treatments

There are some examples of boundary treatments that do not contribute to the unique character of the conservation area, including:

Text

Text

Building name/element name

Text

Building name/element name

Text

6.0 Boundary review *if applicable*

Text

The recommended amendments fall into *number* broad categories:

- 1 **category one.** Text
- 2 **category two** Text.

Each parcel of land has been carefully considered, with the conclusion that development could significantly impact the special character of the conservation area.

Note that the changes suggested below would require public consultation.

6.1 Category 1

• Text

• Text

6.2 Category 2

• Text

• Text

7.0 Management risks, opportunities, and recommendations

The following analysis and recommendations have emerged from the assessment of *Settlement name* Conservation Area in the preparation of this appraisal.

7.1 Key risks and opportunities

- Text
- Text

Opportunities for the enhancement of the conservation areas include managing small cumulative developments to better respond to the identified character of the conservation areas as well as the potential sensitive redevelopment of sites that do not contribute to the character of the conservation area where other heritage and amenity considerations are met.

7.2 Management recommendations

Recommendation 1

Text.

Reason

Text

Subhead

Text

Recommendation 2

Text

Reason

Text

Recommendation 3

Etc

8.0 Glossary, methodology and further information

8.1 Glossary

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Non-designated heritage asset: A heritage asset which is not listed or scheduled.

8.2 Methodology

Designation and management of conservation areas

What are conservation areas?

Conservation areas are areas of 'special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' – in other words, they exist to protect the features and the characteristics that make a historic place unique and distinctive.

They were introduced by the Civic Amenities Act 1967. They need to have a definite architectural quality or historic interest to merit designation.

They are normally designated by the local planning authority, in this case Hart District Council.

Effects of conservation area designation

- The Council has a duty, in exercising its planning powers, to pay special attention to the desirability of preserving or enhancing the character or appearance of the area.
- Designation introduces some extra planning controls and considerations, which exist to protect the historical and architectural elements which make the areas special places.
- To find out how conservation areas are managed and how living in or owning a business in a conservation area might affect you, see the Hart District Council's website.

Best practice

Two Historic England publications provided relevant and widely recognised advice that informed the methodology employed to prepare the appraisal:

- *Conservation Area Designation, Appraisal and Management: Historic England Advice Note 1* (Second edition), English Heritage (2019)
- *The Setting of Heritage Assets: Historic Environment Good Practice Advice in Planning Note 3* (Second Edition) 2017

Process

The appraisal of the conservation area involved the following steps:

- A re-survey of the area and its boundaries,
- A review of the condition of the area since the last appraisal was undertaken to identify changes and trends,
- Identification of views which contribute to appreciation of the character of the conservation area,
- A description of the character of the area and the key elements that contribute to it,
- Where appropriate, the identification of character zones where differences in spatial patterns and townscape are notable that have derived from the way the area developed, its architecture, social make-up, historical associations and past and present uses,
- An assessment of the contribution made by open space within and around the conservation area,
- Identification of heritage assets and detracting elements; and,
- Recommendations for future management of the conservation area.

Heritage assets

The appraisal identifies buildings, listed or unlisted, which contribute to the character and appearance of the conservation area, and those that do not.

- **Statutorily listed buildings** are buildings and structures that have, individually or as groups, been recognised as being of national importance for their special architectural and historic interest. The high number of nationally listed building plays an important part in the heritage significance of many of the district's conservation areas. Listed buildings are referred to as designated heritage assets.
- There are many **unlisted buildings, structures and spaces** that help to shape the character of an area. All such buildings and places are considered 'non-designated heritage assets' (see glossary). The Historic England advice note on conservation area designation, appraisal and management includes a set of criteria that can be used to identify these.
- Does it have significant historic associations with features such as the historic road layout, burgage plots, a town park or a landscape feature?

- Does it have historic associations with local people or past events?
- Does it reflect the traditional functional character or former use in the area?
- Does its use contribute to the character or appearance of the area?

Open space analysis

The analysis considered open space inside and immediately outside the conservation area. Seasonal variations, particularly leaf growth, may make a difference to the contribution of open space at different times of year.

Fieldwork was combined with an analysis of historic mapping and other secondary sources. From this, the following factors were taken into account in assessing the contribution of open space to the character and appearance of each Conservation Area:

1. the historical relationship and function of open space
2. its contribution to the form and structure of historical settlements
3. how open space is experienced and viewed from within the Conservation Area
4. how the pattern of historic settlements and their relationship to the wider landscape can be understood when looking in from outside.

The contribution of open spaces to the conservation area are shown on the maps. They are graded into three different categories: 'strong contribution', 'some contribution' and 'no / negligible contribution'.

8.3 Statement of community engagement

WORDING TO BE AGREED ONCE CONSULTATION STRATEGY FINALISED

8.4 Sources and further information

Legislation and policy

Planning (Listed Buildings and Conservation Areas) Act 1990 [Planning \(Listed Buildings and Conservation Areas\) Act 1990 \(legislation.gov.uk\)](http://legislation.gov.uk)

National Planning Policy Framework [National Planning Policy Framework \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Hart Local Plan (Strategy & Sites) 2032 link [Hart Local Plan \(Strategy & Sites\) 2032](#)

An accessible version of the Local Plan is also available at the following link: [Hart Local Plan plain text version \(hart.gov.uk\)](http://hart.gov.uk)

Text

Guidance

Conservation Area Designation, Appraisal and Management; Historic England Advice Note 1 (Second edition), Historic England (2019)

Historic Environment Good Practice Advice in Planning Note 3: The Setting of Heritage Assets (Second edition), Historic England (2017)

Reference

Text

Photography

Text

Appendix A:

History of *Settlement name* Conservation Area

Heading

Text

Heading

Text

Heading

Text

Heading

Text

Appendix B:

Policy

Section 69 1(a) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) ('The Act'), defines Conservation Area as:

areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance. Once identified these areas should be designated as Conservation Areas and regularly reviewed.

Section 69 (2) of the Act, states:

it shall be the duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas.

In addition, the statutory test in Section 72 of the Act states:

that with respect to any buildings or land in a conservation area special attention should be paid to the desirability of preserving or enhancing the character or appearance of that area.

This appraisal and the accompanying management plan are comply with government guidance on the management of the historic environment through the National Planning Policy Framework (NPPF) (2023) Chapter 16 'Conserving and Enhancing the Historic Environment' Paragraphs 190 to 193. and Historic England's Historic Environment, Advice Note 1 (second edition) 'Conservation Appraisal, Designation and Management.'

The Hart Local Plan Policy (Strategy & Sites) 2032 Policy NBE8 is the key policy relating to the historic environment for development management purposes.

With regards to the development plan, Policy NBE8 Historic Environment in the Hart Local Plan (Strategy and Sites) 2032 sets out an overarching policy approach towards planning applications that would affect heritage assets. The Local Plan also contains Policy NBE9 Design which includes a criterion relating to heritage assets and their settings.

Web Content Accessibility Guidelines

This is reproduced from an email sent from the Council's Communications team to all Parish & Town Councils on 6 July 2023

The law on digital accessibility applies to all local authorities

There may be some uncertainty about whether town and parish councils are covered by the [Public Sector Bodies Accessibility Regulations 2018](#)

Please be aware that the regulations apply to all public sector bodies, including town and parish councils.

In practice, you need to ensure your websites and other online and mobile platforms comply with the [Web Content Accessibility Guidelines \(WCAG\)](#). This is the internationally recognised standard for digital accessibility.

The Government Digital Service is auditing public sector websites. It is contacting public sector bodies that do not comply with the guidelines to tell them what they need to put right. They usually allow 12 weeks for this process.

Where they find continued non-compliance, they may refer the public sector body to the Equality and Human Rights Commission, which may choose to take enforcement action.

In some cases, public sector bodies are not required to comply with the accessibility requirement where doing so would impose a disproportionate burden. However, any public sector body claiming this exemption must demonstrate clear justification.

The Government Digital Service has published [advice online to help you make your websites accessible](#).

Some points to remember:

You need to [publish an accessibility statement](#) on your website to comply with the regulations.

Follow the WCAG design principles. Websites should be:

- perceivable – so people can access your services with the senses available to them,
- operable – can find and use your content,
- understandable – can comprehend it, and
- robust – can use a range of technologies to interact with it.

The guidelines also cover any documents you upload to your website (such as PDFs) or pass to another authority for online publication.

Use accessibility checkers in apps such as Word and Excel to ensure documents are accessible when you create them.

You should have processes to:

- regularly monitor and review your website to ensure it remains accessible, and
- invite and manage requests for any content not in an accessible format.

This is an opportunity for us to enhance the service we provide to residents, because accessible websites usually work better for everyone.



Budget Monitoring – 23/24 Outturn Latest Forecast

Overview & Scrutiny

Date 17th October 2023

Recommendations

- Note the projected Outturn
- Note the Capital Overview
- Note the Project Overview
- Note Treasury Management position

Projected Revenue Outturn

Outturn for 2023/24 is forecast to be £0.9m surplus to Budget

£000	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Variance
Community	3,325		(131)	3,194	2,646	(548)
Corporate	7,058		(50)	7,008	6,997	(11)
Place	2,337			2,337	2,605	268
Net Cost of Service	12,720	0	(181)	12,589	12,248	(291)
Revenue Projects	405	271	50	726	718	(8)
Treasury	109			109	(463)	(572)
Funding	(13,234)	(271)	131	(13,374)	(13,403)	(29)
Budget	0	0	0	0	(899)	(899)

Revenue Projects Overview

Page 43

£000	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance from Budget
Community	245	247	0	492	432	(60)
Corporate	160	24	50	234	242	8
Place	0	0	0	45	45	45
Total	405	271	50	726	718	(8)

- Projects were approved as part of Capital Schemes in the 2023/24 Budget. They are non-capital in nature.
- Detailed tables can be found in the Appendices

Capital Projects Overview

Capital is expenditure on new assets or improvements to existing assets

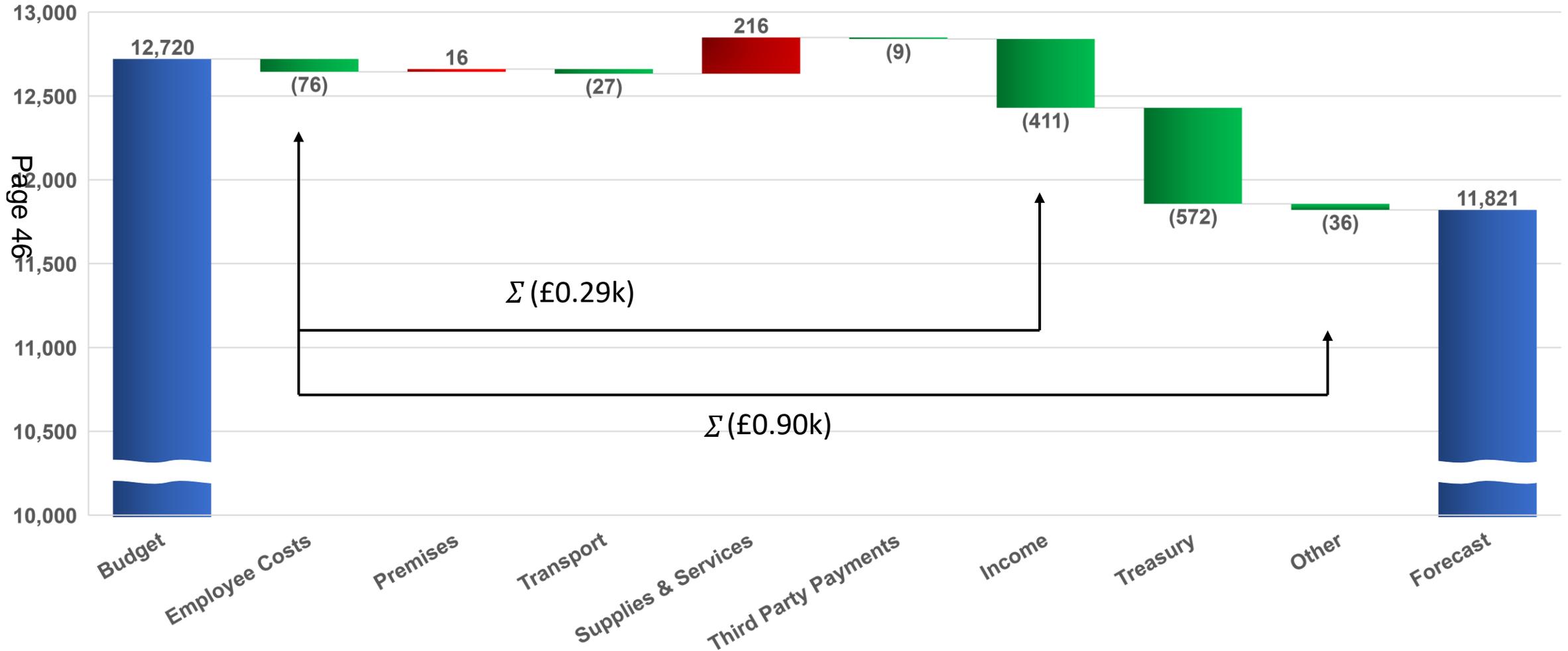
£000	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance from Budget
Community	902	1,239	490	2,631	2,187	(443)
Corporate	0	73	75	148	147	(1)
Place	0	150	0	150	80	(70)
Total	902	1,463	565	2,928	2,415	(513)

Summary Revenue

The council is forecasting an overall underspend of £0.9m against the 2023-24 revenue budget of £12.7m.

Included in the revenue outturn are £131k developer contributions to Earmarked Reserves (EMR)

Forecast Variance by Subjective £k



Forecast Pressures & Savings

Increase/Decrease in Income

Planning Development income £173k ↓

Building control income £52k ↓

Waste and recycling income £297k ↑

Treasury income £572k ↑

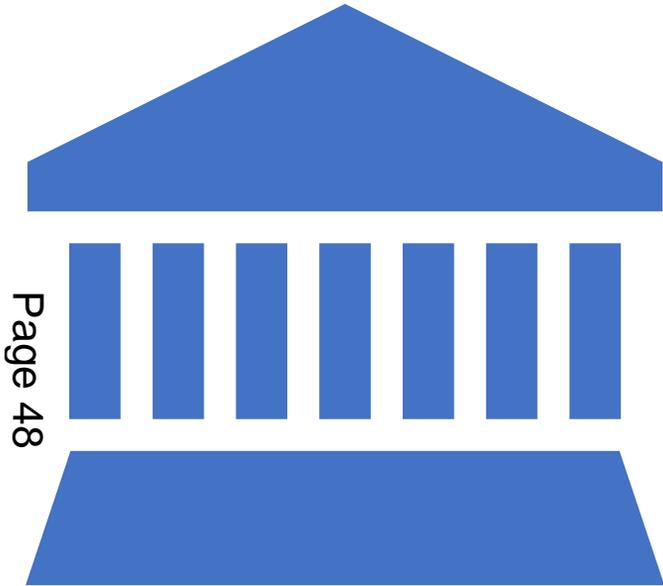
Increase/Decrease in Costs

Building Repair & Maintenance £45k ↑

Employee costs (vacancies) £76k ↓

Treasury

- Interest rates on funds invested are expected to exceed budget assumptions due to higher rates and a more flexible approach to Treasury Management (TM) as agreed in TM Strategy.
- Current rates available are between 4-6%.
- Based on current investments interest is forecast to be £572k greater than budget for the year.
- Borrowing costs in 23/24 are forecast to be as per Budget.



Treasury Summary @ 30th Sep 2023

Borrower	Amount £m	Interest Rate	ESG Rating	Terms	Investment Date	Maturity Date	Interest £m
Barclays Ltd - Green A/C	5.0	5.30%	80	95 Days	01-Apr-23	05-Jan-24	0.203
Derbyshire County Council	5.0	4.45%		Fixed	25-Apr-23	23-Apr-24	0.222
Qatar National Bank	5.0	5.74%	90		01-Aug-23	16-Nov-23	0.084
Sumitomo Mitsui Banking Corp.	3.6	5.45%	88	Fixed	01-Aug-23	16-Oct-23	0.041
Goldman Sachs	7.0	5.66%	93	Fixed	01-Sep-23	15-Dec-23	0.114
First Abu Dhabi	1.8	5.49%	92		01-Sep-23	16-Nov-23	0.021
Aberdeen Liquidity - Standard Life	2.4	5.28%		Money Market Fund	29-Sep-23	02-Oct-23	0.001
Bank of New York Mellon	7.5	5.26%		Money Market Fund	15-Aug-23	02-Oct-23	0.052
	37.3						0.737
Barclays-FIBCA	0.1	0.84%	80				
Total	37.4						

- ESG (Economic, Social and Corporate Governance) ratings as agreed in Treasury Management (TM) Strategy.
- During Q2 Treasury activity has operated within the prudential indicators approved in 23/24 TM Strategy
- No new borrowing has been taken out during H1 2023. The borrowing requirement for 2023/24 is estimated to be £13.9m. Further details on treasury management and economic indicators can be found in the appendices.

1. Summary Revenue Outturn £000

Summary	Note #	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Employee Costs	3	7,037		0	7,037	6,961	(76)	(2)
Premises	4	576		0	576	592	16	16
Supplies and Services	5	9,410		0	9,410	9,626	216	(90)
Transport	6	104		0	104	77	(27)	(22)
Third Party Payments	7	1,864		0	1,864	1,855	(9)	(9)
Transfer Payments	8	10,309		0	10,309	10,309	0	0
Other Grants and Contributions	9	(258)		0	(258)	(272)	(14)	118
Income	10	(16,321)		(181)	(16,452)	(16,899)	(397)	(489)
Net Cost of Service		12,720	0	(181)	12,589	12,248	(291)	(478)
Revenue Projects	12	405	271	50	676	718	(8)	78
Commercial Income		(1,413)		0	(1,413)	(1,413)	(0)	0
Collection Fund		(9,468)		0	(9,468)	(9,468)	(0)	0
Treasury	11	109		0	109	(463)	(572)	(572)
Other Funding		(2,354)	(271)	131	(2,494)	(2,522)	(28)	8
Outturn		0	0	0	0	(899)	(899)	(964)

The significant variances are explained in breakout tables below.

2. Movement in Reserves

Movement in Reserves	£000	Reason
Refurbishment of third floor	(50)	Ear-marked reserve for this purpose
Biodiversity	(6)	S106 receipts received in 2023/24
Affordable Housing	(26)	S106 receipts received in 2023/24
SANGS	(99)	S106 receipts received in 2023/24
	(181)	

3. Employee Costs

Employee Costs	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Pay Costs	6,792	0	6,792	6,619	(174)	(130)
Agency	126	0	126	256	130	131
Severance	0	0	0	0	0	0
Other	119	0	119	86	(32)	(3)
Outturn	7,037	0	7,037	6,961	(76)	(2)

- Agency costs supplement staff vacancies and support projects.
- Other includes salary capitalisation which is £40k higher than budget – this is the impact of process improvement, using time sheets to reflect activity.

4. Premises £000

Premises	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Electricity	101	0	101	83	(18)	(7)
Gas	53	0	53	53	0	0
Business Rates	322	0	322	311	(11)	(6)
Building Repair & Maintenance	22	0	22	56	34	19
Other	78	0	78	89	11	11
Outturn	576	0	576	592	16	16

- Budget estimates for the general repair and maintenance of the Civic Building were insufficient.
- Electricity cost forecast has reduced reflecting Solar panel energy generation.

5. Supplies & Services £000

Supplies & Services	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Fees and hired services	4,826	0	4,826	4,660	(166)	(198)
Sub-contracted work	1,166	0	1,166	1,088	(77)	(93)
Streets & Grounds	72	0	72	11	(62)	(69)
Postage and Printing	228	0	228	302	74	85
Homes for Ukraine	0	0	0	421	421	256
Other	3,119	0	3,119	3,144	25	(70)
Outturn	9,410	0	9,410	9,626	216	(89)

- Fees and hired services budget assumed a 10% inflationary pressure – although many costs have increased as expected others have remained stable.
- Budget estimates for print and postage were insufficient.
- Homes for Ukraine expenditure is an off-set from income received (see Table 10)

6. Transport £000

Transport	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Car Allowances	69	0	69	45	(24)	(20)
Travel Expenses	18	0	18	16	(3)	(2)
Other vehicle expenses	17	0	17	17	0	0
Outturn	104	0	104	77	(27)	(22)

7. Third Party Payments £000

Third Party Payments	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
5C Contract	1,576	0	1,576	1,547	(28)	(28)
Other	288	0	288	307	19	19
Outturn	1,864	0	1,864	1,855	(9)	(9)

The 5C contract is a cost sharing agreement. Services provided by Capita were changed for some of the 5 councils which is reflected in a decrease in costs for Hart.

REVENUE FORECAST OUTTURN 2023-24

APPENDIX A

8. Transfer Payments £000

Transfer Payments	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Rent Allowances	10,541	0	10,541	10,541	0	0
Rent Allowances over payments	(232)	0	(232)	(232)	0	0
Outturn	10,309	0	10,309	10,309	0	0

9. Other Grants & Contributions £000

Other Grants & Contributions	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Accounting Provisions	(219)	0	(219)	(219)	0	107
Capital Grants & Contributions	(39)	0	(39)	(53)	(14)	11
Outturn	(258)	0	(258)	(272)	(14)	118

10. Income £000

Income	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Green waste sacks	(830)	0	(830)	(950)	(120)	(131)
Recycling income	(220)	0	(220)	(412)	(192)	(148)
Car Parking	(756)	0	(756)	(759)	(3)	(5)
Planning - application fees	(759)	0	(759)	(583)	176	1
Building Control	(375)	0	(375)	(323)	52	19
Rent Income	(224)	0	(224)	(235)	(11)	(9)
Homes for Ukraine grant	(179)	0	(179)	(502)	(323)	(223)
Other	(12,977)	(181)	(13,158)	(13,134)	24	8
Outturn	(16,321)	(181)	(16,502)	(16,899)	(397)	(488)

- Green waste subscribers are forecast to be at pre-pandemic levels. Year to date, subscription income has increased by 18% over prior year.
- Mixed recycling income per tonne is volatile and is currently higher than budget assumptions. This will be monitored during the year.
- Planning application fees and building control are dependent on activity levels.
- Homes for Ukraine grant is offset by spend in Supplies & Services (see Table 5).

2. 11. Treasury £000

Treasury	Approved Budget	Movement in Reserves	Revised Budget	Latest Forecast	Forecast Outturn	Previous Forecast
Interest Payable	314	0	314	336	23	22
Interest on Investments	(205)	0	(205)	(799)	(594)	(594)
Outturn	109	0	109	(463)	(572)	(572)

- Interest rates on investments is significantly higher than budget assumptions.

Capital & Project Summary £000

Projects	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Q1 Variance
Revenue Projects	405	271	50	726	718	(8)	78
Capital Projects	902	1,463	565	2,928	2,415	(513)	(740)
	1,307	1,734	615	3,654	3,133	(521)	(663)

12. Revenue Projects £000

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Community Services	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
Bramshot Farm: Woodland Path	50	0	0	50	50	0	0
Bramshot Farm: Stock Fencing	15	0	0	15	7	(8)	0
Bramshot Farm: Resurface Car Park	30	0	0	30	30	0	0
Countryside Stewardship	0	50	0	50	20	(30)	0
Edenbrook CP Boardwalk	40	0	0	40	40	0	0
Edenbrook CP Supply Water	20	0	0	20	20	0	0
Fleet Pond Signage	0	0	0	0	18	18	7
Whitewater Meadow Culverts	20	0	0	20	20	0	0
Whitewater Meadow Stock Fencing	30	0	0	30	30	0	0
Whitewater Meadow Signage	30	0	0	30	30	0	0
QEII Fields Fencing	10	0	0	10	10	0	0
Bramshot Farm Concessions	0	40	0	40	0	(40)	0
Edenbrook CP Concessions	0	40	0	40	40	0	0
Fleet Pond Ecology	0	30	0	30	30	0	0
Hazeley Heath Grazing	0	11	0	11	11	0	0
HW Central Common Access Improvements	0	76	0	76	76	0	0
	245	247	0	492	432	(60)	7

CAPITAL & PROJECTS SPEND FORECAST 2023-24

APPENDIX B

Revenue Projects continued.

Corporate Services	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
Accessibility Project	0	24	0	24	24	0	0
Use of Civic Offices by FCoT	0	0	50	50	62	12	60
Telephony upgrade	40	0	0	40	29	(11)	0
Exit IT from 5C Contract	30	0	0	30	1	(29)	0
Upgrade Hyper V Servers	20	0	0	20	38	18	0
Decommissioning Switch Cabinet	20	0	0	20	5	(15)	0
Cyber Assurance Framework	20	0	0	20	20	0	0
Email Marketing Platform	5	0	0	5	3	(2)	0
Website-Phase2	25	0	0	25	25	0	0
Kings Coronation Grants	0	0	0	0	10	10	10
	160	24	50	234	242	8	71
Corporate Services	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
Planning Settlement Study	0	0	0	0	45	45	0
	0	0	0	0	45	45	0
Total	405	271	50	726	718	(8)	78

CAPITAL & PROJECTS SPEND FORECAST 2023-24

APPENDIX B

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Capital Projects £000 Community	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
Disabled Facilities - Mandatory	867	0	0	867	861	(6)	0
Fleet Pond Visitor Enhancement	0	51	0	51	22	(29)	(31)
Bramshot Farm	0	137	0	137	0	(137)	0
Private Sector Renewal	0	0	10	10	10	0	0
S106 Leisure Parish	0	0	267	267	267	0	0
Hazeley Hth Access Improvement	0	0	0	0	0	0	0
Service Vehicles	35	16	20	71	55	(16)	(9)
Edenbrook CP - Skate/Bike Park	0	165	0	165	165	0	0
Edenbrook CP - Teen Health	0	65	0	65	65	0	0
Fleet Pond Fencing	0	0	0	0	0	0	0
Grants for Affordable Housing	0	300	0	300	300	0	(300)
Fleet Pond Green Corridor	0	0	0	0	0	0	0
GG A3013 Cove Road Crossing	0	255	0	255	0	(255)	0
Fleet Pond Signage	0	0	0	0	0	0	0
Energy Efficiency Affordable Homes	0	250	0	250	250	0	(250)
Whitewater Meadows-PlayArea	0	0	167	167	167	0	0
CCTV Improvement works	0	0	26	26	26	0	0
	902	1,239	490	2,631	2,187	(443)	(590)
Capital Projects £000 Corporate	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
IT Upgrade	0	18	0	18	18	(1)	(0)
Website Development Project	0	7	0	7	7	0	(0)
Cyber Security 23-24	0	48	0	48	48	0	0
Climate Change Programme	0	0	75	75	75	0	0
	0	73	75	148	147	(1)	(1)

Capital Projects continued....

Capital Projects £000 Place	Approved Budget	Carry Forwards	Movement in Reserves	Revised Budget	Latest Forecast	Variance	Previous Variance
Phoenix Green, Hartley Wintney	0	70	0	70	0	(70)	(70)
Mill Corner, North Warnborough	0	27	0	27	27	0	(27)
Kingsway Flood Alleviation Sch	0	54	0	54	54	0	(53)
	0	150	0	150	80	(70)	(150)
Total	902	1,463	565	2,928	2,415	(513)	(740)

Both S106 Leisure Parish and Whitewater Meadows, Play Area spend reflect contractual obligations associated with S106 funds already received. Service vehicles have been replaced by electric vehicles in line with Climate Change policy.

1. Treasury Management Strategy Statement

The Treasury Management Strategy Statement (TMSS) for 2023/24 was approved by the Council on 23rd February 2023.

There are no policy changes to the TMSS; the details in this appendix update the position in the light of the updated economic position and budgetary changes already approved.

The table below shows the revised estimates for capital expenditure and the changes since the capital programme was agreed in the Budget.

Prudential Indicator	2023/24	2023/24
	Original	Revised
	£'000	£'000
Operational Boundary	25,000	25,000
Authorised Limit	30,000	30,000
Capital Financing Requirement (CFR)	40,345	40,862

2. Limits to Borrowing Activity

Net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not exceed the total of CFR.

Operational Boundary for External debt	2023/24	2023/24
	Original	Revised
	£'000	£'000
Operational Boundary	25,000	25,000
Borrowing	13,387	13,904

The overall level of borrowing is the Authorised Limit which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members.

Authorised Limit for External Debt	2023/24	2023/24
	Original	Revised
	£'000	£'000
Authorised Limit	30,000	30,000
Borrowing	13,387	13,904

3. Borrowing

The Council's capital financing requirement (CFR) for 2023/24 is £40.9m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

4. The Council's Position (Prudential Indicators)

The revised estimates for capital expenditure and the changes since the capital programme was agreed in the Budget.

Capital Expenditure by Service	2023/24 Original Estimate £'000	Current Position 30/09/23 £'000	2023/24 Revised Estimate £'000
Community Services	1,147	872	2,188
Corporate Services	140	51	148
Place Services	0	0	81
Total capital expenditure	1,287	923	2,417

Capital Expenditure	2023/24 Original Estimate £'000	Current Position 30/09/23 £'000	2023/24 Revised Estimate £'000
Total capital expenditure	1,287	923	2,417
Financed by:			
Capital grants	867	803	1,958
Capital receipts	0	0	0
Revenue	420	120	459
Total financing	1,287	923	2,417
Borrowing requirement	0	0	0

5. Operational Boundary for external debt

The Capital Financing Requirement (CFR), which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Operational Boundary for external debt	2023/24	2023/24
	Original	Revised
	£'000	£'000
CFR	40,345	40,862
Borrowing	13,387	13,904

6. The CFR and Borrowing

	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000
Authorised Limit	30,000	30,000	30,000	30,000
Operational Boundary	25,000	25,000	25,000	25,000
Capital Financing Requirement	41,450	40,862	40,274	39,686
External Debt	15,689	13,904	13,543	13,175
Under/(over) borrowing	25,761	26,958	26,731	26,511
Change in External Debt	4,154	(1,785)	(361)	(368)

1. Economic Update

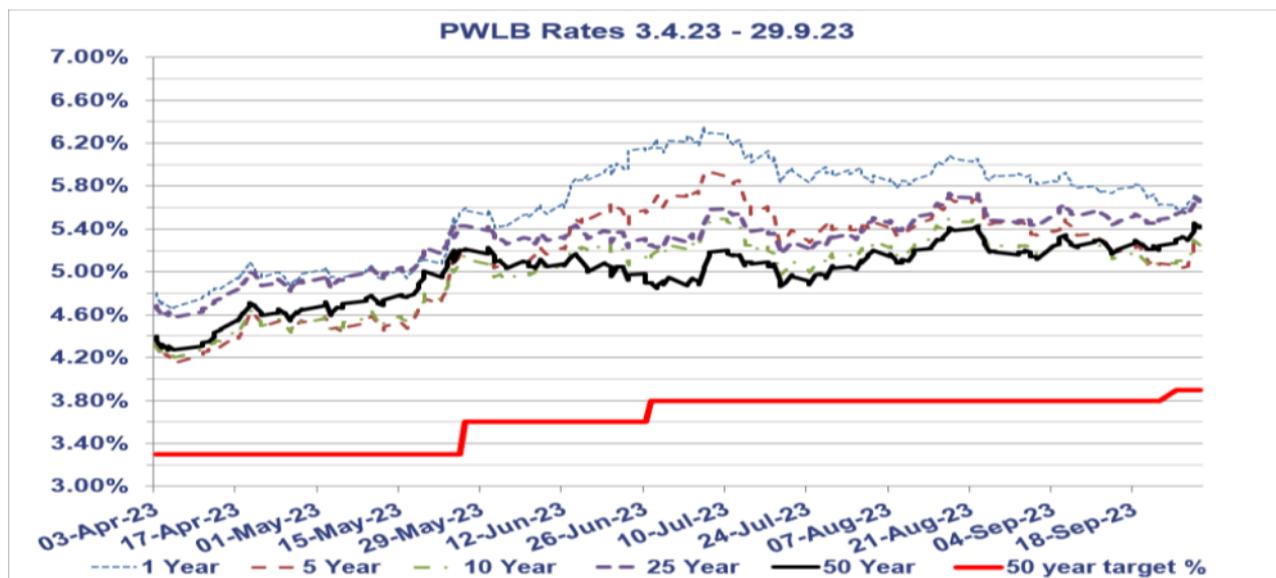
The first half of 2023/24 saw:

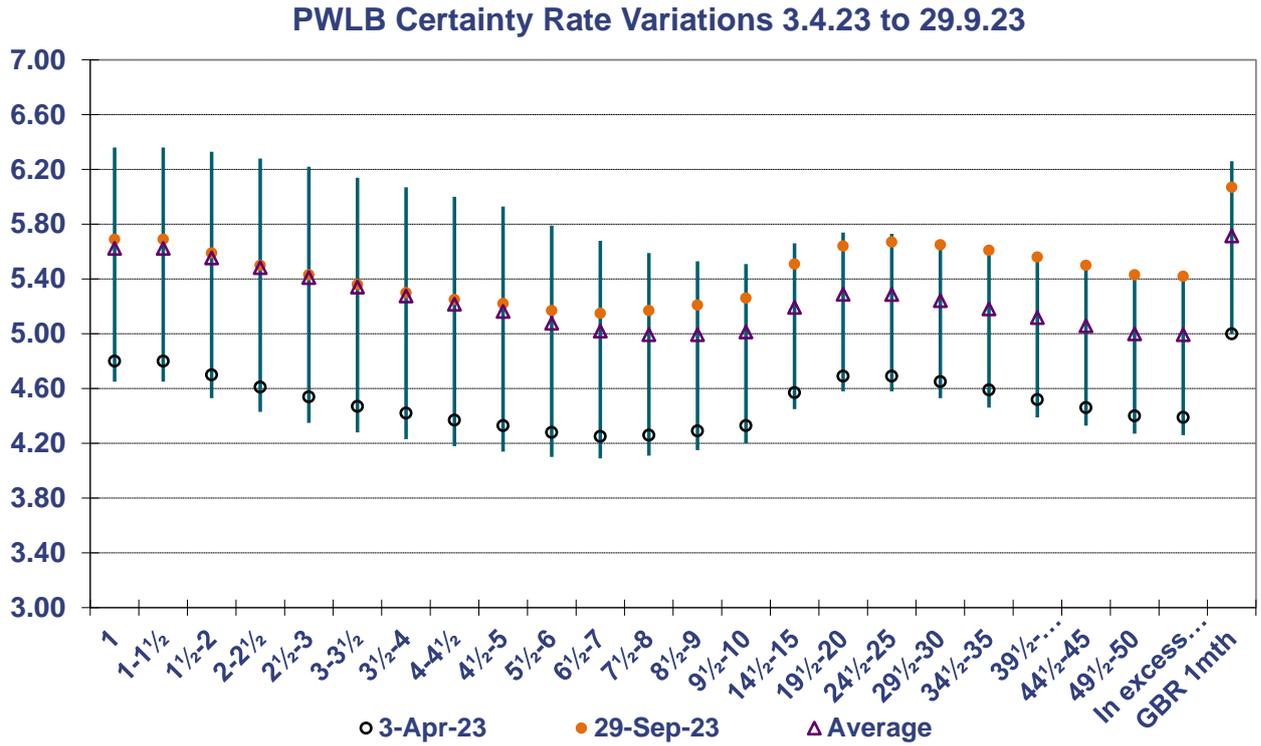
- Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
- Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
- A 0.5% m/m decline in real GDP in July, mainly due to more strikes.
- CPI inflation falling from 8.7% in April to 6.7% in August, its lowest rate since February 2022, but still the highest in the G7.
- Core CPI inflation declining to 6.2% in August from 7.1% in April and May, a then 31 years high.
- A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).

2. Interest Forecasts

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

3. PWLB Rates 01-Apr-23 to 29-Sep-23

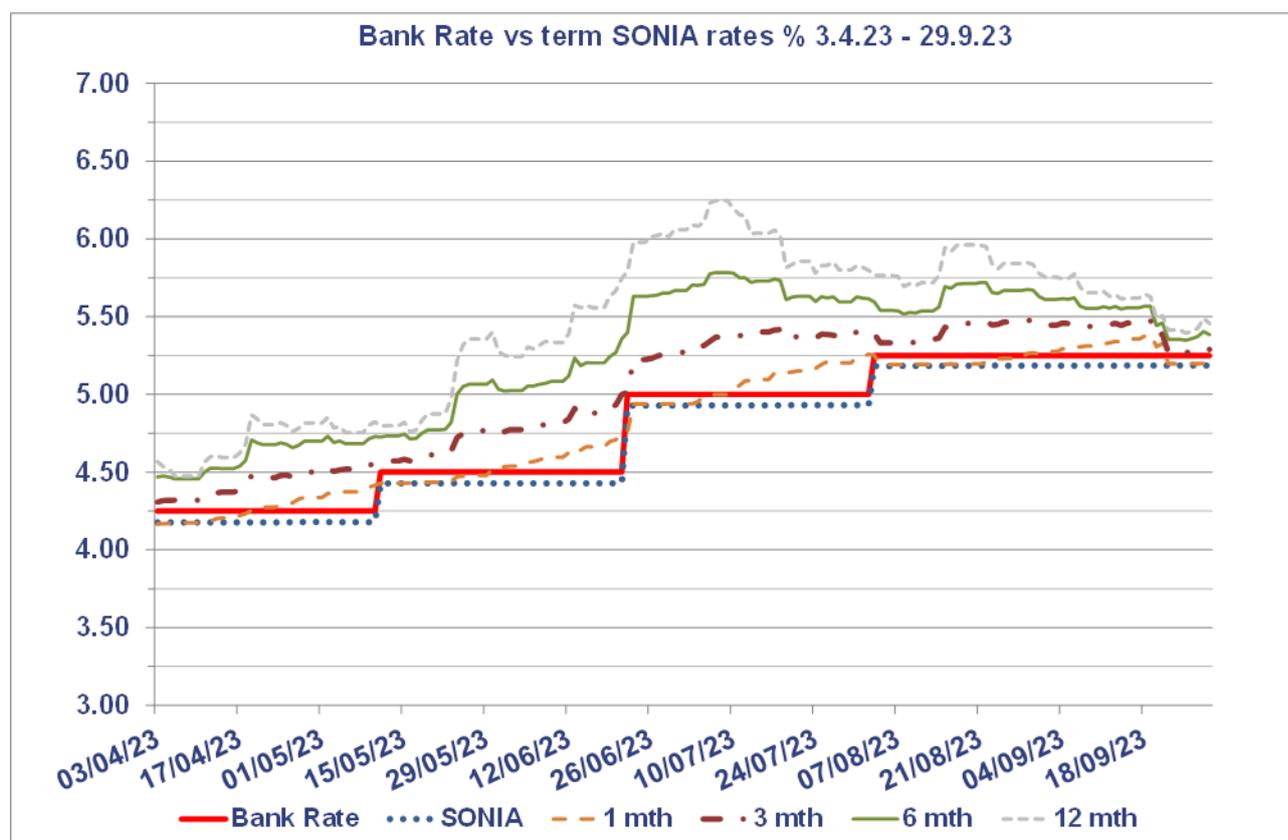




HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.23 – 29.09.23

	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.65%	4.14%	4.20%	4.58%	4.27%
Date	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
High	6.36%	5.93%	5.51%	5.73%	5.45%
Date	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
Average	5.62%	5.16%	5.01%	5.29%	5.00%
Spread	1.71%	1.79%	1.31%	1.15%	1.18%

4. Investment Performance



	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	5.25	5.19	5.39	5.48	5.78	6.25
High Date	03/08/2023	29/09/2023	19/09/2023	30/08/2023	07/07/2023	07/07/2023
Low	4.25	4.18	4.17	4.31	4.46	4.47
Low Date	03/04/2023	04/04/2023	03/04/2023	03/04/2023	06/04/2023	06/04/2023
Average	4.81	4.74	4.83	5.03	5.26	5.45
Spread	1.00	1.01	1.22	1.17	1.33	1.77

The table above covers the first half of 2023/24.

5. Approved Countries for Investments as of 30th September 2023*Based on lowest available rating***AAA**

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)

AA-

- Belgium
- France (downgraded by Fitch on 9th May 2023)
- Qatar
- U.K.

OVERVIEW & SCRUTINY

DATE OF MEETING: 17 OCTOBER 2023

**TITLE OF REPORT: VIABILITY APPRAISALS FOR NEW DEVELOPMENT
SUPPLEMENTARY PLANNING DOCUMENT**

Report of: Executive Director – Place

Cabinet Portfolio: Planning Policy and Place

Key Decision: No

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. To provide an update on the draft Viability Appraisals for New Developments Supplementary Planning Document following public consultation and seek the views of Overview & Scrutiny Committee prior to its consideration by Cabinet.

RECOMMENDATION

2. That the Overview & Scrutiny Committee provides comments to Cabinet on the following draft recommendation:
 - a) that the Viability Appraisals for New Development Supplementary Planning Document attached at Appendix 1 is adopted for planning and development management purposes.

BACKGROUND

3. Developer contributions from new development, including the provision of affordable homes, can be required to make development acceptable in planning terms consistent with the policies in the adopted Hart Local Plan (Strategy & Sites) 2032.
4. The Local Plan sets out that a viability assessment will be needed if an applicant proposes a scheme that does not provide the amount or type of developer contributions expected through the Council's Development Plan Policies.
5. To ensure that such viability assessments are robust and meet the Council's expectations, a draft Viability Appraisals for New Development Supplementary Planning Document (Viability SPD) has been drafted to provide advice to applicants. Following public consultation, the SPD is brought to this Committee for comments, prior to consideration for adoption by Cabinet.
6. The Council receives planning applications where applicants fail to comply fully with all Local Plan Policies on the grounds of viability. This is usually related to the full provision of affordable homes as set out in Local Plan Policy H2, and/or to the full delivery of infrastructure requirements as set out in Policy INF1, and to financial payments towards infrastructure improvements or delivery.
7. In relation to both of these policies, the Local Plan sets out that where the full Policy requirements are not met, the application must be supported by a robust viability assessment that may be independently reviewed.
8. Although some guidance on the assumptions to be included within viability assessments is set out in the Government's Planning Practice Guidance, there remain many assumptions on for example costs and returns, which are at the discretion of those preparing the assessments. The purpose of the Viability SPD

is therefore to provide advice to applicants on the information that the Council will expect to be submitted in any viability assessment.

MAIN ISSUES

9. The Viability SPD sets out the basis on which it expects viability appraisals to be considered. This includes the approach to affordable homes costs and to a range of cost inputs such as build costs, abnormal costs, marketing costs and professional and legal fees. The SPD also provides detail on the approach to developer profit and to land value.
10. Consultation on the draft Viability SPD ran for 6 weeks between 12 May and 23 June 2023. The consultation was promoted through a press release, the Council's website, and posts across the Council's social media platforms. County and Parish Councillors were notified via a Councillor Connect newsletter email. Organisations and individuals on the Planning Policy database were notified directly by email or letter. This included statutory consultees, landowners, developers, Town and Parish Councils and residents' groups. Hard copies of the consultation documents were also available to view at the Council Offices. This was carried out in line with the Council's Statement of Community Involvement, 2021.
11. Ten consultation responses were received including from statutory consultees, a Member of Parliament, Waverley Borough Council, Hook Parish Council and a local resident. A summary of representations and the Officer response to these is set out in Appendix 2.
12. A number of minor changes to the draft SPD have been made as a result of the consultation responses. These include:
 - a. clarity as to how expert advice on assessments of submitted appraisals will be procured (para 1.6),
 - b. additional wording allowing some flexibility from the suggested figures in the SPD where these can be robustly justified (para 2.3),
 - c. wording requiring a published reason why some information may be exempt (para 2.4),
 - d. wording added regarding First Homes (para 4.6 and Glossary).
13. Other updates have been made for clarity or where legislation has changed such as in relation to ground rents.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. The alternative option is not to produce a Viability SPD.
15. If the approach was taken not to provide clear and consistent viability guidance to applicants through the SPD this would take additional Officer time and resource in agreeing the inputs into viability appraisals and may not result in the same level of contributions and affordable housing being achieved.
16. This option has therefore been rejected.

CORPORATE GOVERNANCE CONSIDERATIONS

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

17. As set out earlier in this report the Viability SPD supports policies in the Hart Local Plan and in particular those policies relating to the delivery of affordable homes and to infrastructure. Maximising the delivery of affordable homes, including more social rented homes, and infrastructure will support the

ambitions under the Planet and Place themes of the Hart Corporate Plan 2023/2027.

18. Similarly, this supports the Hart Vision 2040, through for example, improving the affordability of homes under Theme Two and the delivery of active travel and highway improvements which support Themes 1 and 3.

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

19. The Supplementary Planning Document has been prepared following relevant planning legislation. There are not considered to be any direct legal issues arising from the report.

Financial and Resource Implications

20. Where a viability assessment is submitted alongside proposals for new development, the SPD reflects the Local Plan in that the developer will bear the cost of an expert review / audit of any viability assessment submitted to the Council. No additional financial or resource implications have been identified.

Risk Management

21. There is the opportunity for legal challenge to an SPD, however this is considered to be a low risk. The SPD has been prepared following relevant legislation with extensive consultation.

EQUALITIES

22. An Equalities Impact Assessment Screening has been undertaken on the SPD. This has identified neutral or positive impacts on all protected groups and has concluded that a full EqIA is not needed.

CLIMATE CHANGE IMPLICATIONS

23. No direct carbon/environmental impacts arise from the recommendations.

ACTION

24. Subject to any comments from Overview and Scrutiny Committee the Viability Appraisals in New Development SPD will be considered for adoption by Cabinet on 2nd November 2023.

Appendices

Appendix 1: Viability Appraisals for New Development Supplementary Planning Document

Appendix 2: Summary of Representations received and Council response to the Draft Viability Appraisals for New Development Supplementary Planning Document

Background Papers:

Draft Viability in New Development SPD, May 2023 - [Consultation on draft Supplementary Planning Documents | Hart District Council](#)



Viability Appraisals for New Development Supplementary Planning Document

November 2023

Planning Policy and Economic Development, Hart District Council, Harlington Way, Fleet, GU51 4AE

If you have any queries or wish to view this document in an alternative format please contact the Planning Policy team:

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1. Introduction

- 1.1 This Supplementary Planning Document sets out the Council's approach to financial viability assessments in support of planning applications. It has been prepared to support Policies H2 Affordable Housing and INF1 Infrastructure in the [Hart District Local Plan \(Strategy and Sites\) 2032](#). SPDs are a material consideration in the determination of planning applications. This SPD was adopted in xxx 2023.
- 1.2 Developer contributions from new development can be required to make a proposed development acceptable in planning terms, often to mitigate the impact of the proposed development. Examples include matters such as education, health, highways, transportation and travel, open space and leisure, heritage, community facilities, and the provision of affordable homes.
- 1.3 Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This information is expected from the applicant if a development is proposed which *does not* provide the amount or type of development contributions expected through the Council's Development Plan policies and other matters necessary to mitigate the impact of the proposed development.
- 1.4 The [National Planning Policy Framework \(NPPF\)](#) paragraph 56 and the [Community Infrastructure Levy Regulations 2010 \(as amended\)](#) provides a definition of the limitation on the use of planning obligations:
 - (2) *A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is*
 - a) *necessary to make the development acceptable in planning terms;*
 - b) *directly related to the development; and*
 - c) *fairly and reasonably related in scale and kind to the development.*
- 1.5 The Council will, under normal circumstances, require the full contribution to be made in line with the [Hart Local Plan \(Strategy & Sites\) 2032](#). If the developer has evidence that the full level of on-site provision or financial contribution will make the site unviable, then the Council would encourage that this evidence be submitted as a full viability appraisal well before the formal application stage. Developers will be expected to have considered the financial implications of all policy requirements, and other contributions, when purchasing land for development.
- 1.6 Due to the additional expense to the Council involved in reviewing and auditing an applicant's viability assessment (in terms of both Officer time

and external consultancy fees), the Council will require the full costs to be met by the applicant. Viability consultants will be appointed through the Council's relevant procurement processes.

- 1.7 The Council has produced this SPD to provide advice to applicants on the information the Council will expect to be submitted if an applicant wishes to pursue a case of non-viability. This information is expected from the applicant if a development is proposed which does not provide the amount or type of affordable homes and/or financial contributions expected through the Council's policies.
- 1.8 As set out in the supporting text to Local Plan Policy H2, the exact mix of affordable housing on each site will be considered on a site-by-site basis and having regard to the most up to date evidence on local housing needs. Applicants should therefore, through the planning application Case Officer, engage with the Housing Department at an early stage to determine the mix of affordable housing that should be tested through the viability appraisal.

2. How will the Council consider viability appraisals?

- 2.1 The information provided as part of this checklist will be subject to scrutiny by the Council. This information will be used to inform the decision taken when determining a planning application, this information will therefore be publicly available.
- 2.2 Providing full, clearly presented and fully justified details on development viability, on an open book basis, will streamline the planning application process and potentially allow a collaborative approach. Viability appraisals provided at the pre application stage are encouraged to further speed up decision making.
- 2.3 All development costs must be justified, with clear references to supporting evidence, and will be critically scrutinised by the Council to ensure each element is robust. All individual components (for example the residential sales value, the value of commercial floorspace, existing use value) should have 3 independent valuations undertaken by named qualified RICS surveyors. This SPD sets out the assumptions that the Council would expect to see included in an appraisal for different elements of the costs. Any variation from these will need to be robustly justified having regard to clear site specific and market evidence.
- 2.4 Any viability assessment should be prepared on the basis that it will be made publicly available, other than in exceptional circumstances, reflecting the presumption of disclosure. Even in those circumstances, an executive summary should be made publicly available. Where an exemption from publication is sought, the Council must be satisfied that the information to

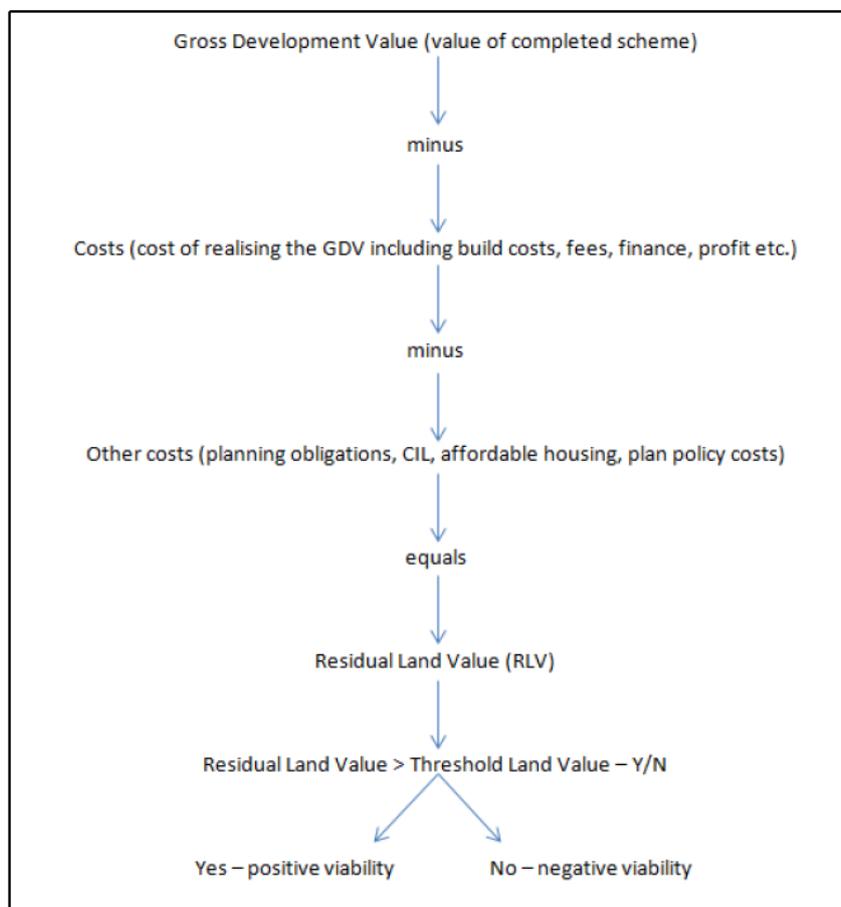
be excluded is commercially sensitive and the reasons why the full assessment is not made publicly available included within the Executive Summary.

- 2.5 This approach aligns with Policy H2 and Policy INF1 in the [Hart Local Plan \(Strategy & Sites\) 2032](#), adopted April 2020.

3. Residual Land Value approach

- 3.1 Whilst there are different ways that a viability appraisal can be undertaken, the Council prefers the Residual Land Value method. This is the most commonly used approach, that takes account of the fact that development land value will depend both on the market value of the completed development, and also on all the costs that are borne by the developer, including planning and infrastructure costs, profit, fees, finance, and the value of the site based on its current use and condition (i.e. the existing use value).
- 3.2 The Residual Land Value is the amount that a developer is able to pay for a site, whilst still being able to deliver the project. This is calculated by applying the following approach.

Table 1: A flowchart showing the Residual Land Value method



- 3.3 If the Residual Land Value is equal to or greater than the Existing Use Value (EUV) plus an appropriate premium to the landowner, then the development is viable.

4. Calculating the Residual Land Value

- 4.1 The following information will need to be set out in the viability appraisal:

Gross Development Value (GDV)

- 4.2 The PPG says “Gross development value is an assessment of the value of development. For residential development, this may be total sales and/or capitalised net rental income from developments. Grant and other external sources of funding should be considered. For commercial development broad assessment of value in line with industry practice may be necessary”.

“For viability assessment of a specific site or development, market evidence (rather than average figures) from the actual site or from existing developments can be used. Any market evidence used should be adjusted to take into account variations in use, form, scale, location, rents and yields, disregarding outliers. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan” ([Paragraph: 011 Reference ID: 10-011-20180724](#)).

- 4.3 The Gross Development Value (GDV) is the value to be achieved if all homes (and commercial floorspace for mixed use schemes) within the development were sold at the date of assessment, either on the open market or, in the case of affordable homes, to a Registered Provider (RP).
- 4.4 If some, or all of the development is to be retained in the ownership of the developer, the completed development will still have an open market value. The Council would expect commercial values to be informed by RICS surveyors based on capitalised rental income.
- 4.5 The Gross Internal Area (GIA) should be provided for each part of the development. The Net Internal Area (NIA) will be required for all components to establish sales revenue and capital value.
- 4.6 The elements that might make up the total development value are:

Market homes: Total expected to arise from open market sales. The values arrived at must take account of real current market values for the type and location of development informed by comparable evidence. The source of this comparable evidence must be clearly justified. The value of the homes should be evidenced by reference to other recent transactions of comparable new build properties. If this information is supplemented by the sales value of the ‘second hand’ housing market these values need to be adjusted to reflect the new build premium. The

normal convention is that the assessment is undertaken using current values. Inflation can be applied as a sensitivity analysis but not as the base position.

A new build premium is the amount a new home is likely to achieve compared with a similar property on the second-hand market. Where an applicant has relied upon sales data of second-hand properties (for example because there are no new build schemes within close proximity to the subject site) the Council will expect the new build premium to be fully justified by evidence.

Ground rents: The Leasehold Reform (Ground Rent) Act 2022 put an end to ground rents for most new long residential leasehold properties. The Act came into force for most new leases on 30 June 2022 and from 1 April 2023 for leases of retirement homes.

For the purposes of the viability assessment, it will be assumed that there is no value associated with the peppercorn Ground Rent.

Social rented homes: The value of homes to be sold to a Registered Provider (RP), on the basis of social rented tenure. This should be calculated using a discounted cash flow model whereby the net rental income is discounted back to the present value at an appropriate discount rate. Social rents are set using a formula set out in the Government's Policy Statement on rents for social housing.

Intermediate rented / Affordable rented homes: As set out in the Glossary, these are different housing products but the appraisal should consider the value of homes to be sold to an RP, on the basis of intermediate or affordable rent. Again, this should be calculated using a discounted cash flow model whereby the net rental income is discounted back to the present value at an appropriate discount rate.

Affordable rent is higher than social rent. Affordable rents are set by the Government's Policy Statement on rents for affordable housing. Nationally, rents are set up to a maximum of 80% of Open Market Value but are not capped at Local Housing Allowance Rates. In Hart district, rent levels are capped to LHA or below for all sized properties and are secured through a S106 agreement. For the purposes of viability assessments, it should be assumed this is the highest rate allowable at the time.

Shared ownership homes: The value of homes to be sold to an Registered Provider (RP), on the basis that there is an initial sale of between 10% and 75% of the open market value of the unit, and the capitalising a rental income on the remaining unsold equity. It needs to be clear and justified what assumptions have been made to reach the

percentage for the initial sale that has been included in the viability assessment. This would generally be expected to be based on an assumption of 40% sales and any variation on this should be robustly justified. This should take account of the fact that RP are required by Homes England to sell the maximum share that the purchaser can afford. The sale element will be added to the capitalised rental income (allowing for deductions for repairs, voids/bad debts, management, maintenance and service charge) to arrive at an overall value that an RP can afford to pay for the home.

First Homes – are a type of discounted market sale housing. They must be discounted by a minimum of 30% against the market value. They are sold to a person or persons meeting the First Homes eligibility criteria.

Costs

4.7 The PPG says “How should costs be defined for the purpose of viability assessment? Assessment of costs should be based on evidence which is reflective of local market conditions.”

“Costs include:

- **build costs** based on appropriate data, for example that of the Building Cost Information Service
- **abnormal costs**, including those associated with treatment for contaminated sites or listed buildings, or costs associated with brownfield, phased or complex sites. These costs should be taken into account when defining benchmark land value
- **site-specific infrastructure costs**, which might include access roads, sustainable drainage systems, green infrastructure, connection to utilities and decentralised energy. These costs should be taken into account when defining benchmark land value
- the total **cost of all relevant policy requirements** including contributions towards affordable housing and infrastructure, Community Infrastructure Levy charges, and any other relevant policies or standards. These costs should be taken into account when defining benchmark land value
- general **finance costs**, including those incurred through loans
- **professional**, project management, sales, marketing and legal costs incorporating organisational overheads associated with the site. Any professional site fees should also be taken into account when defining benchmark land value

- explicit reference to project **contingency costs** should be included in circumstances where scheme specific assessment is deemed necessary, with a justification for contingency relative to project risk and developers return”.

([Paragraph: 012 Reference ID: 10-012-20180724](#))

Build costs including external works

- 4.8 The Council would normally expect to see the build costs aligned with current BCIS build costs. This is consistent with the PPG. These will be different for different types of home (e.g. flats compared with houses; conversion compared with new-build).
- 4.9 If BCIS is not used, there must be robust and detailed justification as to why a different assumption has been applied. At this stage the Council would expect the median BCIS rate to be used.

External Works (rough typical allowances)

- 5% flats
- 10% houses

Added to BCIS build costs

Abnormal Costs

- 4.10 Any site-specific abnormal costs should be disaggregated and supported by robust evidence of the assumed cost levels. Abnormal costs would be expected to reduce the BLV.

Site-specific Infrastructure Costs

- 4.11 Site specific infrastructure costs should be informed by discussions with the relevant infrastructure providers as well as policies in the Development Plan and any relevant Supplementary Planning Document. The timing or phasing of any costs should also be considered in the Appraisal.

The Total Cost of all Relevant Policy Requirements

- 4.12 The Council does not currently have an adopted Community Infrastructure Levy (CIL) Charging Schedule. The Council will consider the new Infrastructure Levy which is proposed in the Levelling Up and Regeneration Bill.
- 4.13 The level of the Section 106 Planning Obligation contributions will be provided by the Council in its role as Local Planning Authority (LPA). This includes contributions which are for County Council functions, such as education and other organisations.

- 4.14 Applicants should also note that the Council charges an additional 5% of the financial contribution to meet the costs associated with the administration, monitoring and implementation of the S106 contribution.
- 4.15 If it were found that a site was not viable with the full provision of affordable housing and other Section 106 requirements, it would be for the local planning authority, through the determination of the planning application, to decide how to prioritise the requirements.

General Finance Costs

- 4.16 Details of project finance, related to phasing of construction and sales, should be clearly set out. The proportion of the overall cost to be met by securing bank loans, and the rate of interest applicable to these, should be included in the open book assessment.
- 4.17 It is important to carefully assess which costs the finance is applied to, and the timings of those costs. This needs to be carefully set out and explained.
- 4.18 As finance costs are continually changing, the Council will require evidence to justify the rate used in the viability appraisal. It needs to be clearly set how this has been applied to the development costs in accordance with development programme.

Professional and Project Management Costs

- 4.19 Professional fees may include fees for planning application, land acquisition, architect, planning agent, quantity surveyor, and building control. The phasing of these costs should be appropriately timed (e.g. building control should not be applied until later build phase).
- 4.20 It is also important to ensure there is no double counting of professional fees with other costs in the viability assessment.
- 4.21 Professional fees should be capped at 8% of the build cost.
- 4.22 Professional site fees should also be considered when defining benchmark land value.

Sales and Marketing

- 4.23 Sales and marketing include the reasonable costs of sales (e.g. marketing agent commission, and on larger developments show homes and on-site sales staff). The phasing of these costs should be appropriately timed.
- 4.24 The Council would typically expect a 1% agent fee of the sales value plus marketing and incentive costs on top, or a fixed rate of £1,000 per dwelling on large sites where the economies of scale mean the cost per unit are considerably less.

Sales Legals

- 4.25 These will include the reasonable costs for the legal input for the sale or transfer of the homes. The phasing of these costs should be appropriately timed.
- 4.26 The Council would expect this to be capped at a fixed rate of £1,000 per dwelling.

Project Contingency

- 4.27 “Explicit reference to project contingency costs should be included in circumstances where scheme specific assessment is deemed necessary, with a justification for contingency relative to project risk and developers return”.
- 4.28 The Council would expect this to be capped at 5% of the build cost.

Developer Profit

- 4.29 The PPG says “Potential risk is accounted for in the assumed return for developers at the plan making stage. It is the role of developers, not plan makers or decision makers, to mitigate these risks. The cost of complying with policy requirements should be accounted for in benchmark land value. Under no circumstances will the price paid for land be relevant justification for failing to accord with relevant policies in the plan”.

“For the purpose of plan making an assumption of 15-20% of gross development value (GDV) may be considered a suitable return to developers in order to establish the viability of plan policies. Plan makers may choose to apply alternative figures where there is evidence to support this according to the type, scale and risk profile of planned development. A lower figure may be more appropriate in consideration of delivery of affordable housing in circumstances where this guarantees an end sale at a known value and reduces risk. Alternative figures may also be appropriate for different development types”.

([Paragraph: 018 Reference ID: 10-018-20190509](#))

- 4.30 The principal behind viability assessment is that there is a competitive return to a willing landowner and willing developer to enable deliverability.
- 4.31 The appropriate level of profit is scheme specific and evidence should be provided to justify the proposed rates of profit taking into account the individual characteristics of the scheme and the specific risks associated with the scheme. The development programme should be considered, alongside the wider political/economic circumstances and whether the scheme includes pre-sold/pre-let accommodation.
- 4.32 The level of developer profit will reflect the degree of risk to the developer. The required profit margin should be fully justified.

- 4.33 In line with the PPG, the viability appraisal should assume that a lower profit level is more appropriate in consideration of delivery of affordable homes. This is on the basis that the developer is not taking any risk with the delivery of the affordable homes, as the model assumes that the developer has pre-sold the stock, at an agreed price, to a Registered Provider. As such it is not appropriate to include higher profit, as this reflects the risk associated with achieving market sales after a period of construction.
- 4.34 The build costs from BCIS include builders profit in the construction costs. There is no difference in the build costs applied to either the market or affordable element and the model makes an implicit allowance for contractor's margin on build costs.
- 4.35 The Council would expect developers profit on the market homes to be no more than 18% profit on value. The developer profit on the affordable homes should be no more than 6% profit on value. Where different profit levels are proposed from those mentioned above, these need to be fully justified.

Land Value

- 4.36 The PPG says "To define land value for any viability assessment, a Benchmark Land Value should be established on the basis of the existing use value (EUV) of the land, plus a premium for the landowner. The premium for the landowner should reflect the minimum return at which it is considered a reasonable landowner would be willing to sell their land. The premium should provide a reasonable incentive, in comparison with other options available, for the landowner to sell land for development while allowing a sufficient contribution to comply with policy requirements. This approach is often called 'existing use value plus' (EUV+)" ([Paragraph: 013 Reference ID: 10-013-20190509](#)).
- 4.37 The premium for the landowner cannot be argued as a justification for an inflated purchase price.
- 4.38 "In order to establish benchmark land value, plan makers, landowners, developers, infrastructure and affordable housing providers should engage and provide evidence to inform this iterative and collaborative process" ([Paragraph: 013 Reference ID: 10-013-20190509](#)).
- 4.39 "Benchmark Land Value should:
- be based upon existing use value
 - allow for a premium to landowners (including equity resulting from those building their own homes)
 - reflect the implications of abnormal costs; site-specific infrastructure costs; and professional site fees and

- be informed by market evidence including current uses, costs, and values wherever possible. Where recent market evidence is used to inform assessment of benchmark land value this evidence should be based on developments which are compliant with policies, including for affordable housing. Where this evidence is not available plan makers and applicants should identify and evidence any adjustments to reflect the cost of policy compliance. This is so that historic benchmark land values of non-policy compliant developments are not used to inflate values over time”.

4.40 “In plan making, the landowner premium should be tested and balanced against emerging policies. In decision making, the cost implications of all relevant policy requirements, including planning obligations and, where relevant, any Community Infrastructure Levy (CIL) charge should be taken into account”.

“Where viability assessment is used to inform decision making under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan. Local authorities can request data on the price paid for land (or the price expected to be paid through an option agreement)”.

([Paragraph: 014 Reference ID: 10-014-20190509](#))

4.41 “Existing use value (EUV) is the first component of calculating benchmark land value. EUV is the value of the land in its existing use together with the right to implement any development for which there are policy compliant extant planning consents, including realistic deemed consents, but without regard to alternative uses. Existing use value is not the price paid and should disregard hope value. Existing use values will vary depending on the type of site and development types. EUV can be established in collaboration between plan makers, developers and landowners by assessing the value of the specific site or type of site using published sources of information such as agricultural or industrial land values, or if appropriate capitalised rental levels at an appropriate yield. Sources of data can include (but are not limited to): land registry records of transactions; real estate licensed software packages; real estate market reports; real estate research; estate agent websites; property auction results; valuation office agency data; public sector estate/property teams’ locally held evidence” ([Paragraph: 015 Reference ID: 10-015-20190509](#)).

4.42 “The Premium [to the landowner] (or the ‘plus’ in EUV+) is the second component of benchmark land value. It is the amount above existing use value (EUV) that goes to the landowner. The premium should provide a reasonable incentive for a landowner to bring forward land for development while allowing a sufficient contribution to comply with policy requirements” ([Paragraph: 016 Reference ID: 10-016-20190509](#)).

- 4.43 “For the purpose of viability assessment Alternative Use Value (AUV) refers to the value of land for uses other than its current permitted use, and other than other potential development that requires planning consent, technical consent or unrealistic permitted development with different associated values. AUV of the land may be informative in establishing benchmark land value. If applying alternative uses when establishing benchmark land value these should be limited to those uses which have an existing implementable permission for that use. Where there is no existing implementable permission, plan makers can set out in which circumstances alternative uses can be used. This might include if there is evidence that the alternative use would fully comply with development plan policies, if it can be demonstrated that the alternative use could be implemented on the site in question, if it can be demonstrated there is market demand for that use, and if there is an explanation as to why the alternative use has not been pursued. Where AUV is used this should be supported by evidence of the costs and values of the alternative use to justify the land value. Valuation based on AUV includes the premium to the landowner. If evidence of AUV is being considered the premium to the landowner must not be double counted” ([Paragraph: 017 Reference ID: 10-017-20190509](#)).

5. Viability Review

- 5.1 The assessment of viability at the planning application stage may have had the effect of reducing the policy requirements that a development would otherwise have to meet. One potential outcome could be a reduced provision of affordable homes.
- 5.2 In order to ensure that the maximum reasonable level of affordable homes are provided in line with the adopted Hart Local Plan (Strategy & Sites) 2032, and that other plan requirements are met, the Council may require a viability review at a later stage in the development process.
- 5.3 This would enable changes in property markets to be reflected in scheme viability over time. Viability review mechanisms will be secured through planning obligations and will determine whether a development is capable of providing additional affordable homes or meeting other unmet policy requirements, deemed unviable at planning application stage.

6. Abbreviations & Glossary:

AUV	Alternative Use Value
BCIS	Building Cost Information Service
BLV	Benchmark Land Value
CIL	Community Infrastructure Levy
EUV	Existing Use Value
EUV+	Existing Use Value Plus
GDV	Gross Development Value
NPPF	National Planning Policy Framework
PPG	National Planning Policy Guidance
SAMM	Strategic Access Management and Monitoring
SANG	Suitable Alternative Natural Greenspace

Administration, monitoring and implementation fee: an additional 5% of the financial contribution.

Alternative Use Value: AUV refers to the value of land for uses other than its current permitted use, and other than other potential development that requires planning consent, technical consent or unrealistic permitted development with different associated values. AUV of the land may be informative in establishing benchmark land value. If applying alternative uses when establishing benchmark land value these should be limited to those uses which have an existing implementable permission for that use. Where there is no existing implementable permission, plan makers can set out in which circumstances alternative uses can be used. This might include if there is evidence that the alternative use would fully comply with development plan policies, if it can be demonstrated that the alternative use could be implemented on the site in question, if it can be demonstrated there is market demand for that use, and if there is an explanation as to why the alternative use has not been pursued. Where AUV is used this should be supported by evidence of the costs and values of the alternative use to justify the land value. Valuation based on AUV includes the premium to the landowner. If evidence of AUV is being considered the premium to the landowner must not be double counted.

Affordable homes or housing: homes: for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following types:

- a) Affordable homes for rent
- b) Starter homes
- c) Discounted market sales homes

- d) First Homes
- e) Other affordable routes to home ownership

Affordable homes for rent: meet all of the following conditions:

- (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents and in line with Hart's policies does not exceed Local Housing Allowance (including service charges where applicable);
- (b) unless otherwise agreed by the Council, the landlord is a Registered Provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a Registered Provider); and
- (c) it includes provisions to remain at an affordable price for future eligible households in perpetuity, or for the subsidy to be recycled for alternative affordable home provision.

For Build to Rent schemes the affordable homes for rent element of the scheme needs to have a rent that should not exceed 80% of Market Rent.

Benchmark Land Value: To define land value for any viability assessment, a Benchmark Land Value should be established on the basis of the existing use value (EUV) of the land, plus a premium for the landowner. The premium for the landowner should reflect the minimum return at which it is considered a reasonable landowner would be willing to sell their land. The premium should provide a reasonable incentive, in comparison with other options available, for the landowner to sell land for development while allowing a sufficient contribution to comply with policy requirements. This approach is often called 'Existing Use Value Plus' (EUV+).

Building Cost Information Service: The RICS Building Cost Information Service ('BCIS') is an industry accepted index for the cost of building.

Build to Rent: Purpose built homes that are typically available at 100% rent (i.e. rent is 100% of the charge for each property). It can form part of a wider multi-tenure development comprising either flats or houses but should be on the same site and/or contiguous with the main development. Schemes will usually offer longer tenancy agreements of three years or more and will typically be professionally managed stock in single ownership and management control.

Discounted market sales homes: are those sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure homes remain at a discount for future eligible households.

Community Infrastructure Levy: is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area. Most new development which creates net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy.

Existing Use Value: EUV is the value of land in its existing use together with the right to implement any development for which there are policy compliant extant planning consents, including realistic deemed consents, but without regard to alternative uses. Existing use value is not the price paid and should disregard hope value.

Existing Use Value Plus: The Existing Use Value (defined above) plus a premium to the landowner (or the 'plus' in EUV+) to provide a reasonable incentive for a willing landowner to bring forward land for development while still allowing a sufficient contribution to comply with policy requirements.

First Homes: a form of discounted market sale affordable housing which is available for a minimum of 30% below OMV and is subject to a number of qualifying criteria. First Homes are the Government's preferred discounted market tenure.

Gross Development Value: GDV is an assessment of the value of development. For residential development, this may be total sales and/or capitalised net rental income from developments. Grant and other external sources of funding should be considered. For commercial development broad assessment of value in line with industry practice may be necessary.

Intermediate Rent: (also known as Intermediate Market Rent) is a rental option that offers homes at less than the market rate. The rent charged is normally approximately 20% lower than what someone would expect to pay for a similar home in a similar area if they were renting from a private landlord. It is designed to help people who cannot afford to buy a home on the open market to save for a deposit to enable them to purchase a property in the future.

Major development: For residential schemes, major development includes those of 10 dwellings or more or on a site of 0.5 hectares or more. For other development, it includes building(s) with a floor area of 1000m² or more or on a site of 1.0 hectare or more.

Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the open market. It includes shared ownership,

relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, and/or where a requirement is outlined within the S106 agreement, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision or refunded to Government or the relevant authority specified in the funding agreement.

Planning obligation: A legal agreement entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Premium to the landowner: The premium (or the 'plus' in EUV+) is the second component of benchmark land value. It is the amount above existing use value (EUV) that goes to the landowner. The premium should provide a reasonable incentive for a landowner to bring forward land for development while allowing a sufficient contribution to comply with policy requirements.

SAMM: Strategic Access Management and Monitoring - refers to measures undertaken to reduce the impact of visitors on the TBHSPA by promoting the use of SANG, providing on site wardens, a TBHSPA education programme and undertaking monitoring of both visitors and bird populations. Access management measures are provided strategically across the whole of the TBHSPA to ensure that adverse impacts are avoided and that SANGs function effectively.

SANGs: Suitable Alternative Natural Greenspace - recreational land provided as an alternative to the Thames Basin Heaths Special Protection Area. Along with SAMM, it is a measure put in place to avoid or mitigate any potential adverse effects on the SPA arising from new residential development.

Shared ownership homes: A form of intermediate affordable housing which is partly sold and partly rented to the occupiers, with a Registered Provider being the landlord. Shared ownership homes should normally offer a maximum initial share of between 10% and 75% of the open market value of the dwelling. The annual rental charges on the unsold equity (share) should not exceed the Government guidance relevant at the time of purchase.

Social rented homes: Homes that are let at a level of rent generally set much lower than those charged on the open market, available to those recognised by the Council as being in housing need and offering long term security of tenure (through Secure or Assured tenancies). The rent should be calculated using the most up to date Government approved formula.

Viability assessment: is an assessment of whether the development of a site would create sufficient value such that both the landowner brings the site to the market, and the developer has sufficient profit to undertake the development.

Annex – Typical values

Name	Amount	Metric
Build costs	See para. 2.1 above	BCIS
External works	5% flats 10% houses	On build costs
Contingency	5%	On build costs
Professional and other fees (to include usual professional fees including architects, project management etc.)	8%	On build costs
Site specific Section 106	On site-by-site basis	N/A
SANG	Hart District Council owned and managed SANG rates are updated annually. Rates vary depending on size of home and whether affordable homes are provided. Different rates may apply if purchasing non-Council SANG.	Per person / household occupancy
SAMM	Rate set by Joint Strategic Partnership Board, published by Hart District Council Rate for 2023/24 is £971.11	Per new dwelling (where applicable)
CIL or subsequent Infrastructure Levy	0	Not applicable until implemented.
Marketing & sales costs (private sales only)	1% agent fee plus marketing and incentive costs	On Gross Development Value
Sales legal Fees	£1,000	Per unit
Developer Profit	18% on market homes 6% on affordable residential homes	On Gross Development Value
Developer Profit (other residential)	18% on elderly, care and nursing homes on the market element	On Gross Development Value

Name	Amount	Metric
Interest / finance rate	As finance costs are continually changing, the Council will look for evidence to justify the rate used in the viability appraisal	Applied to the development costs in accordance with development programme

Summary of Representations

Viability Appraisals for New Developments Supplementary Planning Document

1. This document provides a summary of the representations received by the Council in response to the consultation on the Viability Appraisals for New Developments Supplementary Planning Document (SPD).
2. The SPD sets out the Council's approach to viability assessments in support of Policies H2 Affordable Housing and INF1 Infrastructure in the [Hart Local Plan \(Strategies & Sites\) 2032](#). Both these policies refer to the need for viability assessments if a case is being put that the expected contributions would render the scheme unviable. If an applicant for planning permission argues that the expected level of developer contributions would render a proposal unviable, a viability assessment must be submitted to support the planning application. The SPD clarifies the financial information that the Council expects to be submitted.
3. Consultation on the draft Viability Appraisals for New Developments SPD ran for a six-week period from 12 May 2023 to 23 June 2023. During the consultation, documents were made available on the Council's website and on the reception desk of the Council's offices. Throughout the consultation people were invited to comment via email or in writing to the Planning Policy team.
4. 10 responses were received during the consultation period as set out in Table 1 below.
5. A summary of the representations received and the Council's response to each issue raised is outlined in Table 1 below.

Table 1: Summary of representations and the Council's response

Consultee	Issue raised	Response
01 – Transport for London 01/01	Has no comments	Noted.
02 – The Coal Authority 02/02	Has no comments	Noted.
03 – Individual respondent 03/01	Complex but generally logical. Should explain how this will dovetail with CIL.	No change As the Council does not have a CIL Charging Schedule in place it is not considered that any additional wording is required. As referenced in paragraph 4.13, the Council will consider the new Infrastructure Levy once in place.
03/02	Should set social rent homes at 60% of market value and explain how this will alter required provision of Affordable homes (80% market rent) of Social Homes (60%) of market rent. 80% of market rent is not affordable and merely increases demand for housing benefit.	No change Social and affordable rents are set using a Government formula which is set by the national Rent Policy. Affordable rents are set at up to 80% of open market value. In Hart district rents for 3 and 4 bed properties are capped at Local Housing Allowance (LHA) rates through the relevant S106 agreement.
03/03	Differentiate between affordable or social housing required on site or off site for small and medium sites (say less than 1 ha).	No change Local Plan Policy H2 and supporting text (Local Plan paragraph 144) makes clear that affordable homes will be sought on sites of 10 or more homes or sites of more than 0.5Ha. It also sets out that off-site affordable housing provision will only be acceptable

Consultee	Issue raised	Response
		<p>in exceptional circumstances and where it can be robustly justified.</p> <p>Where a financial contribution is deemed to be justified by the Council, this will be based on a case by case basis and it is not considered necessary to add additional wording in to the SPD.</p> <p>The Council will be producing an Affordable Homes SPD, and if further clarification is required that document will be the place to do it.</p>
03/4	<p>Relate to rural exception sites where a % of homes permitted will be market houses to enable land for social housing to be provided at nil cost.</p>	<p>No change</p> <p>A rural exception site that meets the requirements of Local Plan Policy H3, which allows for an element of market housing would not need a viability study and therefore this SPD would not be relevant. Where a Viability Study would be required, for example to justify the level of market housing required, the principles of this SPD would apply.</p>
03/05	<p>Liaise with Housing Dept to include community-led housing groups and almshouse associations rather than registered letting providers (i.e. developers or housing association).</p>	<p>No change</p> <p>The Council generally restricts affordable homes being delivered by Registered Providers through the relevant S106. Whilst there may be the opportunity to discuss and agree an alternative approach on specific schemes, this is not a matter for inclusion in the SPD.</p>
03/06	<p>Should explain how housing associations will not pay for the standard of design required for affordable housing in conservation area developments</p>	<p>No change</p> <p>Any planning application within a Conservation Area would need to provide sufficient information to</p>

Consultee	Issue raised	Response
		demonstrate how it meets the adopted Development Plan policies including those relating to design and to development in Conservation Areas.
03/07	Should mention scope and desirability to bring forward self and custom build homes	No change This is outside the scope of the Viability SPD. Local Plan Policy H1 sets out the requirements for self and custom build.
04 – Waverley Borough Council 04/01	Waverley is supportive of the approach set out in the SPD.	Noted.
05 – Hook Parish Council 05/01	Request that para 2.4 is strengthened so that it is made clear that viability appraisals will be routinely made public and if there are exceptional reasons for not doing so then those reasons will be published.	It is considered that the first part of the paragraph makes clear that viability assessments will normally be made publicly available, and no change is required. Some additional wording is added to the final sentence of paragraph 2.4: “... the Council must be satisfied that the information to be excluded is commercially sensitive and the reasons why the full assessment is not made publicly available included within the Executive Summary. ”
06 – National Highways 06/01	Have no comments	Noted.
07 – Natural England 07/01	Do not wish to comment	Noted.
08 – Hampshire County Council 08/01	Support the SPD as a way to make clear to applicants what they need to do to challenge contributions and demonstrate non-viability.	Noted.

Consultee	Issue raised	Response
	Reference is made to SCC's Draft Guidance on Planning Obligations.	
08/02	Suggest that in Section 2 developers are signposted to the Assessing Viability in Planning under the National Planning Policy framework RICS Guidance, (2021).	No change In order to retain clarity and reflect the fact this is a planning document this SPD has focused on advice set out in the National Planning Policy Framework and associated Planning Practice Guidance. It is not considered necessary to refer to the RICs document suggested.
08/03	Suggest that in Section 4.6 whilst First Homes are affordable for the purposes of the NPPF, it is flagged up that they are a market (discounted) product that is not disposed of to a Registered Provider.	An additional section is added to 4.6: First Homes – are a type of discounted market sale housing. They must be discounted by a minimum of 30% against the market value. They are sold to person or persons meeting the First Homes eligibility criteria.
08/04	With regard to social rented homes, the restrictions on the Affordable Homes programme are highlighted and it is suggested that Registered Provider teams are engaged in the consultation.	Noted. Some amendments have been made to the SPD, for example updating the proportion of a property that can be purchased through shared ownership. Registered providers were consulted on the SPD.
08/05	Reference is made to the County Council response to the Infrastructure Levy consultation and a response to that consultation from a range of organisations involved in the property sector is attached to the County Council comments on the draft SPD.	Noted.

Consultee	Issue raised	Response
09 – A local Member of Parliament 09/01	Suggests policies should encourage a higher number of properties that are private market housing – both for market housing and low-cost market housing (if 'social' housing is required to be provided on site, such as 'first homes') – instead of rented or shared ownership.	No change The SPD does not and cannot set Policy, but sets out further guidance on the implementation of the adopted Local Plan Policies. It is the Policies in the Local Plan which set the proportion of affordable housing to be delivered. The requirement for different affordable housing tenures will, as set out in paragraph 138 of the Local Plan be considered on a case by case basis. In line with national guidance, 25% of all affordable homes will be First Homes.
09/02	Greater evaluation should be shown and flexibility provided towards off-site contributions for 'social'/'affordable' housing, as this could provide more revenue for social purposes with the same or fewer total number of homes being built in a new development.	No change Local Plan Policy H2 makes clear that off-site contributions will only be acceptable where it is clearly demonstrated and justified that on-site provision is impractical. All applications need to be determined in line with the Development Plan and any deviation from the Policy approach cannot be set through the SPD process.
09/02	Suitable alternative natural green space (SANGs) should be available for developers to purchase, whether or not a development in is line with Hart District Council's previously stated policy, if it is approved in the planning process - to avoid a surplus in planning permissions being granted by HDC by default.	No change SANG capacity is limited and therefore needs to be used to most effectively deliver the Council's spatial strategy. The Council has adopted and published criteria relating to the release of SANG capacity. The release of SANG capacity is outside the scope of this SPD.
09/03	To avoid creating a moral hazard where it would be in consultants' interests to change significant	The following sentence has been added to para 1.6 which clarifies that the appointment of consultants to

Consultee	Issue raised	Response
	<p>fees, given that there would be no alternative for developers, point 1.6 should be clarified to:</p> <p>“Due to the additional expense to the Council involved in reviewing and auditing an applicant’s viability assessment (in terms of council officer time only), the Council will require the costs to be met by the applicant for developments over ten houses.”</p>	<p>advise the Council on viability matters would be through the usual procurement processes.</p> <p>‘Viability consultants will be appointed through the Council’s relevant procurement processes.’</p>
09/04	<p>Para 4.7 should account for the cost of land itself as this is a material consideration and not doing so could lead to poor development in order to meet HDC’s rules.</p>	<p>No change</p> <p>Para 4.7 is a direct quote from the PPG and therefore it would be inappropriate to amend it.</p>
09/05	<p>Para 4.21 – professional fees should be capped at 20% not 8%, given the rising costs and some sites’ complexity</p>	<p>8% has been benchmarked against other studies and is considered to be reasonable.</p> <p>Additional text has been added into paragraph 2.3 to make clear that if there is any variation proposed to the assumptions set out in the SPD these will need to be clearly justified.</p> <p>‘This SPD sets out the assumptions that the Council would expect to see included in an appraisal for different elements of the costs. Any variation from these will need to be robustly justified having regard to clear site specific and market evidence.’</p>
09/06	<p>Para 4.24 – the agent fee should be raised from 1% to 2%</p>	<p>No change</p> <p>1% has been benchmarked against other studies and is considered to be reasonable</p>

Consultee	Issue raised	Response
		As set out in response to comment 09/05 additional text has been added into paragraph 2.3 to make clear that if there is any variation proposed to the assumptions set out in the SPD these will need to be clearly justified.
09/07	Para 4.26 – the sales legals should be capped at £2,000 not £1,000 per dwelling	<p>£1,000 has been benchmarked against other studies and is considered to be reasonable.</p> <p>As set out in response to comment 09/05 additional text has been added into paragraph 2.3 to make clear that if there is any variation proposed to the assumptions set out in the SPD these will need to be clearly justified.</p>
09/08	Para 4.28 – project contingency should be capped at 15% not 5%.	<p>5% project contingency has been benchmarked against other studies and is considered to be reasonable.</p> <p>As set out in response to comment 09/05 additional text has been added into paragraph 2.3 to make clear that if there is any variation proposed to the assumptions set out in the SPD these will need to be clearly justified.</p>
09/09	Para 4.35 – developer profit should be raised from 18% to 20% as the best developments - which are most desired by purchasers - may well	The PPG states that for plan making an assumption of 15-20% of gross development value (GDV) may be considered a suitable return to developers.

Consultee	Issue raised	Response
	generate a 20% profit, and HDC should not appear as anti-business.	<p>The level of developer profit should reflect the degree of risk to the developer. If 20% is the level of profit which is justified for a developer in the part of the country with the greatest risk, and 15% in the part of the Country with the lowest risk, it is considered that 18% for Hart district is quite generous.</p> <p>18% has been benchmarked against other studies and is considered to be reasonable.</p> <p>A Viability Appraisal is only required when an applicant is seeking to demonstrate that it is not viable to deliver a fully policy compliant scheme. It is therefore considered appropriate, and in line with guidance in the PPG to set appropriate levels for developer profit. As set out in paragraph 4.35 of the SPD, a different profit level can be proposed where this can be fully justified.</p>
09/10	The Annex on Typical Values should be amended to reflect the above	<p>No change</p> <p>As set out in response to the comments above the typical values are considered to be reasonable. Additional text has been added into paragraph 2.3 to make clear that if there is any variation proposed to the assumptions set out in the SPD these will need to be clearly justified.</p>
010 – Historic England 10/01	Comments relate to the role that developer contributions can have in cultural heritage which they recommend is recognised in para 1.2.	Agreed and reference to heritage is added into para 1.2.

Consultee	Issue raised	Response
10/02	Also noting the Council does not have CIL in place encourage the Council to ensure that the conservation of the built environment is taken into account in any new approach taken to developer contributions.	No change Comments noted with regards to any review of developer contributions but this is outside the scope of this SPD.



Place Service Overview & Scrutiny Panel meeting – Quarter Two 10 October 2023

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Version 1	Version sent to the Scrutiny Panel	04.10.2023

1 Service overview

The Place service consists of four teams covers a range of services focussed on delivering excellent services to our resident, businesses, and other stakeholders:

- Development Management & Building Control (including heritage / conservation and enforcement),
- Planning Policy & Economic Development, Flood Risk Management and Emergency Planning,
- Environmental Health & Licensing, and
- Data, Business Support & Facilities Management.

The Place service helps communities to be stronger and more resilient. We take an integrated place-based approach, working together as 'One Council' to develop the economy, ensure we protect and enhance the environment and meet our carbon-neutral commitments by 2035 and 2040.

Every day, we deliver critical services such as Environmental Health and Licensing. We plan for the future in terms of homes, employment space and associated infrastructure and ensure that development is high quality, meeting the needs of our communities now and in the future.

We have the responsibility for effective and creative place-shaping through the Local Plan and other planning documents. We help to support communities undertaking their own neighbourhood plans or conservation area appraisals. We carry the statutory responsibility for determining planning applications. We also utilise our discretionary planning enforcement powers where it is expedient in the public interest to take enforcement action.

By delivering sustainable growth and developing vibrant and diverse economies this provides opportunities for communities to access affordable homes that is supported by essential infrastructure; whilst protecting and enhancing the natural and built environment.

Matt Saunders:
**Business Support, Data &
Facilities**

Katherine Fitzherbert-Green:
**Development Management &
Building Control**

Neil Hince:
**Environmental Health &
Licensing**

Daniel Hawes:
**Planning Policy & Economic
Development**

2: Projects and actions (as set out in the Service Plan)

The table in the Service Plan sets out the service priorities for 2023/24, over and above day to day service delivery with progress in Q2 detailed in the final column.

Colour coding: Green the project is on track. Amber is there may be a slight delay to completion date. Red the project is not going to meet the completion date. Grey the project is paused / stopped. Blue the project is completed. White is project not yet commenced.

	Service Priority	Expected Outcomes	Completion date	Update Q2
1	Local Cycling & Walking Infrastructure Plan (LCWIP)	A network plan for walking and cycling - preferred routes and core zones for further development, and a prioritised programme of infrastructure improvements for future investment.	Adopt December 2023	<p>Cabinet approved consultation 1 June 2023</p> <p>Consultation ran for 10 weeks from June to August 2023</p> <p>Very good response to the consultation, currently being summarised by Hampshire County Council and details provided to Sustrans</p> <p><i>Consideration: O&S November 2023</i></p> <p><i>Adoption: Cabinet December 2023</i></p>
2	Local Plan Review (Assessment)	Undertake a Local Plan Review involving an assessment of whether the adopted local plan needs updating	Will take place once the Levelling Up & Regeneration Bill becomes an Act, plus the associated policy and guidance are updated	<p>No work will take place until the Levelling Up and Regeneration Bill (LURB) is enacted, and policy updates are published</p> <p>Under the current system a 'review' (i.e. an assessment of whether the Plan needs updating) must be carried out by April 2025</p>

	Service Priority	Expected Outcomes	Completion date	Update Q2
3	Settlement Capacity & Intensification Study	Understanding of the scope to accommodate future homes within settlements (Cabinet decision Nov 21).	December 2023	<p>Call for sites took place August and September 2023 - closed 26 September 2023</p> <p><i>Consideration: O&S November 2023</i></p> <p><i>Adoption: Cabinet December 2023</i></p>
4	Cycle and car parking in new development Supplementary Planning Document (SPD)	Guidance on well designed and appropriate quantum of cycle and car parking provision on new developments to encourage use of cycles.	Adopt by December 2023	<p>Consultation ran for 6 weeks from May to June 2023</p> <p><i>Consideration: O&S November 2023</i></p> <p><i>Adoption: Cabinet December 2023</i></p>
5	Viability assessments in new development Supplementary Planning Document (SPD)	Viability assessments submitted which follow Council's preferred approach and contains the necessary information.	Adopt by December 2023	<p>Consultation ran for 6 weeks from May to June 2023</p> <p><i>Consideration: O&S October 2023</i></p> <p><i>Adoption: Cabinet November 2023</i></p>

	Service Priority	Expected Outcomes	Completion date	Update Q2
6	Affordable homes Supplementary Planning Document (SPD)	Guidance for provision of affordable homes on sites and off-site contributions.	Adopt by March 2024	Drafting of a PID is underway Indicative estimate would be an adopted in 2024/25 allowing for engagement, drafting and the statutory stages, and noting other work priorities
7	Review and project plan the flood Schemes at: Kingsway, Blackwater Mill Corner, North Warnborough Phoenix Green, Hartley Wintney	Full review of the current schemes, new project plans, project management, resources, timeframes	Report to Cabinet Summer 2023	Draft report considered at O&S 15 August 2023 Report was further reviewed following consideration by O&S <i>Cabinet October 2023</i>
8	Water environment asset management plan (Phase 1)	Identification of the Council's existing drainage assets and existing information on condition and maintenance.	March 2024	On track. Further progress made digitally mapping known drainage assets (ditches, culverts, watercourses) with linked data on type and size of asset and dates of inspections and maintenance.
9	Planning Local Enforcement Plan	To update the Planning Local Enforcement Plan	March 2024	<i>Consideration: O&S November 2023</i> <i>Adoption: Cabinet 7 December 2023</i>

	Service Priority	Expected Outcomes	Completion date	Update Q2
		which was adopted in January 2016		
10	Review the Planning Pre-Application Advice Service	To ensure great customer service which also covers costs of providing the service. Will feed into the 2024/25 Fees and Charges	December 2023	This is being driven forward by one of the new Development Management Team Leaders
11	Review of Council-wide fly tipping activity and to establish best practice	<p>The Council is involved with fly tipping across all Service areas:</p> <ul style="list-style-type: none"> • deterrents • reporting • detection • collection • investigation • prosecution / warnings <p>The review is to ensure a fully coordinated</p>	March 2024	<p>A series of cross service internal workshops are progressing</p> <p>The EH Fly-tipping enforcement/ prosecution officer (0.4 FTE) function is being maintained on an interim basis (6 months) with East Hampshire pending a wider corporate review</p> <p>Overview & Scrutiny Committee have set up a task & finish group to consider the wider strategic integration of fly tipping services</p> <p>Terms of reference were agreed at O&S in September 2023</p>

	Service Priority	Expected Outcomes	Completion date	Update Q2
		approach, and assessment against best practice elsewhere		

3: Place service risk register

A detailed service risk assessment has been completed and is reviewed on a quarterly basis (minimum). This helps inform the Hart District Council Corporate Risk Register which is reported to Overview & Scrutiny Committee on a quarterly basis.

Top risks from Corporate Risk Register – impact on achieving corporate objectives, assessment at 2 October 2023.

Code	Description of risk	Impact	Source	Owner	Initial Likelihood	Initial Consequence	Prior Assessment	Risk appetite exceeded?	Key Risk?	Risk treatment	Controls in place	Effectiveness of Controls	Current Likelihood	Current Consequence	Current Assessment Score
Pla1	Loss of staff	Unable to deliver key services / Service Plan.			4 - Likely	3 - Major	12	No	1		Succession planning, appropriate staff recognition, backfill with agency staff as last resort	Limited	3 - Possible	3 - Major	9
Pla2	Recruitment of staff	Unable to deliver key services / Service Plan.	Recruitment issues in technical areas, competition with other Council's and private sector for same pool of staff		4 - Likely	3 - Major	12	No	2		Succession planning, appropriate staff recognition, backfill with agency staff as last resort	Limited	3 - Possible	3 - Major	9
Pla3	Consequences of the proposed changes to the Planning System (Planning Policy & Development Management)	Major changes to planning services, potential roles and responsibilities and work priorities.	National changes		4 - Likely	3 - Major	12	No	3		Keep up to date with current think / consultations, plan for different scenarios		4 - Likely	2 - Moderate	8
Pla4	Workload required due to outside influences. For example, neighbourhood plans, Parish-led Conservation Area Appraisals, Duty to Corporate	Unable to deliver key statutory service / Service Plan	Workload created by other organisations where the District Council is obliged to respond		5 - Almost Certain	3 - Major	15	No	4		Better working with partner organisations to understand their work, and what requirements they will have for support from the District Council	Limited	4 - Likely	3 - Major	12
Pla5	New legislation / guidance / regulations, eg FSA, Biodiversity Net Gain	Impact of details of legislation being published late and requiring considerable work			4 - Likely	3 - Major	12	No	5			Satisfactory	4 - Likely	2 - Moderate	8

4 Performance indicators and targets

KPI	Description	Annual Target	Q1	Q2	YTD
Development Management					
DM1	Context: number of Major development applications determined	<i>Data only</i>	2	4	6
DM2	Percentage of Major development application decisions made within the statutory determination period (including Extensions of Time)	60%	100%	75%	83%
DM3	Context: number of Minor development applications determined	<i>Data only</i>	31	32	63
DM4	Percentage of Minor development application decisions made within the statutory determination period (including Extensions of Time)	70%	96%	28%	62%
DM5	Context: number of Other applications determined	<i>Data only</i>	160	145	305
DM6	Percentage of Other application decisions made within the statutory determination period (including Extensions of Time)	80%	92.5%	43.4%	69%

DM7	Context: number of tree preservation works applications determined	<i>Data only</i>	82	74	156
DM8	Percentage of tree preservation works applications decisions within the statutory determination period (including Extensions of Time)	75%	19.5%	6.8%	13%

Environmental Health			Q1	Q2	YTD
EH1	Percentage of scheduled/proactive food safety inspections undertaken within timeframe [Based upon routine programme of interventions in accordance with the frequencies set out in the Food Law Code of Practice]	80%	48%	132%*	91%
EH2	Percentage of environmental protections service requests (including noise, statutory nuisance and public health) responded within time	80%	90%	91%	90%
EH3	Percentage of food and health & safety service requests (including RIDDORs, HSADV, food poisoning investigations) responded to within time	80%	71%	100%	85%

EH4	Percentage of formal consultation responses made within time (including Planning and Licensing)	80%	91%	81%	86%
EH5	Number of fly-tipping service requests received by service	<i>Data only</i>	10 FT case	7 FT cases	17 FT cases
EH6	Number of fly-tipping enforcement actions	<i>Data only</i>	1 prosecution. Pleaded guilty to Sect 34 Duty of Care offence. Trial for remaining Sect 33 offence set for Nov 2023 1 x CPW served	1x Court hearing FPN refusal to pay- Fly Tipping Offence. Trial date set Jan 2024 Ongoing. 1x Prosecution (Guilty plea to Sect 34 Duty of Care Offence. Trial for remaining Sect 33 Offence. Trial set for Nov 2023.	

Licensing					
L1	Percentage of driver and vehicle applications and renewals issued within response time (including Hackney Carriage, Private Hire, Vehicle Operators) (Target 10 working days)	80%	99.7%	TBC	TBC
L2	Percentage of LA2003 premises and personal licences issued within response time. (Target 2-5 working days)	80%	99%	TBC	TBC
L3	Percentage of TENs responded within time (Target 1 working day)	80%	98%	TBC	TBC

Note: data delayed due to sickness in Shared Licensing Service

Planning Policy			
PP1	Housing Land Supply Position Statement [Identifies whether the Council has at least a 5-year supply of land for housing, which is a requirement of national planning policy]	<i>Publish by 30 September</i>	Published September 2023
PP2	Brownfield Register [Statutory Duty to publish annually an update to the register of previously developed land that has been deemed as suitable for residential development]	<i>Publish by 31 December</i>	On track
PP3	Authority Monitoring Report (AMR) [Statutory duty to publish annually, reporting on matters including local plan policy formulation and implementation, duty to cooperate activity, and Neighbourhood Plans]	<i>Publish by 31 December</i>	On track
PP4	Infrastructure Funding Statement (IFS) [Statutory duty to publish annually, reporting on s106 (and where relevant CIL) monies secured, received, allocated and spent]	<i>Publish by 31 December</i>	On track
PP5	Statutory returns to Government [Collation and submission of data relating to housing delivery and self-build including Housing Flows Reconciliation (HFR), Housing Delivery Test information, Self and Custom Build]	<i>Various deadlines throughout the year</i>	On track Q2 saw Housing Flows reconciliation submitted.

5 Quarter Two 2023/24: key challenges and achievements

Key Challenges

Retention and recruitment of staff in various teams. Early maternity leave, and long-term sickness. However successful recruitment see below.

Large volume of development management case load, planning enforcement requests, environmental health service requests.

Key Achievements

New starters joining the Development Management, Planning Policy and Environmental Health teams and their successful onboarding. For example, the Development Management & Building Control Manager and 3 x DM Team Leaders; new Principal Policy Planner and Assistant Environmental Health Practitioner posts are all now covered.

Parish & Town Council planning engagement evening, 19 July 2023.

Total number of development management decisions issued of all types across all areas of work (development management and trees) in the period 1 July 2023 – 30 September 2023 = 694.

Examples of other types of decisions:

Pre-application enquiries	28
Permitted development enquiries / advice	43
Telecommunication notifications (PDTELS) decided	104
Discharge of conditions	44
Lawful Development Certificates	14
EIA screening opinions issued	2
Prior approval	4
SANG enquiries	10
Discharge of clauses in a S106 legal agreements	1
Advertisement consent	2

Planning appeals hearings taken place – The Bell, Odiham, Cove Road Fleet and Dunleys Hill, Odiham.

Preparation for planning hearing at Nyasaland, Crookham, enforcement hearings at land south of Beechcroft, South Warnborough and Winchfield Court Winchfield, and a public inquiry at Paynes Cottage, Potbridge.

14 x written rep appeals.

2 x enforcement notices issued: Hares Farm and Granary Court. 6 x planning contravention notices (PCN) issued.

New enforcement cases opened = 58; enforcement cases closed = 55.

The review of the three flood alleviation schemes at: Mill Corner, North Warnborough; Phoenix Green, Hartley Wintney and Kingsway, Blackwater were considered by Overview & Scrutiny in August 2023.

Examination held into the Winchfield Neighbourhood Plan. Examiner's report received. Cabinet report prepared for October meeting. Referendum date set for 23 November 2023.

Analysis of the consultation responses on the draft Viability Supplementary Planning Document (SPD). Committee report prepared for Overview & Scrutiny in October 2023.

Analysis of the consultation responses on the draft Cycle & Car Parking SPD. Committee report being drafted for Overview & Scrutiny in November 2023.

Consideration of the recommendations of the Overview & Scrutiny Committee task & finish group on the conservation area appraisal process, report drafted for Overview & Scrutiny in October 2023.

A good response to the Local Cycling & Walking Infrastructure Plan (LCWIP) consultation. Progressing next steps and remaining on track.

Progress with the Settlement Capacity & Intensification Study, including the launch of the 'call for sites' public consultation.

Published Five-Year Housing Land Supply Position Statement and Housing Trajectory. This calculates that Hart district has 10.8 years of housing land supply. [www.hart.gov.uk/sites/default/files/2023-09/Five Year Housing Land Supply and Housing Trajectory at 1 April 2023.pdf](http://www.hart.gov.uk/sites/default/files/2023-09/Five_Year_Housing_Land_Supply_and_Housing_Trajectory_at_1_April_2023.pdf)

Feedback on Crookham Village Conservation Area Appraisal and Hartley Wintney Conservation Area Appraisal.

On going progress with the review of Council-wide fly tipping activity and to establish best practice. Provided input into the Overview & Scrutiny terms of reference task & finish group on fly tipping.

Consultation on a Dog Fouling Public Space Protection Order (PSPO) - consultation ended 2 October 2023. Consideration of the PSPO by Cabinet September 2023.

Successful move of the Place and Community services onto the 3rd floor of the Civic Offices.

Successful welcome of Farnborough College of Technology into the Civic Offices.

6 Looking forward to Quarter Three 2023/24: key deliverables

Parish & Town Council planning engagement evening, October 2023.

Planning appeals hearings at Nyasaland, Crookham (October) and Safari Engineering Ltd, Eversley (January) and work towards a hearing for Rye Logistics.

Enforcement hearings at land south of Beechcroft, South Warnborough (November) and Winchfield Court Winchfield (December),

Enforcement Public Inquiry at Paynes Cottage, Potbridge (December)

The review of the three flood alleviation schemes at: Mill Corner, North Warnborough; Phoenix Green, Hartley Wintney and Kingsway, Blackwater will be considered by Cabinet in October 2023.

Winchfield Neighbourhood Plan Cabinet decision in October to proceed to referendum. Arrange and hold the referendum on 23 November 2023.

The Viability Supplementary Planning Document (SPD) to be considered by Overview & Scrutiny in October and adopted by Cabinet in November 2023.

The Cycle & Car Parking SPD to be considered by Overview & Scrutiny in November and adopted by Cabinet in December 2023.

Feedback on the actions following the Overview & Scrutiny Committee task & finish group on the conservation area appraisal process to Overview & Scrutiny in October 2023.

The Local Cycling & Walking Infrastructure Plan (LCWIP) to be considered by Overview & Scrutiny in November and adopted by Cabinet in December 2023.

The Settlement Capacity & Intensification Study to be considered by Overview & Scrutiny in November and Cabinet in December 2023.

The Authority Monitoring Report (AMR) will be considered by Overview & Scrutiny in December and published by the end December 2023.

The Infrastructure Funding Statement (IFS) and the Brownfield Register Update will both be published by the end of December 2023.

Check/respond to revisions to Crondall Conservation Area appraisal following their public consultation (once received). Progress to Cabinet for adoption at earliest opportunity.

The Dog Fouling Public Space Protection Order (PSPO) will be considered / adopted following public consultation.

Production of 'Food Safety Plan' for the Council's Food Safety services for the period 2023/24.

On going progress with the review of Council-wide fly tipping activity and to establish best practice. Provide input into the Overview & Scrutiny task & finish group on fly tipping.

Review of the discretionary Licensing fees and charges at Licensing Committee in November for public consultation.

Annex: Notes on performance indicators and targets

Development Management & Building Control

DM2	Percentage of Major development application decisions made within the statutory determination period (including Extensions of Time)	
	Q1	2/2 = 100%
	Q2	3/4 = 75%
	Q3	
	Q4	
	Year to date	5/6 = 83%

DM4	Percentage of Minor development application decisions made within the statutory determination period (including Extensions of Time)	
	Q1	30/31 = 96%
	Q2	9/32 = 28%
	Q3	
	Q4	
	Year to date	39/63 = 62%

DM6	Percentage of Other application decisions made within the statutory determination period (including Extensions of Time)	
	Q1	148/160 = 92%
	Q2	63/145 = 43%
	Q3	
	Q4	
	Year to date	211/305 = 69%

DM8	Percentage of Tree Preservation works applications decisions within the statutory determination period (including Extensions of Time)	
	Q1	16/82 = 19.5%
	Q2	5/74 = 6.8%
	Q3	
	Q4	
	Year to date	21/156 = 13%

Environmental Health & Licensing

EH1	Percentage of scheduled/proactive Food Safety inspections undertaken within timeframe [Based upon routine programme of interventions in accordance with the frequencies set out in the Food Law Code of Practice]	
	Q1	48% (39/81 inspections/site visits)
	Q2	132% (107/81 inspections/site visits) *Use of contractor to bolster inspection capacity
	Q3	
	Q4	
	Year to date	91% cumulative total (147/162 inspections/site visits)

EH2	Percentage of Environmental Protections service requests (including noise, statutory nuisance and public health) responded within time	
	Q1	90.3%
	Q2	90.8% (108/119)
	Q3	
	Q4	
	Year to date	90%

EH3	Percentage of Food and Health & Safety service requests (including RIDDORs, HSADV, food poisoning	
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	investigations) responded to within time	
	Q1	71%
	Q2	100% (35/35)
	Q3	
	Q4	
	Year to date	86%

EH4	Percentage of formal consultation responses made within time (including Planning and Licensing)	
	Q1	91.1% (89.02% Planning 93.33% Licensing)
	Q2	81.25% (78.28% Planning 84.31% Licensing)
	Q3	
	Q4	
	Year to date	86%

L1	Percentage of driver and vehicle applications and renewals issued within response time (including Hackney Carriage, Private Hire, Vehicle Operators) (Target 10 working days)	
	Q1	598/ 600 = 99.6%
	Q2	TBC
	Q3	
	Q4	
	Year to date	TBC

L2	Percentage of LA2003 premises and personal licences issued within response time. (Target 2-5 working days)	
	Q1	396/400 = 99%
	Q2	TBC
	Q3	
	Q4	
	Year to date	TBC

L3	Percentage of TENs (Temporary Event Notice) responded within time (Target 1 working day)	
	Q1	91/93 = 98%
	Q2	TBC
	Q3	
	Q4	
	Year to date	TBC

Service Board: Community Services 2023/24 – Q2

1. Summary comments from Service Managers:

Housing Solutions – Q2: Busy quarter with acute interventions for 213 separate households. Our focus on early intervention and prevention of homelessness continues; we are continuing to see a demand in applications for social housing and an increase in use of Bed and Breakfast type emergency accommodation. We continue to see an increase in work needed to support the Homes for Ukraine project alongside work to support resettlement of other migrant pathways.

Community Partnerships & Projects – Q2: This quarter the team have been heavily focused of the initial stages of UKSPF project rollout. The data mining phase began in July with the recruitment of a Data Mining Officer. To date, we have established project timelines, bespoke documentation and privacy notices, planned resource for the next phase (implementation), spoken with community organisations and launched the Expression of Interest phase. We have also promoted the fund across the Here for Hart partners and on social media. Resource for 1 x Senior Project Manager and 1 x Assistant Project Manager have been identified with recruitment deadline of Dec 2023 and Feb 2024 respectively. The two potential quick wins have been approved (Yateley Industries Café and The Bridewell accessible toilet) and these organisations will receive their funds in October. This has made use of the allocated 23/24 spend. The team continue to make progress and connections across the Intergrated Care Boards, particularly collaborating with Frimley Place in their strategic projects. The Homes for Ukraine team continue to successfully place people into private rentals with 7 HDC facilitated moves this quarter. Of the original 129 families that arrived, there are only 36 households yet to move (some of these are still being sponsored by their hosts who are happy to continue, and some are on the LAHF scheme). We also sponsored the Ukrainian Independence Day event in Aug and received very positive feedback from our Ukrainian guests. We are continuing to work towards the Silver Armed Forces Covenant Employers Award with a staff training session planned for Q3 and HR documents being updated to reflect our commitment to reservists and employment of ex-service personnel. All local armed forces events are attended, and our networks continue to grow.

Private Sector Housing – Q2: Another busy quarter for grants with 20 DFG's completed, currently 46 completed year to date with a spend of £468,000. Currently going to exceed our target on both completions and spend (using ear marked reserves). The team also had to deal with a traveller encampment at Bramshot Farm Country Park, working with the Council's legal team the encampment was moved on within a week which is as quick as possible given the legislative process that we are required to follow. We completed 1 mobile home site inspection and have the other 5 booked for October. This inspection resulted in a return visit with the Fire Service to look at some fire safety related issues identified. We have also renewed 3 HMO licences and have applications ongoing for a further 7 renewals.

Strategy & Development – Q2: This quarter has included more progress on the LAHF scheme (homes for refugees), which includes, completing Government returns and monitoring information, working on the legal agreement with VIVID, a Local Lettings Plan and a process to be used internally to allocate the homes. To date, working with VIVID we have secured 5 homes for Ukraine guests and 1 larger home for Afghan families is under offer. Work continues to secure the remaining 3 units for Ukraine families. The work on Rural

Exception Sites with 4 Parish Councils and planning colleagues continues and the sites are making good progress and are moving forward but these are always slow sites to bring forward due to the complex and unique nature of them. One site has completed, one is in planning, a third has a pre-app and the final one is at the site selection stage. The team will be attending the opening event for the North Warnborough site this week which is a fabulous opportunity to see the high quality of the homes provided, meet the residents and reflect on the many years of excellent joint working that were involved to bring the homes for local residents forward. Our regular meetings with our housing associations operating in the district continue, helping to keep good working links between us and provides us with useful insights into the housing market, developments and appetite for affordable housing locally and in Hampshire. We have been assisting the Climate Change Team with contacting our RP partners and ensuring that the Council links in with the RP's climate agendas and programmes too. Finally, we have updated and refreshed our new residents' surveys and their formats and will start to send these out again at the start of next quarter.

Safer Communities – Q2: This quarter has seen some great progress in dealing with CCTV assets that needed to be replaced with the first 5 being replaced in July and the second five purchased and due for installation in early October. The fault reporting system is working well to keep us informed with any issues and weekly activity reports give us an indication of both cameras which hold the greatest 'value' in terms of picking up activity and what type of incidents are being captured and processed. 119 incidents were reported for this period with 25 footage requests for follow up work (24 from Police).

Community Safety lost a valuable resource in the Community Safety Support Officer role at the end of August but we have successfully recruited in Sept with our new starter joining us 02/10/2023 – a very experienced ex-neighbourhood police colleague. 248 reports have been received (16 generated to us automatically by Police and 79 direct contacts) which reflects expected increases over this summer quarter. There have been 13 early interventions actioned and delivery of one community engagement event around knife crime to the Yateley Explorer Scouts.

The Parking team continue to see significant increases in PCN income from our car parks with a high rate of payment and will be reporting back on the trial period for the new touchscreen ticket machine in the next quarter.

Environmental Promotion – Q2: This quarter has busy. The revised Green Grid Framework was approved by SLT and Leader this quarter. This will now enable us to move forward with the key project areas linked to this programme and PIDs will be revised to reflect the priorities. Cows have returned to the nature reserves for the first time since COVID restricted the free movement of personnel and Bovine Tuberculosis stopped cattle movements. This has been welcomed by visitors and has a positive social media presence. It's a busy time for procurement and the Tree and Woodland Strategy returned a successful applicant with Tree Economics being awarded the tender. Work is expected to start immediately, and an initial meeting has been held with the consultant. We are also finalising the last stages of the Bike Track and Teen Health areas at Edenbrook and have completed the installation of the new play area at Whitewater Meadows in Hook. We are also at full strength, with a new senior ranger starting with us at the end of November.

2. Projects and actions

The table below sets out the service priorities for 2023/24, over and above day to day service delivery with progress in Q2 detailed in the final column.

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
1	Development of revised Supporting Communities Plan for 2023-2025	Plan developed with Here for Hart colleagues and published	March 24	Data collected from the UKSPF project will be used after completion of the data mining phase (Jan 2024).
2	Delivery of the Supporting Communities Plan via the Here for Hart programme	Delivery against action plan set out in Supporting Communities Plan 2023-2025	On-going	Team continues to work to previously identified priorities as well as ad-hoc projects as they arise
3	Monitoring and reporting on the funded Service Level Agreements (SLA's) with key agencies	Delivery against set outcomes and value for money achieved via SLA's: <ul style="list-style-type: none"> • Citizens Advice, • Hart Voluntary Action, • Fleet Phoenix, • Inclusion Hampshire 	March 2024	Q1 KPIs have been submitted. 6 month SLA reviews booked for Oct Partners booked in to deliver presentations at O&S

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
4	Project Managing the Communities and Place UKSPF project	<p>Delivery of the data mining output</p> <p>Delivery of the implementation phase</p>	<p>Jan 2024</p> <p>March 2025</p>	<p>Data mining started Jul 2023 and is on course for Jan deadline</p> <p>JDs for Project Managers written and awaiting JE before advertising</p>
5	Delivering the Refugee Workstream	<p>Delivering the LAHF homes</p> <p>Prevention of homelessness due to breakdown in hosting arrangements</p>	<p>November 2023</p> <p>March 2024</p>	<p>5 newbuild properties have been secured by VIVID. These should be completed by November 2023. 1 larger home for Afghan families is currently under offer. Work continues to secure the remaining 3 homes to complete the LAHF programme.</p>
6	Delivery of the Armed Forces Covenant Duty	<p>Delivery of activities in line with Armed Forces Covenant Duty</p> <p>Deliver Health & Wellbeing events at Bases and in community locations.</p> <p>Support veterans and armed forces families with employment signposting</p> <p>Gain Silver 'Employer Recognition Award'</p>	<p>March 2024</p>	<p>Armed Forces Officer and Armed Forces Champion continue to engage with the Armed Forces. Events attended include 4 Meet and Greets, 2 Health Fairs and 2 Armed Forces official parades to celebrate Armed Forces Day.</p> <p>Action plan for obtaining the Silver 'Employer Recognition Award' in place. Outstanding actions (inclusion of armed forces support into HR policies and Covenant training for staff) on course for completion before the application window opens in Jan 2024</p>
7	Contribute to the delivery of the North Hampshire Community Safety Partnership (CSP) Partnership Plan	<p>Delivery of initiatives in support of key objectives of the CSP Plan</p> <p>Promotion of crime prevention and safety initiatives through project work</p>	<p>March 2024</p>	<p>Yateley Explorers Knife Crime Awareness delivery 25th Sept 2023.</p> <p>Planning for Think Safe initiative for 2023/24 academic year has got under way this quarter</p>

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
		Joint work with the Police on ABC's and CPN's		<p>for delivery in March 2024.</p> <p>NE Hants DA Forum provided presentation from Advocacy After Fatal Domestic Abuse (AAFDA) to over 25 forum members.</p> <p>Monthly newsletter continues to cover current issues and promote reporting of crime, ASB and wider safeguarding issues.</p> <p>6 Formal ASB Warning letters have been issued jointly with Police in response to ASB being reported in Fleet town centre and the Hart Shopping Centre.</p>
8	Review Allocations Policy	<p>Full review of allocations Policy to ensure compliance with all new legislation</p> <p>Take revised Policy (if change is needed) to Cabinet for approval</p>	March 2024	Initial review meetings held, not predicting any major changes thus far, but is still under review.

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
9	Review Homelessness Out of Hours Provision	Homelessness Out of Office Hours or due Office Closure is reportable and actioned. Fair remuneration for staff involved in delivering the out of hours service. Good value for money service in place	September 2023	Review complete and agreed by CEx waiting for implementation date from HR.
10	Ensure we have an active private rented sector, engaging with landlords and hosting landlord events. Delivery of landlord support and tenancy sustainment services	Annual landlord event and bi-annual landlord newsletter	March 2024 and onwards	We remain actively engaged with our landlords and ran a successful Landlord event on the 13 th September 2023 to educate and inform our landlords regarding the Renters Reform bill.
11	Produce an Annual Community Services Update	Publication of an annual update and associated promotion / communication on key outputs	July 2023	Completed and published June 2023.
12	Establish processes and documentation for First Homes	Setting up a system to process and monitor first homes in the district	March 2024	Initial work commenced but paused due to more urgent priorities for the time being. No sites with First Homes yet and the team will continue to closely monitor the Governments agenda for this housing product.

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
13	Review the requirements for and establish a new vehicle for recording shared ownership	Review options for the recording of shared ownership need and demand following the closure of the Government agency. Set up a system to record and advertise shared ownership properties for sale within the district.	December 2023	Initial work commenced and an IT system has been reviewed. At present, we believe that there may be enough information provided by each housing association to provide the Council with sufficient housing needs data on shared ownership need and sales without the need for a bespoke IT module. Will be kept under review as this settles down and new ideas and ways of working emerge in the sector.
14	Delivery of Disabled Facility Grant service	Enabling residents to remain in independent living accommodation (80 DFGs per year) Provision of discretionary Prevention Grants, focused on providing quick solutions to those in urgent need. Promotion of prevention grants	March 2024	Currently 46 DFG's completed YTD, over half of the annual target and budget spend.
15	Review private sector renewal policy in relation to DFG recharges and homeowner loan provision	Benchmark against best practice Explore opportunities for increasing return	March 2024	On-going. The decision has been made to end homeowner loan provision from April 2024 due to low uptake and savings made.
16	Support the delivery of the climate change action plan	Participate in the officer working group	March 2024	On-going
17	Identify biodiversity and climate change offsetting opportunities	Submit a costed plan to Cabinet for the delivery of offsetting "pilot" projects on the ground	August 2024	All site visits undertaken, and "pilot" projects has been costed

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
		Submit to Cabinet for approval of the “model” for project and financial delivery	January 2024	This is being developed currently
		Deliver “Phase 2” of the offsetting model	March 2024	Not started as we are undertaking the earlier stages above
		Complete the delivery of “pilot” projects (delivery of the physical works on site)	Sep 2024 to March 2026	Long-term project associated with the previous stages
18	Tree Strategy	Produce a Tree Strategy that will benefit sustainability, global warming, carbon and biodiversity	March 2024	Contractor selected
		Complete a Tree Planting project as an example of good practice and to support biodiversity and carbon offsetting strategy	March 2024 to 2025	Being considered over two project areas to cover biodiversity and carbon off setting. Design approved this FY and implemented the following
19	Reduce Operational Carbon Emissions	Instal electric vehicle (EV) charging points at Civic Offices	March 2023	Completed
20	Develop a Green Grid Framework	Production of Local Walking and Cycling Strategy	September 2023	Final public consultation being held. This is now being completed by Place Services.

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
		<p>Identify opportunities for Green Networks in Hart with key partners</p> <p>Identification of "Phase 2" Green Grid projects.</p>	July 2023	Green Grid Framework has been approved. PID currently being drafted to launch specific projects for implementation through 24/25.
21	Delivery of Hart Green Grid East	Installation of signage through to Hartland Park.	September 2023 March 2024	St Edwards have been passed the designs and will install this FY
		Working with HCC and St Edwards on provision of temporary crossing of Bramshot Lane	September 2023 December 2023	St Edwards to complete December 23 as per grant funding terms.
		HCC to develop: A3013 Cove Road crossing; Southwood Lane, cattle grid bypass improvements; pavement and drainage improvements.	September 2024	Work order issued. Preliminary works expected to start in October 23.
22	Delivery of (Phase 2) Ecological Mitigation works at Fleet Pond	Approve updated project plan with proposed financial strategy	May 2023	Completed.
		Tender Phase 2 to develop a costed strategy for approval	June 2023	Tender process closed, no suitable applications. Currently reviewing the approach to split into more manageable works.

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
		Costed Strategy Completed Draft Presented to O&S Cabinet approval	Feb 2024 Mar 2024 Apr 2024	Will be delivered after costed strategy.
23	Delivery of agreed works at Edenbrook Country Park	Review and agree programme for delivery of works	March 2024	Bike Track and Skills area. Works to start Dec. Teen Health Area public consultation completed. Reviewing installation options.
24	SANGs Adoption	Progress adoptions at the following sites: <ul style="list-style-type: none"> • Moulsham Lane • Poulters Meadow • Hawley Park Farm • Edenbrook extension (Grove Farm) 	March 2024 and ongoing	<ul style="list-style-type: none"> • Moulsham Lane is in 1 year maintenance. • Poulters Meadow final planning conditions being agreed Site should be fully open soon, and 1 year Maintenance starting. • Hawley Park Farm - Moving forward with Legal • Grove Farm starting adoption process, maintenance finished in Dec '23 • Phase 3 Edenbrook is now adopted.
25	Review of concession opportunities	Agree new strategy for delivery at Project Board	July 2023	Completed There will now be a low-key approach to this. Tenders will be submitted for small concessionary facilities.
		Concessions to be operational	March 2024	Developing licence agreements and producing the material in preparation for planning application

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
26	Closed Cemeteries	Minimum standard of maintenance that is Biodiversity and Carbon Friendly	July 2023	Completed. We have agreed a proposed standard. <ul style="list-style-type: none"> • Long grass cut twice a year. • Hedges cut once year. • Paths strimmed once a month. • Headstones checked on rotation every 5 years. 2 of 4 have volunteer activity now to keep them maintained.
		Legal process to hand areas over to Parishes considered with options	July 2023	Legal has considered this and we are not able to hand over the responsibility. Considered closed.
27	Countryside Vision	Aspirations and priorities for the future of the countryside service to deliver the best service possible to our customers and to enhance and protect biodiversity	Nov 2023	Draft underway. Expected to be completed by November 23.
28	Grounds & Street Care Audit	Mapping Grounds Maintenance areas to develop a schedule of rates with biodiversity and carbon footprint considered	March 2024	Suggesting a reprioritising of this as its talking longer than expected. We currently have land ownership details that need clarification and need to add this as a target
		Investigate options in the delivery of contracted services for consideration	August 2024	Initial internal conversations have started

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
		Investigate options of carbon friendly fuels and electrification of vehicles and equipment.	March 2024	Feasibility study underway by Basingstoke & Dean, for HOV fuel in their vehicles.
		Investigate a digital recording system for trees and site H&S	June 2023	Completed. Have located an app that is available for our phones and tablets. Waiting on IT to install.
29	Countryside Policy review	Review all Polices relating to open spaces and ecology and identify any gaps. Proposals for filling gaps in policy will be prioritised and brought to Project Board for approval	March 2023 to 2025	On going. Initial information gathering started. Approach on how to manage being agreed.
30	Car Park Maintenance	Develop and implement car park planned maintenance programme	September 2023 November 2023	Havant Borough Council have provided a report of all maintenance requirements for the short, medium and long term to achieve preservation and improvement of council car park assets. Considerations are being made now for funding the works required. Timeline drifted on this due to delays in receiving the report from Havant.
31	Litter Enforcement	Investigate viability of bringing Litter Enforcement service inhouse and produce options paper for consideration Consider options for enhancing fly-tipping prevention and enforcement	March 2024	Bringing in house element – still to be considered. Options for enhancing fly-tipping prevention is with Place Services and is subject (in part) to task and finish group review

	Project / action	Expected Outcomes	Target Completion Date	Q2 Progress
32	Review of CCTV	Following the transfer of the service to Runnymede, a review of camera provision across the district, including placement, quality and support of parish council CCTV	November 2023 December 2023	Terms of reference have been agreed and the review has begun although the timelines have had to be put back to allow for all data to be collated and presented.

3. Performance indicators and targets

KPI	Description	Annual Target	Q1 Figures	Q2 Figures
1	Number of Households given advice to across the quarter	<i>INFO ONLY</i>	197	213
2	Number of households prevented or relived from becoming homeless	<i>50% of all formal presentations</i>	9	4
3	Number of families in B&B for more than 6 weeks	<i>zero</i>	0	1
4	Number housed in to the PRS (cumulative)	30	13	26
5	Number of gross affordable homes delivered (cumulative)	100	24	108
6	% Disabled Facilities Grant spent against budget (cumulative)	100%	35%	58%
7	No. of DFGs and Prevention Grants completed	80	31	23
8	Community Trigger reviews to be carried out	1	1	0
9	Community Events attended to promote service accessibility, across Community	6	4	3
10	Number of "Green Flags Awards" held	4	5	5
11	% Countryside major sites with current Management Plan	90%	60% as at Q1	60% as at Q2

12	Number of Service requests for Grounds and Street Cleansing Services	1800	269	236 <i>Sept figures to be added.</i>
13	Provide system resilience levels of above 98% per calendar year for the CCTV control room system. The measurements will be hourly downtime as a % over 365 days	0	<i>The CCTV control room has had zero system downtime – replacement cameras needed are due to be installed in next Quarter.</i>	<i>5 cameras were replaced in July and 5 more are currently on order for installation in October 23.</i>
14	To provide monthly reports, to include the following: <ul style="list-style-type: none"> • breakdown of incidents per camera • camera faults identified 		115 17	119 7
15	Report requests for footage, by whom and in what locations		<i>1 Licensing – Fleet Road, Fleet</i>	<i>25 across a range of locations – mostly (24) from Police</i>

4. Quarter Two: Key Challenges and Achievements

Challenges

- Community Partnerships team down one member of staff with sharp upturn in workload due to the UKSPF project.
- Securing suitable properties for the LAHF programme and having all of the systems in place to administer and allocate these homes.
- Housing Solutions Team down by two members of staff this quarter and recruiting
- Significant increase in lack of PRS, having to rely on B&B
- Community Safety team faces continued resource pressure due to long term sickness and lost its Community Safety Support Officer at the end of Aug – recruitment for replacement, however, has been successful.

Key achievements

- Supporting the delivery of a successful Ukrainian Independence Day event working closely with the Hart Ukrainian community.
- Joint working with the Housing Team to secure rented accommodation for 7 Ukrainian guests/families.
- Reallocating workload within the CPP team to ensure the UKSPF project moves forward within tight timelines
- Organised and ran the Low-Cost Home Ownership event with a huge turnout from the public.
- Electric vehicles for Countryside and Parking now in Service.
- The first full year of Park Run now complete in Edenbrook Country Park. Agreement reached to continue this indefinitely, subject to regular review.
- New play area open at Whitewater Meadows.
- Cow grazing returned to Hart's green spaces reducing the need for mechanical maintenance.
- Environmental Promotion fully staffed with new Senior Ranger starting end of November.
- Close partnership working with the Hart Shopping Centre and the Neighbourhood Policing Team (NPT) has resulted in 6 formal ASB Warning Letters and the significant reduction in ASB from those individuals.
- Completion of Safeguarding Audit and ongoing implementation of recommendations to provide better support to staff around Safeguarding.
- Monthly eNewsletter continues to receive positive feedback and has resulted in a further opportunity to address young people about Knife Crime Awareness in the next quarter.
- Successful sign up of a new towing agent able to support removal of vehicles from Gurkha Square on Sat mornings (0000-0600) which are in contravention of the parking restrictions in place and cause major inconvenience to the Saturday market.
- All lights in council car parks have been upgraded to LED lights.

Looking forward to Quarter Three 2023/24: Key Deliverables

- Facilitate the delivery of the 2 UKSPF 'quick win' projects and recruit 2 x Project Managers in time for the implementation phase (March 2024)
- All actions in the Armed Forces Covenant Plan delivered in time for the Silver Award application

- Continuing to progress the LAHF project and securing a further 4 homes.
- Continuing work on reviewing the housing allocations policy.
- Continuing with our digital inclusion and going live with a Mobile App for applying for housing and choice-based lettings
- Construction of Bike Track extension and Skills Area at Edenbrook Country Park starting.
- Installation plan for Teen Health Area at Edenbrook Country Park to be completed.
- Fleet Pond Environmental Enhancements approach to be revised. Focus on prioritising Phosphorus strategy.
- Tree Strategy development to start.
- Promotional event with retailers across Fleet for the Fleet BID run Fleetwatch/DISC system for reporting crime and ASB to look to tackle shoplifting and ASB in the shopping/town centre.
- Stay Safe initiative covering Child Criminal Exploitation (CCE), Domestic Abuse and Coercive Controlling Behaviour (CCB), Knife Crime Awareness and the impacts of ASB is due to be delivered at both Yateley School and Calthorpe Park School.
- Complete planning for Think Safe event to take place in March 2024.
- Parking monitoring system will be installed for use by FCOT students and lecturers.

5. Risk Assessment – Key risk is identified below

A detailed service risk assessment has been completed and is reviewed on a quarterly basis. This helps inform the Hart District Council Corporate Risk Register which is reported to Overview & Scrutiny Committee on a quarterly basis.

Top 3 risks from Corporate Risk Register

Description	Residual rating	Impact	Source of Risk	Controls in place
Ability to access accurate data on shared ownership to inform new affordable housing is reduced.	10	Loss of valuable housing needs data which is used to inform new housing developments and potentially additional system that the Council will need to purchase and additional work for staff to cover.	Withdrawal of Government funding from the Help to Buy Agents	<p>HtB agent role ended on 31st March.</p> <p>The Government has introduced a new website which signposts people but will not provide the data and housing needs information.</p> <p>However local RP's are collecting data and will share with the Council.</p> <p>We will continue to review the effectiveness of the controls on an ongoing basis.</p>
Influx of refugees and evacuees that the council has a duty or responsibility to support and accommodate	9	Impact on staff resources and pressure to provide accommodation - financial impact. Also impact on local communities.	Government policy / war	We would need gov funding to control this risk.
Loss of MHCLG Homelessness Grant. HPG is secure till 2025 but unknown after that	9	<p>Loss of income to deliver homelessness prevention services and fund emergency accommodation.</p> <p>Negative financial impact on budgets</p>	Changes in government policy	<p>Key staff are on establishment.</p> <p>Some EMR to provide a buffer.</p>

Glossary of Terms

<u>Term</u>	<u>Meaning</u>
ASB	Anti-Social Behaviour
CCE	Child Criminal Exploitation
CSE	Child Sexual Exploitation
CCTV	Closed Circuit Television
CPN	Community Protection Notices
CPP	Community Partnerships and Projects
CSP	Community Safety Partnership
DA	Domestic Abuse
DFG	Disabled Facilities Grant
DHP	Discretionary Housing Payments
DPT	District Patrolling Team (Police 999 Response)
EHDC	East Hampshire District Council
EMR	Earmarked Reserves
EV	Electric Vehicles
FCOT	Farnborough College of Technology
HCC	Hampshire County Council
HUG	Home Upgrade Grant
ICB	Integrated Care Board (NHS)
JD	Job Description
JE	Job Evaluation
KPIs	Key Performance Indicators
LAHF	Local Authority Housing Fund
MHCLG	Ministry of Housing Communities and Local Government
NPT	Neighbourhood Policing Team

PRS	Private Rental Sector
SLAs	Service Level Agreements
UKSPF	UK Shared Prosperity Fund

CABINET

KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

October 2023

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/Contents	Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Review and Project Plan Flood Schemes	Review and project plan the flood schemes at Kingsway, Blackwater Mill Corner, North Warnborough Phoenix Green, Hartley Wintney. A full review of the current schemes, new project plans, project management, resources and timeframes	5 Oct	No	Portfolio Holder - Planning Policy and Place	PL	Open
Corporate Risk Register (Half Yearly Review)	Cabinet to review the Corporate Risk Register and pass any comments to officers.	5 Oct 4 Apr	No	Portfolio Holder - Climate Change and Corporate Services	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
UK Shared Prosperity Fund (UKSPF) resources and programme update	To consider proposals for the necessary resources to deliver the UKSPF programme, as approved in the Investment Plan, and to note the updated timetable	5 Oct	No	Leader and Portfolio Holder - Strategic Direction and Partnerships	CS	Open
Winchfield Neighbourhood Plan 2022-2037	To receive Inspector's report and consider whether to proceed to referendum.	5 Oct	No	Portfolio Holder - Planning Policy and Place	PL	Open
Civic Regeneration Update	To report to Cabinet the outcome of the updated financial appraisal for the Civic Regeneration scheme and to agree next steps	5 Oct	No	Portfolio Holder - Finance	CS	Open
Lease for Cross Barn, Odiham	To agree revised lease to enable the Cross Barn Trustees to secure external funding for improving the facilities in the future	5 Oct	Yes	Portfolio Holder - Climate Change and Corporate Services	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
Q2 Budget monitoring report and forecast outturn for 2023/24 - incorporating treasury activity	Report to Cabinet the latest projections of expenditure and income, including capital, for 2023/24 for review and approval of any action necessary. Report to include treasury activity and adherence to approved policy.	2 Nov	No	Portfolio Holder - Finance	CS	Open
Butterwood Homes Report from Scrutiny Panel	To consider adopting any proposals recommended by the Butterwood Homes Scrutiny Panel	2 Nov	No	Portfolio Holder - Climate Change and Corporate Services	CS	Open
Supplementary Planning Document - Viability Appraisals for New Developments	Following public consultation, Cabinet to consider adopting the Supplementary Planning Document on Viability Appraisals for New Developments	2 Nov	No	Portfolio Holder - Planning Policy and Place	PL	Open
Supplementary Planning Document - Cycle and Car Parking in New Developments	Following public consultation, Cabinet to consider adopting the Supplementary Planning Document on Cycle and Car Parking in New Developments	7 Dec	No	Portfolio Holder - Planning Policy and Place	PL	Open
Medium Term Financial Strategy Mid Year Review and Headline Budget Strategy for 2024/25	To note emerging pressures on the Council's finances and agree a budget strategy for the coming year and consider changes to the MTFS	7 Dec	No	Portfolio Holder - Finance	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
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	7 Dec	No	Portfolio Holder - Planning Policy and Place	PL	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 Dec	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 Dec	No	Portfolio Holder - Planning Policy and Place	PL	Open
Review of CCTV Service	To review the CCTV service, including any requirement for additional funding for replacement cameras/additional maintenance as required	4 Jan	No	Portfolio Holder - Community Safety and Development Management	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
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
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	No	Portfolio Holder - Finance	PL	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 Capita Strategy, having regard to O&S comments	1 Feb	No	Portfolio Holder - Finance	FIN	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

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		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		No	Portfolio Holder - Planning Policy and Place	PL	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
Ongoing Items throughout the year						
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	

Executive Decisions

None this month

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
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		

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
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Note 4

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

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME - November 2023

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Service	*This item may contain Exempt information
Butterwood Homes Scrutiny Panel Report	To receive a report from the Scrutiny Panel on Butterwood Homes	17 Oct 2023	19 Sep 2023	Member Report		
Conservation Area Appraisal Task and Finish Group	To update the committee on the actions following the Conservation Area Appraisal Task and Finish Group	17 Oct 2023		Within existing resources		
Q2 Budget monitoring report and forecast outturn for 2023/24 – incorporating treasury activity.	Q2 Budget monitoring report and forecast outturn for 2023/24 – the latest projections of expenditure and income, including capital, for 2023/24 for review including of any action necessary. Report to include treasury activity and adherence to approved policy.	17 Oct 2023		Staff time to prepare report and monitor during the year	Finance	
Supplementary Planning Document - Viability appraisals for new developments	To provide an update on the draft document following public consultation, prior to consideration by Cabinet.	17 Oct 2023		In the 2023/24 Service plan within existing resources	Place Services	
Feedback from Service Panel members	To receive feedback from Members on the Service Panels- Community & Place	17 Oct 2023		Set out in Service Plans	All	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Supplementary Planning Document- Cycle and Car Parking in new developments	To provide an update on the draft document following public consultation, prior to consideration by Cabinet	14 Nov 2023	17 Oct 2023	In the 2023/24 Service plan within existing resources		Place Services
CCTV Task and Finish Group	To report back on the findings of the Task and Finish Group.	14 Nov 2023	17 Oct 2023	Participation by Safer Communities Manager		
Feedback from Service Panel members	To receive feedback from Members on the Service Panels – Corporate	14 Nov 2023	17 Oct 2023	Set out in Service Plans	All	
Local Cycling and Walking Infrastructure Plan (LCWIP)	To provide an update on the draft LCWIP following public consultation prior to consideration by Cabinet.	14 Nov 2023		In the 2023/24 Service Plan, within existing resources	Place Services	
Presentation by Core Grant Recipients	Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation- Citizens Advice Bureau	14 Nov 2023		External Provider presentation	Community Services	
Outcome of Trial of New Parking Machines	To review the trial of the new machine, and consider future options for their use.	14 Nov 2023		Within existing staff resources	Community Services	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Settlement Capacity & Intensification Study	To provide an update on the Settlement Capacity & Intensification Study and seek views of the Overview & Scrutiny Committee prior to its consideration by Cabinet.	14 Nov 2023		In the 2023/24 Service Plan, within existing resources	Place Services	
Planning Local Enforcement Plan	To provide an update on the draft Planning Local Enforcement Plan prior to its consideration by Cabinet.	14 Nov 2023		In the 2023/24 Service Plan, Within existing resources	Place Services	
Medium Term Financial Strategy Mid Term Review and Headline Budget Strategy for 2024/25	To note emerging pressures on the Council's finances and agree a budget strategy for the coming year and consider changes to the MTFS	14 Nov 2023		Staff time to prepare and monitor during the year	Finance	
Multi Agency Flood Forum	Feedback from the Multi Agency Flood Forum meeting	14 Nov 2023			Place Services	
Review of CCTV Provision	To review the first six months of operation of the CCTV provision from Runnymede	19 Dec 2023		Within existing staff resources	Community Services	
Authority Monitoring Report (AMR)	To consider the draft Authority Monitoring Report for 2022/23 prior to its completion and publication.	19 Dec 2023		Within existing staff resources	Place Services	
Feedback from Service Panel members	To receive feedback from Members on the Service Panels	16 Jan 2024		Set out in Service Plans	All	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Draft Budget 2024/25	To consider and pass comments to Cabinet, the revenue and capital budget for 2024/25 including revised Medium Term Financial Strategy and any proposed changes to council tax discretions	16 Jan 2024		Significant staff resource in Finance and Service teams Within existing staff resource	Finance	
Treasury Management Policy and Capital Strategy annual statutory review	To consider and pass comments to Cabinet on the revised Treasury Management Policy including Investment Strategy, prudential indicators and Capita Strategy, having regard to O&S comments	16 Jan 2024		Staff time and external advisors within existing staff resource	Finance	
23 Budget monitoring report and forecast outturn for 2023/24 - incorporating treasury activity.	To consider the latest projections of expenditure and income, including capital, for 2023/24 for review and any action necessary. Report to include treasury activity and adherence to approved policy.	20 Feb 2024		Staff time to prepare report and monitor during the year	Finance	
Presentation by Core Grant Recipients	Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation - Hart Voluntary Action	20 Feb 2024		External Partner presentation	Community Services	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Draft Service Plans 2024/25	To review and approve draft service plans for 2024/25 and pass comments to Cabinet	19 Mar 2024		Within existing staff resources	All	
Presentation by Core Grant Recipients	Members to receive a short presentation from core grant recipients outlining the impact the core grant has had on their organisation - Hampshire Inclusion	19 Mar 2024		External Partner presentation	Community Services	
Half-yearly Complaints Analysis	To analyse and review the number and type of complaints received by the Council for the previous period.	16 Apr 2024		Within existing staff resources	Corporate Services	
Feedback from Councillor Representatives on External Organisations	To review the work of members on External Organisation Committees	16 Apr 2024		None		
Corporate Risk Register (Half-yearly Review)	To review the Corporate Risk Register and pass any comments to Cabinet.	16 Apr 2024		Within existing staff resources	Finance	
Feedback from Service Panels	To receive feedback from members on the Service Panels	16 Apr 2024		Set out in Service Plans	All	
Overview and Scrutiny Chairman's Report	Report of the work completed by Overview and Scrutiny 2023/24	16 Apr 2024		None	Chief Executive	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Fly Tipping Task and Finish Group	To report back on the findings of the Task and Finish Group.			Staff time to support group		
Civic Regeneration Update	To review the Civic Regeneration plans			Unsure at this stage		
Gypsy and Traveller Temporary Pitches Task and Finish Group	To elect a Chairman and agree the terms of reference for the Task and Finish group			Unsure at this stage		
On Street Parking	An invitation to be sent to representatives from Hampshire County Council to come to a future meeting to outline any changes to on-street parking enforcement provision in the District since the changeover			Unsure at this stage		
Hampshire Waste Partnership					Corporate Services	
A Review of the implementation of the peer review action plan and the impact it had on the development management performance within the Place Service					Place Services	