



NOTICE OF MEETING

Meeting: Overview and Scrutiny Committee

Date and Time: Tuesday 19 December 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 - 10
- The minutes of the meeting of 14 November 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 MULTI AGENCY FLOOD FORUM** 11 - 17
- To receive the Minutes from the Multi Agency Flood Forum meeting of 26 September 2023.
- 7 BUTTERWOOD HOMES SCRUTINY PANEL REPORT** 18 - 31
- To receive a report from the Scrutiny Panel on Butterwood Homes.
- 8 CCTV TASK AND FINISH GROUP**
- To report back on the findings of the Task and Finish Group.
- A report will follow.
- 9 REVIEW OF CCTV PROVISION** 32 - 68
- To review the first six months of operation of the CCTV provision from Runnymede and seek views of Overview and Scrutiny Committee prior to its consideration by Cabinet.

- 10 SETTLEMENT CAPACITY AND 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. There will be a short presentation followed by an opportunity to ask questions.
- 11 AUTHORITY MONITORING REPORT** 69 - 129
- To consider the draft Authority Monitoring Report for 2022/23 prior to its completion and publication.
- 12 CLIMATE CHANGE UPDATE** 130 - 141
- To consider and pass comments to Cabinet on progress against the Climate Change Action Plan.
- 13 SCOPING THE REMODELLING OF HEATHLANDS COURT** 142 - 144
- To consider and pass comments to Cabinet on the scope of resources for the remodelling of Heathland's Court, the Council's Temporary Accommodation provision and engaging a specialist, technical project resource to facilitate this.
- 14 CABINET WORK PROGRAMME** 145 - 151
- To consider the Cabinet Work Programme.
- 15 OVERVIEW AND SCRUTINY WORK PROGRAMME** 152 - 156
- To consider and amend the Overview and Scrutiny Work Programme.

Date of Publication: Monday 11 December 2023

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday 14 November 2023 at 7.00 pm

Place: Council Chamber

Present:

Dorn (Chairman), Butler (Vice-Chairman), Butcher, Davies, Engström, Farmer, Harward, Smith, Thomas, Vernon and Forster

In attendance:

Cockarill, Radley

Officers:

Kirsty Jenkins, Executive Director - Community

Graeme Clark, Executive Director, Corporate Services & S151 Officer

Mark Jaggard, Executive Director - Place

Daniel Hawes, Planning Policy and Economic Development Manager

Christine Tetlow, Planning Policy - Strategic & Corporate Projects Manager

Rachael Wilkinson, Community Safety Coordinator

Claire Lord, Committee and Members Services Officer

Emma Evans, Committee and Member Services Officer

63 MINUTES OF PREVIOUS MEETING

The minutes of 17th October 2023 were confirmed and signed as a correct record.

Proposed Cllr Dorn, Seconded Cllr Butler

Unanimous (Cllrs Butler and Forster abstained as not at the meeting)

64 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Coburn, Councillor Forster attended as a substitute.

65 DECLARATIONS OF INTEREST

Councillor Forster declared an interest in item 11 as a Hampshire County Councillor.

66 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated the meeting on 3 on going issues.

Butterwood Homes – an email was sent to the housing company as discussed at the last O&S meeting. It was confirmed an update would be given in item 12 of the agenda.

On Street Parking – The meeting was told that an email had been sent to Hampshire County Council and an informal reply had been received. The meeting was told that it was Hampshire County Council Policy not to be scrutinised by other bodies within the Local Government system., however the members were encouraged to send their questions to the Hampshire Universal Services elect committee. The Chairman informed the meeting that he had been advised that Hampshire are keen to work with Hart on this matter.

The meeting was informed that the Hampshire control room was monitored so any parking issues should be reported and then if there was a CEO in the area they could be dispatched to investigate.

CCTV – The meeting was reminded that the report being produced by the O&S Task and Finish group was a different report to the one being produced by the Hart Officers, however one would feed into the other.

Cllr Thomas arrived during this item.

67 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

68 PRESENTATION BY CORE GRANT RECIPIENTS

A presentation was given by Citizens Advice Hart (CA). In it they reported that in the last year they saw 4,231 clients dealing with 6,684 issues, benefits and tax credits being the main issue. The meeting was told that there had been a dramatic increase in people seeking help as well as a shift in the demographic (from clients mainly being in the 50+ age range to being 35+). This increase had meant there had been a requirement to take on more staff.

The meeting was told about the various projects in the community that the CA was involved with including “Advice First Aid in the community” and about the difference the service makes to people’s lives.

A question was raised about how the CA was engaging with young people. The meeting was told that currently young people were not necessarily aware that the CA was there and available to them. However, this was something the team was looking into and had diversified the team to employ younger people to make the service more accessible for young people.

The CA was thanked for all the work that they do.

69 INTERIM REVIEW OF MEDIUM-TERM FINANCIAL STRATEGY

The item was introduced by explaining it was an Interim review and it was building a picture for the budget that would be presented in January, and that it showed how the actuals were tracking against budget for this year.

The meeting was told that provided the Government grant rolled forward the council should be able to again produce a balanced budget in 24/25.

It was highlighted that the main areas for concern were the high levels of inflation, the higher costs of waste and the potential for Central Government to review the amount of the grant.

It was confirmed that although there was currently a forecast surplus of £1m for 23/24 and there was the potential to have a balanced budget 24/25, financial year 25/26 and subsequent years will prove to be more challenging and a significant budget shortfall is showing in the latest MTFS projections. The meeting was reassured that saving measures were already being considered and a firm plan will be formulated once the government grant position has been confirmed and 2024/25 budget has been agreed.

A query was raised about the £250k saving and adjustments. It was explained that these were mainly made up of: -

- An increase in the Everyone Active Management fee
- Rental Income from Farnborough College
- The potential loss of income of planning and building control fees.

70 FEEDBACK FROM SERVICE PANEL MEMBERS - CORPORATE

The committee was told that it had been a very positive meeting.

It highlighted the positive financial situation and outlined the Electoral changes that were in the pipeline as well as the effect that the Waste Act will have on the service.

It was felt that the issues under Hart's control were running well and those not under Hart's were being mitigated against.

It was commented that now that the Climate change team was fully staffed that the action should be changed and a costed plan and timeline produced.

Concern was expressed around the risk relating to Waste/Recycling. It was queried as to whether the council should be formulating a plan to look at alternatives and possible cost reductions.

71 SUPPLEMENTARY PLANNING DOCUMENT - CYCLE AND CAR PARKING IN NEW DEVELOPMENTS

The report was introduced by the Executive Director. The Supplementary Planning Document (SPD) was an evolution of the informal guidance contained in the Technical Advice Note which had been endorsed by Cabinet last year. An SPD carries significant weight as a material consideration in the determination of a planning application.

The Cycle and Car Parking SPD will assist in place making, by making sure there is adequate car parking provided and design into new developments to avoid the issues of insufficient car parking, or parking in the wrong places. At the same time the cycle parking requirements are to enable a modal shift as part of the Council's response to the Climate Emergency.

The Officers were praised for the quality of the report and how clearly the consultation responses were presented along with the Officer's response to them, and the amendment to the draft SPD in light of those comments.

Discussion took place around the residential car parking standards. It was questioned whether urban and rural areas should have different standards. It was explained that the SPD applies the same parking standard across the whole district, rather than the previous standard which had reduced parking near the train stations and centres.

72 OUTCOME OF TRIAL OF NEW PARKING MACHINES

The meeting was told that there had been a 3 month trial of a new touch screen parking machine in Victoria Road Car Park and that the trial showed that 96% of the residents surveyed found the new machine easier to use. The recommendation was being made to upgrade 22 of the parking machines to have the new touch screen.

Discussion took place around the cost of the new screens and their robustness, against the issues with the current machines and the cost of repairing them.

A query was raised about what machines were being used by adjacent councils and what payment methods were being used by them. The meeting was told that

some councils have moved over to payment by app only. However, the local demographic made this approach unsuitable for Hart. It was confirmed that the new machines would still take cash and card payments.

It was felt that before the new machines were ordered an equalities assessment to include suitability for the visually impaired should take place.

73 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

The report was introduced and it was explained that the LCWIP is jointly commissioned between Hart District Council and Hampshire County Council. The LCWIP is a high-level strategic document which provides a strategy that will enable the Councils move into the design stage.

The LCWIP would also assist in delivering the targets in the Council's declaration of a Climate Emergency in facilitating a modal shift and support more walking and cycling as an alternative to some car journeys. It had identified origins and destinations and was offering radical solutions.

The Committee noted that:

- the strategic elements of the LCWIP were good, provided a high-level framework of the key areas across Hart district where interventions could have the greatest impact on demand.
- it picked up matters relating to the Council's declaration of a Climate Emergency
- in general terms the key origin and destination for the cycle routes was well supported
- the waling zones were accepted, and in most cases the areas covered were correct.
- there was an understanding that this was a high-level document, and the details were 'a potential solution' or 'an indication of the type of solution' which could be implemented.
- it was noted that the LCWIP did build on previous work such as the green grid and the Fleet Town Access Plan (FTAP).

The meeting expressed the following concerns about the document:

- That the document contained many specific design details. This led to concern that it was only these details that would be considered going forward and that many other good and more practical solutions would be overlooked.
- That some of the routes suggested, although attractive would be discounted as impractical once they were presented to the Highways Authority. It was confirmed that the County Council as joint commissioners of the work had reviewed all of the content of the LCWIP and were satisfied.

- It was not clear how the feedback from the consultation stages had been taken into consideration. It was agreed that an analysis of the feedback received would be beneficial.
- That when funding was being sort that, it would only be sort for the items in the report, some of which the members felt were either impractical or undeliverable.
- That if the funding and focus was on the larger more impractical items the smaller more deliverable items in the report may be overlooked.

A Councillor summarised the discussions that the strategic part of the document, the vision and context were good. It was the detailed solutions to the core walking zones and cycle routes which were concerns were being raised.

It was noted that if the document was to assist in promoting a modal shift to help deliver of the Council's Climate pledges, that the document needed to be aspirational, but at the same time realistic and deliverable.

A Councillor questioned whether there may be an opportunity for further engagement with Ward Members to feed into the detailed solutions for the cycling and walking zones.

It was agreed that a clear statement should be added to the report stating that the routes contained in it were not the final decision and that there would be an opportunity in the future to have input into the various routes.

DECISION

The Overview & Scrutiny Committee had concerns about the detailed design sections of LCWIP report in its current form and that it would encourage a review of the document in conjunction with feedback. There should be consideration of what further work is required and by whom.

74 BUTTERWOOD HOMES SCRUTINY PANEL REPORT

Ms Jenkins left the room at this point as she is a director of Butterwood homes.

The Scrutiny Panel explained that since the last meeting, financial figures had been received. The original figures provided for the company were not the ones required and the required figures had only been received last week. Therefore, although the report had been written it had not been reviewed by the whole panel and so was not ready to bring before the members.

The Panel expressed disappointment in the financial reporting at the last meeting. However, it was confirmed that the situation had been resolved and the S151 Officer informed the committee that the directors of the company have now agreed arrangements for the company's future admin and reporting, so future Panel meetings should receive full information.

75 CCTV TASK AND FINISH GROUP

The members of the group stated that they still had more work to do and would report back to O&S next month.

76 CABINET WORK PROGRAMME

Members were reminded that the feedback from the O&S Task and Finish group on CCTV would have to be ready to go, to feed into the report going to Cabinet in January.

77 OVERVIEW AND SCRUTINY WORK PROGRAMME

It was confirmed that the Butterwood Homes report should be added to the work programme in December.

The meeting closed at 9.19 pm

Minutes of the Meeting of Thames Water, Environment Agency, Hampshire County Council with Hart District Council Members

26 September 2023 at 2pm

Present:

Hart District Councillors (HDC)	Cllrs Axam, Blewett, Clark, Dorn, Makepeace-Browne, Southern
Hampshire County Councillors (HCC)	Cllrs Collett, Davies, Parker
Hampshire County Council	Vicki Westall (VW)
Highways Agency	James Holt
Environment Agency (EA)	Neil Landricombe (NL)
Thames Water (TW)	David Harding, Carly Mason
Hart District Council (HDC)	Alex Jones, Daniel Hawes, Claire Lord

The meeting started at 2.03pm

1. Apologies for Absence

Apologies had been received from:

HDC – Cllrs Coborn, Delaney, Woods, Worlock

HCC – Susanna Hope

Thames Water – William Neil

2. Minutes & Action Table of 20 March 2023

A request was made to alter the previous minutes.

With reference to 4.3 HCC projects

The minutes should be changed to “It was reported that there was a lack of proof that the failure of the balancing pond to collect water was adding to the flooding in Kingsway to Christchurch drive, so smaller solutions like making more use of the balancing pond were being explored.”

This change was agreed.

3. Action Table

A request was made that all situations of flooding could be reported using the Online reporting forms, as this would help to build a picture and allow for prioritisation of issues. It was confirmed that it was not necessary to give personal details when reporting flooding.

Alex Jones gave an update of the items on the Action Plan,

39) Crookham Park Enforcement

The meeting was informed that although initial engagement had been positive with the developer's new agent, this engagement had not continued and so HCC was now seeking legal advice on how to proceed.

Discussion took place around whether this should be raised at the upcoming Parish council meeting. It was agreed to take the discussion offline.

55) Webbs Corner, Eversley

There was no update, it was suggested that the amount of flooding had reduced, however, there was a concern about the danger in the winter when the flooding iced over.

61) River Blackwater Modelling

There was discussion about not being able to find a copy of an old river topographical survey that had been carried out. It was commented that this was disappointing, but not surprising as the survey was carried out over 15 years ago.

The meeting was told that work on the current survey had been taking place over the last 6 months. It takes time because it is a large catchment area with 27 tributaries, however it should be finished within a few weeks. Once the survey is finished it will be used in relation to the model to verify what is happening.

A query was raised as to what work was being done on the weir near Eversley. It was not certain who was doing the work, so NL agreed to do some research and report back.

63) Kingsway Flooding Issues

This was reported on later in the meeting.

66) Future Meeting Structure

There was some discussion around this prior to the meeting start and although views differed it was felt that currently a virtual meeting was of more value as it meant that more agencies could attend.

67) **Hartley Wintney Fire Station**

The meeting was informed that HDC had cleared the section of the ditch that ran alongside the cricket pitch and that the golf course had cleared their section. This, in addition, to Hampshire Highways clearing the culvert under Mount Pleasant Road, means that the water was flowing much better now and so the flooding risk had been reduced. It was confirmed that maintenance on the ditch would now take place on a regular basis.

68) **Isolated Issues**

- Chatter Alley – The meeting was told that some surveys had been carried out and that Thames Water’s asset management team is looking into how best to solve the issue.
- Under M3 bridge Between Phoenix Green and Winchfield – The meeting was told Hampshire Highways was aiming to carry out work this financial year.
- A30 Murrell Green - The meeting was told Hampshire Highways was aiming to carry out work this financial year.
- Junction of Bracknell Lane and A30 – The meeting was told that investigative work was being carried out by Hampshire Highways to find a solution to this issue.
- Tile Barn Bore Hole – The meeting was told there was no update, but a written one would be provided by the Environment Agency.

There was some discussion around other isolated issues, to bring them to the attention of Hampshire Highways. It was also mentioned that incidents like this should be reported directly to the relevant authority.

3. Impact of Storms since last meeting

As there had been no significant storms there was nothing to report. However, it was noted that during recent heavy rain fall several properties at Kingsway, Blackwater were impacted and had to pump water away. Fortunately, no water entered the houses.

4. Status Updates

4.1 Environment Agency Projects

- **Blackwater Modelling.** It was confirmed that the Blackwater remodeling was on track for a delivery late 2024/early 2025. It was explained that it would be useful as it would give a better representation of risk. It was also explained that the model could also be used identify the flooding risks in Frogmore and whether there are any flood alleviation options available.

- **Fleet.** The meeting was told that consultations with stakeholders were still on going and the current leading option was that of a property flood resilience scheme. It was confirmed that the lead officer for this project was Brian Roberts.
- **Cron dall.** The Flood Warning Improvement scheme in Cron dall was discussed. The meeting was told that the project was due to be launched in November 2023 and that there would be leaflets sent out and a drop-in session to engage with the community in October. The meeting was told that at the drop-in session there would also be the opportunity to discuss Flood Alleviation scheme. It was mentioned that there had been an issue with the current flood sensor in Cron dall, but this had now been resolved.
- **Initial Assessments.** It was explained to the meeting that in order to be eligible for aid funding, projects must have a cost benefit ratio of 1 or more. It was reported that among the current projects being investigated only 2 had a cost benefit ratio of more than 1, and so only these would be looked at with a view to implementing a Flood Alleviation scheme. These were Cron dall and Yateley. Discussion took place around other, smaller interventions that could take place and by whom. It was suggested that in some instances that parishes could undertake some of the required work. NL and VW agreed to meet with parishes to discuss how parishes could get involved.
- **Eversley.** A query was raised around whether this project would be progressed. The meeting was told that in order for a scheme to be eligible for funding it had to prove that the introduction of the scheme would move the properties into a different risk band. Unfortunately, this was found not to be the case in Eversley. Discussion took place around the importance that should be placed on the effects of flooding on infrastructure and not just properties. The meeting was told that one of the biggest issues was that there was no flood model, and therefore the extent of the risk was unknown and so assumptions had to be made when calculating the cost benefit ratio. The meeting was assured that closing a project did not necessarily put an end to it completely and that projects could be reopened.
- **Flood Risk Management Plans.** It was confirmed that the plans were now on the government website ([Thames river basin district flood risk management plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114114/Thames_river_basin_district_flood_risk_management_plan_-_GOV.UK_(www.gov.uk).pdf)).

4.2 HDC Projects

It was explained that a paper on the three Hart flood projects went to Overview & Scrutiny in August 2023 and was going to Cabinet for decision in October 2023. Subject to the Cabinet decision, in summary the position on the three projects is as follows:

- **Mill Corner.** The meeting was informed that subject to Cabinet approval this project will be closed, however discussions around alternative solutions were on going with the Environment Agency.
- **Phoenix Green.** The meeting was informed that subject to Cabinet approval, remodeling will take place to understand the current flood risk as the Dilly Lane development has had a major impact on the initial findings and altered the flood risk to Phoenix Green.
- **Kingsway.** It was confirmed that Kingsway continued to be the area most at risk in the district and therefore, subject to Cabinet approval, Hart would be continuing its work there.

AJ confirmed that HDC would also continue to support the Environment Agency and Thames water in their projects.

4.2 HCC Projects

- **Projects.** It was confirmed that HCC didn't have any schemes running currently in Hart District however it was working with EA on the Fleet Flood Alleviation Scheme as well as the Kingsway project.
- **Catchment Management Plans.** The meeting was informed that the suite of plans had now been published and were available on the HCC website ([Hampshire Catchment Prioritisation \(hants.gov.uk\)](https://hants.gov.uk)). Using these plans HCC have been able to do a prioritisation exercise and will be able to move forward and create some action plans which will look at both Flooding reduction and Flood resilience. As part of the project, the meeting was informed that, HCC had also produced 11 more planning policies which would ensure that planning applications proposed in priority areas took flooding into consideration. These can be found at the back of the Catchment Plan document.
- **Flood and Water Management Act.** It was confirmed that early in 2025 schedule 3 of this act would be brought into force. This would mean that the inclusion of sustainable drainage systems would have to, by statute, be part of any future developments and would provide more options for SuDS adoption.
- **Highway Authority.** It was reported that the cyclical drainage programme was on-going and that all assets would be cleansed by the end of April. The meeting was also told that Highways were currently delivering a drainage improvement scheme in Beaulieu Gardens, Blackwater, which aimed to reduce the surface water flooding issues there.

4.3 Thames Water Projects

The following report was read out to the meeting on behalf of Thames Water

- I note that Action 4.2 includes two known locations to TW – Kingsway and Mill Corner. We have been in active discussion with these schemes with the LLFA and other Risk Management Authorities (RMAs). For Kingsway our Engineering and

modelling teams have been looking into this and doing some surveys. We are waiting for the engineering output for this study.

- Mill Corner was identified as a good partnership led opportunity and Engineering were beginning to look into this but has been recently paused due to budget constraints.
- These partnership opportunities will continue to remain on the partnership opportunities lists for Drainage and Wastewater Management Plan (DWMP), we will continue to work in partnership from a resource/data sharing perspective where relevant.
- Our PR24 Business Plan is due to be submitted to Ofwat on the 2nd of October 2023, with the final termination back from Ofwat (on our business plan) due back in December 2024. Until we have some decisions back on this, we will not be able to confirm what our Asset Management Plan 8 (AMP8) plan for hydraulic flooding will be.
- The agenda lists Surface Water Management Plan under TW. We do not have SWMP's in TW. But we do have a current performance commitment for 'connected area removed in hectares' by SUD's. The Surface Water Management Programme is managed by Engineering and the funding for this current AMP (to March 2025) is committed.
- In terms of the DWMP, not a great deal has changed since the last update. We published our final DWMP strategic plan in May, which is available on our website. In terms of continuing to develop partnerships, the DWMP lists the priority partnership projects. We have been asking the DWMP team what the mechanism is to progress these. TW are currently looking at available resource and what may be required to support the development of these schemes.

5. Parish Flood Forum

The meeting was told that the next meeting was going to be in November and that discussion with the parishes was going to take place with reference to changing the format of the meetings, possibly making the meetings smaller so that the parishes could engage more with the agencies.

6. Forward Water Situation.

The meeting was told that 42% of the average rainfall had been recorded in September, and that there had been no groundwater/increase in groundwater at the indicator sites. Comment was made about the possibility of leaf fall in Autumn causing issues for the trash screens, however the Environmental Agency were monitoring this and would clear the trash screen if there was a substantial rain fall.

Discussion took place around whether it was necessary to keep this item on the agenda. It was agreed that it should be. It was explained that if people wanted more information, they could sign up for flood information at the Environment Agency website.

[Sign up for flood warnings - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

7. AOB

Cllr Southern asked for it to be confirmed that The Fire Station at Hartley Wintney, the junction of Bracknell Lane and A30 and the weir kerb stone by Victoria Hall were added to the action plan.

Cllr Parker asked for the meeting to acknowledge that the committee has been in place for 20 years this year.

8. Date of Next Meeting

The next meeting was set as March 2024, the exact date to be agreed on early in the new year.

The Meeting closed at 3.56pm.

OVERVIEW AND SCRUTINY

DATE OF MEETING: 25 SEPTEMBER 2023

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

REPORT OF: SCRUTINY PANEL

KEY DECISION: NO

CONFIDENTIALITY: NON-EXEMPT

PURPOSE OF REPORT

1. This report provides an update of Butterwood Homes' performance to the Overview and Scrutiny before consideration by the Cabinet. The Scrutiny Panel for Butterwood Homes issues it.

RECOMMENDATION

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

BACKGROUND

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

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

MAIN ISSUES

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

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

ACTION

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

APPENDICES

Appendix 1 – Minutes of Butterwood Homes Scrutiny Panel

Appendix 2 – Butterwood Homes Occupancy Summary Sep 2023

Appendix 3 – Butterwood Homes Operational Plan 2023 - 2024

Appendix 4 – Terms of reference for Butterwood Homes Scrutiny Panel

APPENDIX 1



**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	Minutes From Previous Meeting The minutes from the previous meeting were approved	
2	Operational Plan 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. 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. 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.	

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	<p>A query was raised on the occupancy list as to why there was a resident who had neither a local connection nor was a key worker. It was agreed to confirm this and report back.</p>	
3	<p>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

Butterwood Homes Lettings Report

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

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

Operational Plan

2023 - 2024



enquiries@Butterwood.co.uk

telephone c/o Bridges Estate Agents

C/o Hart District Council

Harlington Way, Fleet, Hampshire, GU51 4AE

The Issue Status

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

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

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



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

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Section 1: Introduction

1.1 What is Butterwood Homes?

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

1.2. The Business Plan

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

1.3. The Corporate Objectives

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

Section 2: Finances

2.1 Finance Assumptions

2.1.1 Finance projections will be provided in a separate document.

Section 3 - Leadership

3.1 Executive Team

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

3.1.2 The other Directors are:

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

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

Section 4 - Operations

4.2 Letting/Management

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

4.3 Book-keeping and Accounts

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

4.4 Additional Resources

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

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

4.5 Governance

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

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

Section 5 - Butterwood in The Future

5.1 Future Business Opportunities

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

BUTTERWOOD HOMES SCRUTINY PANEL – TERMS OF REFERENCE

1. Purpose of the Housing Property Management Company Scrutiny Panel

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

2. Membership and meetings of the Company Scrutiny Panel

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

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and at least one Director are present.

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

3. Review of these Terms of Reference

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

Overview & Scrutiny

Date of meeting:	19 December 2023
Title of Report:	CCTV Service Review
Report of:	Kirsty Jenkins
Cabinet Portfolio:	Cllr Alan Oliver
Key Decision	No
Confidentiality	Non exempt

1 Summary

- 1.1 To share with Members of the committee, a review of the Council's CCTV service, with a view to assessing whether it is 'fit for purpose'.
- 1.2 Members are invited to comment on the review, in advance of a paper being taken to Cabinet in January 2024.

2 Officer Recommendation

- 2.1 That Members note the information provided and give feedback on the review's findings.

3 Background

- 3.1 Hart District Council (HDC) owns 41 cameras [across Hart District](#). On 1 March 2023 a new contract came into effect with Runnymede Borough Council (RuBC) for the provision of CCTV monitoring and maintenance and for the out of hours (OOH) call response service. This is a 24/7 record and response assistance service, provided through their modern control centre based at the RuBC offices in Addlestone.
- 3.2 The move away from the old service provision at Rushmoor Borough Council (RBC) has been seen by both officers and members as a positive step. The service was also moved from the previous Technical Services team to Community, meaning that there were new Lead Officers who wanted to develop a detailed understanding of the service and review the barriers and opportunities for the CCTV provision moving forward.
- 3.3 Cllr Oliver invited officers to carry out a comprehensive review of the service, and this report sets out the findings from this review.

4 Main issues

- 4.1 The review involved a health check of how the current system is working in practice and an assessment of the efficacy and proportionality of the current camera locations.
- 4.2 The review was carried out following the agreement of a Terms of Reference document, which the Overview and Scrutiny Committee had opportunity to contribute to. This is set out as Background Paper B.

5. Alternative Options Considered and Rejected

- 5.1 The alternative was not to conduct a review. Neither Officers nor Members were in favour of this, as the move to RuBC provided the perfect opportunity to assess current provision.

6 Corporate Governance Considerations

Relevance to the Corporate Plan

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

Service Plan

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

- 6.2 Staffing resources had been identified to carry out the review and to manage the procurement and installation of upgrade cameras, but the capital budget is yet to be secured for any rolling replacement programme.

Legal and Constitutional Issues

- 6.3 None arising directly from this report.

Financial and Resource Implications

- 6.4 The review provides an evidence base for investing in CCTV assets moving forward. There are no direct, immediate financial implications arising from this report at this stage.
- 6.5 There are not any additional staffing resource requirements.

Risk Management

- 6.6 There are no direct risks arising from this report. It is simply a presentation of the review findings which confirm that the Council's CCTV provision is fit for purpose, but would benefit from onward investment year on year, to retain this position.

7 Equalities

- 7.1 Upgrading of existing cameras would create neutral or positive impacts on all protected groups and as such a full EqIA is not needed.

8 Climate Change implications

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

9 Action

- 9.1 Members are asked to note the information provided by the review and provide feedback on its findings for recommendations to be taken forward to Cabinet.

Contact Details: Rachael Wilkinson

Appendices

A – CCTV Service Review

Background Papers

A – T&F Group CCTV Summary Sept 2023 (Exempt)

B – CCTV Review TOR

C – CCTV Review Feedback

Review of CCTV Provision

1. Introduction

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

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

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

2. Objective and scope

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

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

3. Background Information - RuBC CCTV Control Room

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

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

RuBC maintains detailed procedures and policies to ensure that the recorded data is handled, used

and deleted in the most appropriate and lawful manner. All CCTV staff have received relevant training in legislation, procedures and the effective use of the system. These staff are qualified to BTeC standards, and refresher training is regularly undertaken.

4. Findings from the Review

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

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

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

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

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

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

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

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

Faults

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

Faults are notified to us now by RuBC using a live fault reporting system called OS Ticket. This is a fully transparent end to end online system that detects faults immediately and starts resolution procedures straight away. An autogenerated sheet provides details of when the fault was identified and then updates are also autogenerated as CSS go through the process of remote diagnostics, visit and then request for upgrade parts or asset if required. Upon fault resolution, we are provided with images from the asset as evidence.

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

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

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

Of the two faults reported in November, one was resolved within an hour as CSS were on a routine visit and able to ascertain that it was a blown fuse that needed replacement. The other fault is due to a British Telecom (BT) analogue line which CSS are in discussions on our behalf with BT to upgrade.

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

Incidents

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

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

RuBC advise that the number of incidents logged against Hart is significantly lower than for other areas that they monitor which confirms what other data shows, which is that Hart is a safe district in which to live. Most of the incidents that are monitored that require action from the CCTV Control

Room are nighttime economy (NTE) related which are generally swiftly dealt with by door staff or officers on patrol without any need for them to broadcast over the Police airwave radio.

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

To keep Hampshire and Surrey radio traffic separate, there is a dedicated Hampshire desk – should the Hampshire desk operator be busy on a careline call, and Surrey operators do not hear the Hampshire desk radio call ins, all Hart Neighbourhood Policing Team (NPT) officers have been advised to contact the CCTV Control Room directly by telephone on 01932 xxxxxx so that another of the operators in the room can respond and move the required cameras whilst the Hampshire operator is committed on their careline alarm call, until such time as they can resume and take over.

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

Over the last few years, there has been much debate over the KPIs that have been in place for the CCTV service. Much of this debate has been triggered by the focus on camera downtime which, as a fault-based issue, we have no control over. Whilst this highlighted the absolute need to have an effective system in place to manage fault identification and resolution, it has provided little in terms of meaningful data to reflect the role CCTV plays in supporting the work of the Community Safety team and the Police.

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

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

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

The current KPIs in place relate to standard service delivery requirements only and it is felt that, whilst the Council cannot control camera faults, it can affect camera operability through decisions made for visits and repairs. This needs, however, to consider that 9 of our assets are not supported by Internet Protocol (IP) lines and may cause issues until such time that the lines are upgraded. An upgrade process is in progress between CSS and BT currently, but no timescale has yet been provided.

The following is additionally proposed:

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

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

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

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

If not answered on radio, then Police to immediately move to phone call on 01932 xxxxx.

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

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

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

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

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

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

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

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

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

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

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

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

The role that footage itself plays in prosecutions is out of reach of Hart’s Community Safety Team. However, HDC welcomes feedback from Police around enhancing evidence from the CCTV system to aid prosecution and is keen to work closely with them to ensure that the system is providing the best possible opportunities to provide evidence and support in cases.

F. Survey of public feelings of safety around CCTV.

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

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

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

The Community Safety Team is planning to undertake its own Feeling of Safety Survey across the HDC area in March 2024 to be repeated annually which will help to support the work of the team as well as provide supporting data for the Strategic Assessment that is required to be completed for the

wider Community Safety Partnership (CSP) Partnership Plan. This survey will ask specifically about CCTV to assess feelings around public safety and what part CCTV provision plays in that.

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

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

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

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

The more zoomed in a camera is on a road, the more detail becomes available, however the off set of this is the loss of a more general wider view available for evidence gathering. As an example, leaving a camera focused on one specific road on to a roundabout to obtain vehicle details may well miss a get away from a road traffic collision (RTC) on an adjoining road to the same roundabout, due to that loss of a wider zoomed out view.

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

Police have provided feedback that the detail needed is not achieved when the camera is zoomed out. However they have been assured that if there are any specific locations or roads that officers would like the CCTV Control Room to focus on, based on current crime trends or evidence, that they can advise the CCTV Control Room accordingly and the operators will be able to set the cameras up within the parameters of the Regulation of Investigatory Powers Act (RIPA).

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

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

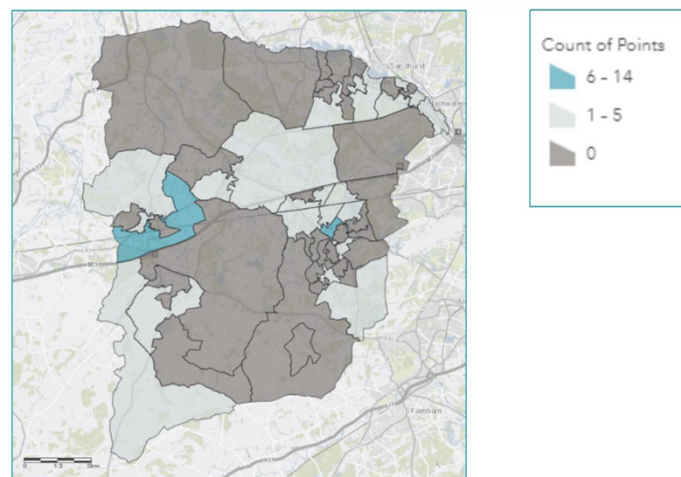
In 2018, civil liberties organisation Big Brother Watch published evidence that facial recognition technology utilised by the Metropolitan Police Service (MPS) was incorrectly identifying innocent people as criminals 98% of the time. It is simply not fit for purpose yet.

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

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

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

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

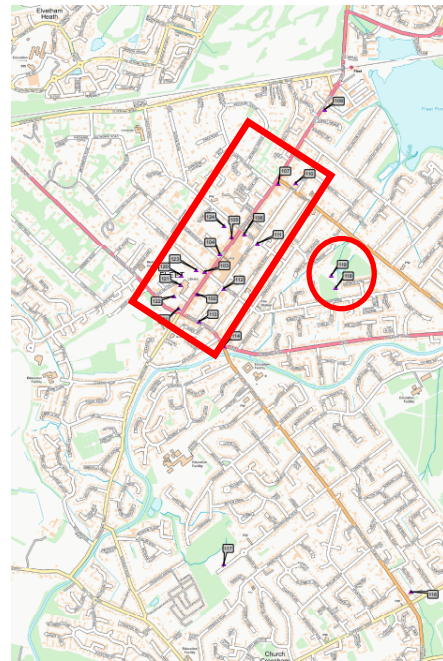
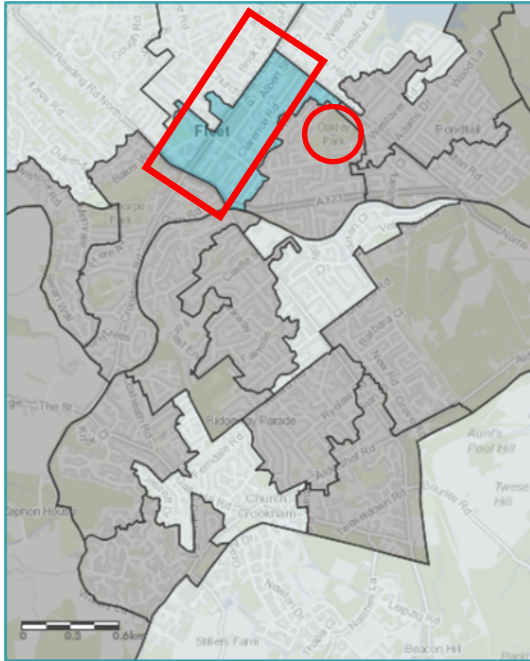


The above map demonstrates the count of Serious Violence occurrences broken down by Lower Super Output Area (LSOA). Each LSOA has a population of roughly 1000 and 3000 persons (taken from Census 2021 Geographies - Census 2021 geographies - Office for National Statistics (ons.gov.uk)).

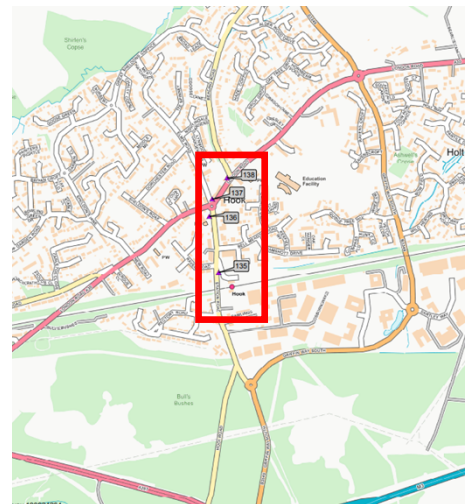
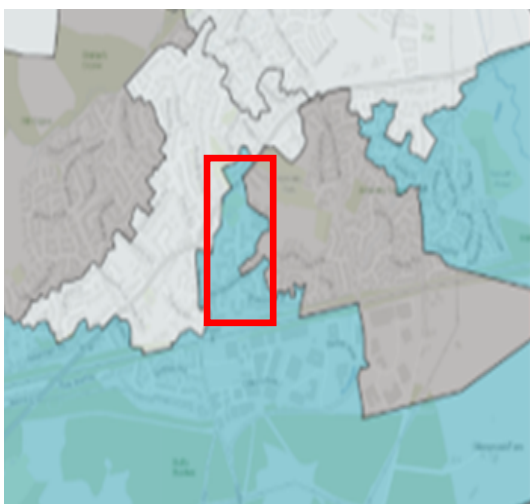
Dark grey areas demonstrate LSOAs where no Serious Violence occurrences were recorded in the last year, while the blue areas recorded the greatest number of Serious Violence occurrences across

the year. Serious Violence is concentrated in certain areas of Hart, specifically the centre of Fleet and an area of Hook.

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



Fleet



Hook

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

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

without cameras was also commissioned and will form part of any ongoing work around requests for new cameras. It must be understood that only locations with persistent issues causing a community impact i.e. not issues between two parties only would be considered as potential new camera sites.

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

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

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

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

Cameras are fixed as soon as possible based on camera priority. Depending on camera location and prioritisation, cameras must be fixed or replaced within 24 hours (subject to access and landlord's permission where appropriate). Cameras may be utilised from non-hotspot locations to ensure continuity of hot spot coverage. Replacement cameras are sourced through the agreement that CSS, the maintenance provider for RuBC, have with BOSCH directly. This gives HDC access to their hardware at a significant discount (20% REUP discount).

Cameras are prioritised based on the number of incidents captured per camera. Analyst work to date shows clearly that the cameras along Fleet Road capture the highest number of incidents per camera. This area is therefore considered a district 'hot spot' and has priority over other areas. These cameras are therefore prioritised in the issues resolution approach. This is reflected in the suggested additional **KPI 5** under **4C.** above.

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

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

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

Moving forward, with an RPM program established as described above under 4I., the twice-yearly inspections should identify any wear and tear issues and look to replace parts rather than whole assets where possible, to prevent asset failure. Removed assets which could provide replacement parts for other cameras will also be established as a resource. The costs of RPM are built into the contract and are estimated at circa £10-12k (tbc) per annum beyond the existing contract period which covers to 2024/25.

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

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

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

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

In terms of technology, significant steps occur approximately every 3 years, so somewhere between 3 and 5 years for planned asset replacement is optimal. The reality of the cost of this however is between £20k and £30k per annum. It would therefore be recommended to look to replace cameras instead at a rate of 4 cameras per year which would require an estimated £12k per annum set aside. All analogue assets would be replaced first as a priority and the remaining analogue lines upgraded.

Regarding the analogue lines, HDC still have a number of BT circuits which are analogue, therefore the CCTV asset on the end are analogue, too. We are in the process of finding out from BT what the process and possible cost is for getting those circuits upgraded and how long it would take. We have to be aware that if one of those circuits were to develop a fault, then the downtime could be considerable and would not be within the control of CSS.

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

In November 2023 HDC reached out to key stakeholders including:

- Police
- Fleet BID
- Town & Parish Councils

Stakeholders were asked to respond to the following questions:

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

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

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

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

Responses can be seen in Appendix 3.

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

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

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

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

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

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

L. Review of contract against service monitoring practices

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

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

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

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

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

Extension of Runnymede BC Contract

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

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

Optimal Upgrading

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

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

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

Connected Viewing Terminal

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

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

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

[Link to live incident reporting \(data sharing\)](#)

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

[Deployable Hot Spot Cameras](#)

One of the key benefits of Deployable CCTV is the ability to move the cameras to a new location should the monitoring requirements change. This is particularly beneficial should the camera's original purpose become obsolete either due to criminal activity in the area being displaced or the camera becoming obscured (by a new build, foliage, road layout change etc). There may be costs associated with installation and deinstallation dependent upon the location as well as costs of connectivity (4G) to the asset.

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

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

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

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

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

may also be required.

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

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

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

Officers are aware that the Task and Finish Group will be reporting findings at the December Overview and Scrutiny meeting, and these will inform the report as it moves forward to Cabinet.

6. Overall Conclusions

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

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

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

7. Recommendations – improvements and changes

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

Immediate Actions			
	Identified Tasks	Action	Timescale
1	Signage Review	Officers have undertaken a signage review across the district. The initial findings indicate that new signage is required for all asset locations.	April 2024
2	Create a clear process for consideration of any new camera requests.	See section 4N. above	Completed

3	Webpage Update	Include additional information about new camera request process and how to request evidence.	April 2024
4	Agree maintenance budget for financial year 24/25	Safer Communities Manager to take to Cabinet	March 2024
5	Determine if current contract with Runnymede should be extended and by how long	Take to CCTV task and finish group	March 2024
6	Circulate final report to all stakeholders in order to raise awareness of CCTV provision provided by Hart. Consider holding a networking event to update all stakeholders on new camera request process and address areas highlighted in the feedback.	Safer Communities Manager	April 2024
Long Term Actions			
	Identified Tasks	Action	Timescale
7	Further data analysis on the public realm hot spot figures to be interrogated. (Appendix 6)	Community Safety Team	April 2024
8	Engage with parish councils to understand the motivation behind the setup of local area CCTV provision.	Community Safety Team	April 2024
9	Complete 'Feeling of Safety Survey' across the district annually. Incorporate specifically feelings around public safety and what part CCTV provision plays.	Community Safety Team	March 2024 Ongoing
10	Produce a rolling plan for upgrading and maintenance considering optimum upgrade times with clear costings before any new camera provisions are considered.	Safer Communities Manager	April 2024
11	Review and further consider opportunities identified in section 4M.	Take to CCTV Task & Finish group	Sept 2024
12	In collaboration with the police, review the current CCTV provision along Fleet Road for the identified Hot Spot Cameras - FL902, FL903, FL905, FL906 and FL907 – to ensure that the cameras effectively provide 360 coverage and provide a costed plan for the installation of swan necks. Consider if/where additional cameras should be installed at the top of existing posts using the Surveillance Camera Commissioners self-assessment tool.	Safer Communities Manager	July 2024
13	Update Analogue transmission lines to IP digital lines – and then upgrade analogue assets	Dependant on action 5 and with CSS if contract is to be extended	March 2026
14	Add educational information about CCTV provision in Hart to educational and	Community Safety Team	Ongoing

	outreach events the community safety team already take part in.		
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Appendix 1

Review of CCTV Provision

Terms of Reference

1. Introduction

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

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

2. Objective

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

3. Proposed Scope

The scope of the review is set out below:

- Review purpose of system against current Data Protection Impact Assessment (DPIA) and need for refreshed Impact Assessments for all cameras
- Review of past and current data relating to the service – faults and incidents reported
- Review of reported KPIs – are they meaningful?
- Review links with Police and possibility to link to live incident reporting
- Review of footage requests by Police and its role in prosecutions
- Survey of public feelings of safety around CCTV
- Review of assets and an assessment of whether they are fit for purpose against industry operability standards
- Assessment of cameras against priority rating for issue resolution approach – to include mapping exercise of crime and Antisocial Behaviour (ASB) data against current camera locations
- Understanding of asset maintenance – remote diagnostics vs camera visit and timescales

- Review of budget/sinking fund need for asset spares in support of system and possible call out fees for emergency repairs on cameras identified as 'priority' against a criteria along with delegated authority to RuBC to request additional cost call outs
- Seeking of key stakeholder views - to include the Police, Fleet BID, Town & Parish Councils, Safety Camera Partnership, CSS as the maintenance provider and RuBC
- Review of contract against service monitoring practices
- Desktop review of best practice in all the above areas
- Assessment of future opportunities for best use of the service – cameras locations/expansion, technology etc
- Clear process developed for consideration of any new camera requests
- Assessment of costs of any improvements or future changes, if recommended
- Anything further raised by the O&S Task & Finish Group not covered above

4. Approach

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

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

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

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

5. Timeframe

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

Appendix 2

CCTV Summary O&S

Appendix 3

[CCTV Review Stakeholder Feedback](#) – Full report available on request



OFFICE OF THE BIOMETRICS
AND SURVEILLANCE
CAMERA COMMISSIONER

Certificate of Compliance

This is to certify that

Runnymede Borough Council

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

Closed Circuit Television (CCTV)

SURVEILLANCE CAMERA CODE OF PRACTICE

In accordance with the Protection of Freedoms Act 2012

22/06/2023

Date of audit

05/07/2023

Date of issue

04/07/2024

Valid until

NSI

Audited by

Fraser Sampson

Biometrics and Surveillance
Camera Commissioner

Appendix 5

<https://commerce.boschsecurity.com/gb/en/AUTODOME-IP-starlight-5100i-IR/p/69537028619/>

Video - AUTODOME IP starlight 5100i IR



AUTODOME IP starlight 5100i IR



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

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

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

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

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

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

Functions

Outstanding image quality

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

Pre-programmed user modes

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

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

HDR X - High Dynamic Range

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

Appendix 6

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

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

Document is Exempt from Publication

OVERVIEW & SCRUTINY

DATE OF MEETING: 19 DECEMBER 2023

TITLE OF REPORT: AUTHORITY MONITORING REPORT 2022/23

Report of: Executive Director – Place

Cabinet Portfolio: Planning Policy and Place

Key Decision: No

Confidentiality: Non-Exempt

PURPOSE OF REPORT

1. To consider the draft Authority Monitoring Report for 2022/23 prior to its publication.

RECOMMENDATION

2. That the Overview & Scrutiny committee note and comment on the content of the draft Authority Monitoring Report 2022/23 at Appendix 1.

BACKGROUND

3. Planning authorities must publish an Authority Monitoring Report (AMR) each year. These used to be called Annual Monitoring Reports.
4. AMRs provide information on key planning matters including the implementation of local plan policies, progress on preparing local plans and neighbourhood plans, and activity with adjoining authorities under the duty to cooperate. They provide transparency for the public, developers, and other stakeholders with regards to the Council's key planning-related activities.

MAIN ISSUES

5. The draft AMR at Appendix 1 covers the period 1 April 2022 to 31 March 2023, unless otherwise stated. Some key points of note are:
 - 574 net new homes were built over the monitoring period. Since 2014, the start of the plan period, 5,169 net new homes have been built, which is 1,362 homes above the requirement for the period,
 - the Council continues to meet the Housing Delivery Test and demonstrate in excess of five years housing land supply. This means the countryside remains protected from greenfield development through its local plan policies,
 - provision of affordable homes is strong with 172 affordable homes completed in 2022/23. The Council adopted a 'Viability Appraisals for New Development Supplementary Planning Document' in November 2023 to help ensure optimum levels of affordable housing are secured with new development,
 - the Council is meeting it's self & custom build requirements and needs for specialist and supported accommodation,
 - a new Winchfield Neighbourhood Plan was prepared passing referendum on 23 November 2023,

- a Viability in New Development Supplementary Planning Document (SPD) was adopted in November 2023,
 - a Cycle and Car Parking Standards in New Development Supplementary Planning Document (SPD) is recommended for adoption at Cabinet in December 2023,
 - Under the duty to cooperate the Council is liaising with several neighbouring authorities at different stages of plan-making, including Surrey Heath and Rushmoor Borough Councils,
 - The Levelling Up and Regeneration Act received royal assent on 26 October 2023 introducing a number of reforms to planning system to be brought in through secondary legislation and updates to national planning policy, and
 - 10% biodiversity net gain with new development becomes mandatory in 2024, and work has started on a Local Nature Recovery Strategy for Hampshire.
6. Overview and Scrutiny Committee considered last year's AMR on 6 December 2022 (see [minutes](#) of that meeting).

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. The alternative is not to publish an AMR however it is a statutory requirement to publish one.

CORPORATE GOVERNANCE CONSIDERATIONS

Relevance to the Corporate Plan

8. The Corporate Plan sets the Council's priorities around the themes of Planet, People and Place. The AMR reports on a number of the issues referred to in the Corporate Plan including climate change, neighbourhood planning, new homes, affordable homes, the natural environment and sustainable transport.

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

9. There are no legal or constitutional implications.

Financial and Resource Implications

10. There are no financial or resource implications.

Risk Management

11. There are no risk management implications.

EQUALITIES

12. There are no equalities implications.

CLIMATE CHANGE IMPLICATIONS

13. There are no climate change implications associated with this report. The AMR reports on the implementation of planning policies which seek to mitigate and

adapt to the effects of climate change and support the achievement of the targets in the Council's Climate Emergency declaration.

ACTION

14. Officers will finalise the Authority Monitoring Report (AMR) and publish before the 31 December 2023.

Appendices

Appendix 1: Draft Annual Monitoring Report 2022/23



Hart District Council

Authority Monitoring Report 2022/23

December 2023 *Draft v0.1*

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Introduction

- 1.1 Planning authorities are required to publish an Authority Monitoring Report - AMR (previously known as an Annual Monitoring Report) each year. This AMR covers the period 1 April 2022 to 31 March 2023, unless otherwise stated.
- 1.2 The main purpose is to provide information on key planning matters including:
 - the implementation of policies in the [Hart Local Plan \(Strategy & Sites\) 2032 \(HLP32\)](#), which was adopted in April 2020;
 - progress on Neighbourhood Plans; and
 - activity under the Duty to Cooperate.
- 1.3 The AMR helps provide transparency for the public, developers, and other stakeholders with regards to the Council's key planning-related activities. It also provides an opportunity to convey other relevant activities and achievements under the various themes.

Context

- 1.4 The [Hart Corporate Plan 2023-2027](#) has a range of key activities under three priorities, namely:
 - **Planet** – tackling climate change is central to all our activities and we plan to lead our community to carbon neutrality. We will produce and implement an action plan. Our ambition is to become a carbon neutral and climate-resilient council by 2035, and district by 2040.
 - **People** – we are committed to fair treatment for all, help for those in need and a sustainable economy that makes Hart a great place to live, work and enjoy. We need to continue our people-centred approach which directs wealth back into the local economy and places control and benefits in the hands of people. We will work with our key local partners such as Hampshire County Council, the voluntary sector, local businesses, the Community Safety Partnership, police, NHS, and education providers to provide more local sustainability.
 - **Place** – we will work to deliver warmer, better homes in sustainable locations that people can afford to live in. Our homes have a huge influence on the quality of all our lives and health. By promoting access to safe, secure, and affordable housing, we can help support people's wellbeing and create sustainable communities where they can live and work.
- 1.5 In April 2021 the Council [declared a climate emergency](#) and pledged to make the district carbon neutral by 2040, and areas under the full control of Hart District Council carbon neutral by 2035. The importance of this declaration has been made clear, especially during the summer months of 2022 when UK

temperatures soared and exceeded 40°C for the first time on record. These climatic conditions prompted the Met Office's declaration of the first ever Red Extreme Heat Warning in July for large parts of south-east and central England. Additionally, water droughts were recorded in August which brought about hosepipe bans across the district.

- 1.6 Meanwhile, the district has endeavoured to recover from the social and economic impact of the Covid-19 pandemic. Whilst the last Covid-19 legal restrictions were lifted in July 2021, the pandemic has brought about lasting changes to society including more home/remote working, and an acceleration of the transition to online shopping and services. On the one hand, these changes provide opportunities, such as for reducing carbon emissions through fewer car journeys. On the other hand, new challenges may arise regarding the future of town centres and changes to where people want to live and work.
- 1.7 February 2023 marked the one-year anniversary of the outbreak of war in Ukraine. As part of a national response, the Council has continued the Homes for Ukraine Scheme to provide support for refugees fleeing the conflict. A significant number of Ukrainian families have been welcomed to Hart and sponsored by local residents.

Levelling Up & Regeneration Bill/Act

- 1.8 The Government has been considering significant changes to the planning system for the past few years. The Levelling Up & Regeneration Bill (LURB) has been described as the scaffolding for a new planning system and has sought to deliver against some of the ambitions set out in the Levelling Up White Paper and incorporate some of the proposals for planning reform outlined in the earlier Planning for the Future White Paper (August 2020). It was published in May 2022.
- 1.9 A Written Ministerial Statement (WMS), issued on 6 December 2022 by the Secretary of State for Levelling Up, Housing and Communities, Michael Gove stated that he *“will be making further changes to the planning system, alongside the Levelling Up and Regeneration Bill, to place local communities at the heart of the planning system.”*
- 1.10 On December 2022 the Government published a consultation document on its proposed reforms to National Planning Policy (Levelling-up and Regeneration Bill: reforms to national planning policy). The consultation covered the following summarised matters:
 - NPPF amendments intended to be made quickly,
 - the potential scope of a future NPPF consultation, to be carried out alongside a consultation on the first National Development Management policies,
 - proposed policies and legislation that would be enabled by Royal Assent of the Levelling Up and Regeneration Bill, and
 - policy and legislation related to other primary legislation and topics.

- 1.11 The LURB received Royal Assent on 26 October 2023 and is now referred to as the Levelling Up and Regeneration Act (LURA). The Act brings in some major reforms to the planning system including:
- the Government will introduce National Development Management Policies with the same status as local plans, and publish a revised NPPF,
 - introduce changes aimed at speeding up the local plan process to 3 years,
 - replace Supplementary Planning Documents with Supplementary Plans (which require examination, unlike SPDs),
 - neighbourhood Priority Statements as an easier means of parishes influencing local plans than full Neighbourhood plans,
 - replace Strategic Environmental Assessment of local plans, and Environmental Impact Assessment of major applications, with a new system of Environmental Outcome Reports,
 - introduce an Infrastructure Levy system to replace the current Community Infrastructure Levy (this will take at least 10 years to fully implement),
 - promote digitisation in planning,
 - replace the legal 'duty to cooperate' in plan-making with a 'policy test',
 - design codes must be prepared for the whole area.

Census 2021

- 1.12 The first datasets from the 2021 Census were published in June 2022 with further releases ongoing throughout and beyond the end of the monitoring period. The findings provide a valuable insight into the demographics of Hart and how this is expected to change over time.
- 1.13 The Census 2021 data have been used to compile a profile for Hart with the headline figures reported below.

Population

- 1.14 In 2021 Hart had a total population of 99,400, up from 91,000 in 2011. This represents a 9.2% increase - slightly above the levels of growth in the South East (7.5%) and England as a whole (6.6%).
- 1.15 Hart has a relatively low population density with 462 people per square kilometre (3 residents for every football pitch-sized area of land). Out of 64 local authority areas in the South East it is the 29th least densely populated.

Table 1: Populations of the Hart Parishes in 2021

Parish	Population
Fleet	23,500
Yateley	20,300
Church Crookham	11,200
Hook	9,100
Blackwater and Hawley	5,900
Hartley Wintney	5,900
Odiham	5,600
Elvetham Heath	5,300
Crookham Village	4,000
Crondall	1,800
Eversley	1,700
Ewshot	940
Winchfield	710
South Warnborough	620
Mattingley	590
Rotherwick	590
Long Sutton	570
Heckfield	490
Dogmersfield	330
Greywell	240
Bramshill	170
Total	99,400

Households and dwellings

- 1.16 There are 39,964 households in Hart district and an estimated 41,348 dwellings.

Age

- 1.17 The median age in Hart district has risen from 41 years in 2011 to 43 years in 2021.
- 1.18 19.7% of people in Hart district were aged 65 and over in 2021. Further analysis by Hampshire County Council's [Joint Strategic Needs Assessment](#) (JSNA) identifies that the population of Hart is ageing with increases predicted mainly amongst the older population aged 80 and older, as well as those aged 60 to 69.
- 1.19 19.2% of people in Hart district were aged 15 years and under in 2021 and the JSNA forecast this to decrease by 2029.
- 1.20 10.2% of people in Hart were aged 15 to 24 in 2021 and the JSNA projects this to increase to 2029.

Disability

- 1.21 At the 2021 Census, 4.2% of Hart district residents were identified as being disabled and their daily activities limited a lot, this is a decrease from 5.1% in 2011. 8.6% of Hart residents were identified as being disabled and their daily activities limited a little, compared with 8.2% in 2011.

Ethnicity

- 1.22 3.6% of Hart residents identified their ethnic group within the “Asian, Asian British or Asian Welsh” category, up from 2.7% in 2011 (this is a smaller increase than that seen across the South East and England).
- 1.23 92.5% of people in Hart identified their ethnic group within the “White” category compared with 94.9% in 2011.
- 1.24 2.2% identified their ethnic group within the "Mixed or Multiple" category compared with 1.6% the previous decade.
- 1.25 The percentage of people who identified their ethnic group within the "Other" category ("Arab" or "Any other ethnic group") increased from 0.3% in 2011 to 0.8% in 2021.

Housing tenure

- 1.26 Housing tenure is whether a household rents or owns the accommodation that it occupies.
- 1.27 At the 2021 Census, the percentage of households in the social rented sector increased in Hart but fell across England. In Hart, the percentage of households in the social rented sector rose from 7.7% in 2011 to 8.8% in 2021, while across England it fell from 17.7% to 17.1%. During the same period, the regional percentage fell from 13.7% to 13.6%.
- 1.28 Private renting in Hart district increased from 12.1% to 13.6%, while the rate of home ownership decreased from 78.1% to 75.7%.

Household composition

- 1.29 Hart district saw the South East's joint third-largest percentage-point rise (alongside Woking) in the percentage of lone-parent households (from 6.7% in 2011 to 8.1% in 2021). Across the region, only Tandridge (from 8.0% to 9.6%) and Runnymede (from 7.9% to 9.4%) saw a greater increase in the percentage of lone-parent households.
- 1.30 Despite the increase, Hart was in the lowest 10% of English local authority areas for the share of lone-parent households in 2021.
- 1.31 At the 2021 Census, 12.4% of households in Hart were one person households aged 66 years and over. In 2011, 10.5% of households were one person households aged 65 years and over (note slight difference in age category between 2011 and 2021 Census).

Armed forces

- 1.32 4,017 Hart residents have served in the UK armed forces (includes both regulars and reserves). This constitutes 5% of the Hart population aged 16 and over.

Using the data

- 1.33 The insights provided by the 2021 Census provides a very useful insight to assist with the implementation of the Local Plan and help the Parish and Town Councils prepare any emerging Neighbourhood Plans. More information on emerging Neighbourhood Plans is provided in Chapter 6 of this document.

Providing new homes

- 2.1 The HLP32 contains policies which aim to deliver the right number of homes, of the right type, in the right place, at the right time. This includes affordable homes and accommodation that meets specific needs, such as specialist accommodation for the elderly and self-build plots.

Delivery of new homes

- 2.2 Policy SS1 of the HLP32 requires 7,614 homes to be built in the 18-year period between 2014 and 2032 – an average of 423 new homes per year.
- 2.3 Table 2 shows the net number of new homes built in Hart district since the start of the plan period and a comparison against the annual requirement.

Table 2: Annual completions of new homes (net)

Year	Annual average number of homes required	Net number of completions	Deficit or surplus
2014/15	423	338	-85
2015/16	423	705	282
2016/17	423	623	200
2017/18	423	551	128
2018/19	423	608	185
2019/20	423	607	184
2020/21	423	581	158
2021/22	423	582	159
2022/23	423	574	151
Total	3,807	5,169	+1,362

- 2.4 Between 2014 and 2023, there has on average been 574 homes built each year, exceeding the requirement for that period by 1,362 homes.

Housing delivery test

- 2.5 The [Housing Delivery Test](#) compares housing delivery over the previous 3 years against the number of homes required over the same period. A score of over 95% is the benchmark for adequate performance where no remedial actions are deemed necessary.
- 2.6 The [2021 Housing Delivery Test](#) measurement for Hart was 210%. This covered the years 2018/19, 2019/20 and 2020/21. For the 2021

measurement, the Government compared three years of completions against the number required for 2 years and 7 months. This made it slightly easier to pass the test to account for disruption to housing delivery caused by the Covid-19 pandemic. The 2022 HDT results have yet to be published, but given Hart saw another year of surplus completions compared to the local plan requirement means this presents no issues.

Five-year housing land supply

- 2.7 The five-year housing land supply considers whether there are sufficient homes coming forward over the next five years to meet the requirement in the Local Plan. The Council publishes a [Five-Year Housing Land Supply Position Statement](#) each year. At present the Council has a surplus of 913 homes over the next five years (or a 10.8 year supply when the supply over the next five years is judged against the residual five-year requirement 158 homes per annum).
- 2.8 It is important to demonstrate at least five years' worth of housing land supply to avoid local plan policies related to housing delivery being deemed out of date (see paragraph 11 of the [National Planning Policy Framework](#)). The strong land supply position means the Council is very well placed in this regard.
- 2.9 A housing trajectory for the plan period is included at [Appendix 1](#) of this report. A surplus of approximately 160 homes is predicted by the end of the plan period. The details behind that trajectory are set out in the [Five-Year Housing Land Supply and Trajectory position statement](#) and therefore not duplicated within this document.

Homes on previously developed land

- 2.10 The terms Brownfield Land and Previously Developed Land are relatively interchangeable. It refers to land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure.
- 2.11 National and local policy seeks to encourage the effective and efficient reuse of brownfield land. The most recent update to the Brownfield Land Register was published in December 2023. [\[insert link when completed\]](#)
- 2.12 A largest brownfield site, allocated under Policy SS2 of the HLP32, is Hartland Village. Updates on the delivery of Hartland Village are set out at [Appendix 2](#).
- 2.13 Table 3 shows the numbers of homes built on previously developed land since the start of the plan period.

Table 3: Completions on previously developed land 2014-23

Year	Homes completions (net)	Completions on previously developed land	% of completions on previously developed land
2014-15	338	228	67%
2015-16	705	507	72%
2016-17	623	295	47%
2017-18	551	346	63%
2018-19	608	348	57%
2019-20	607	238	39%
2020-21	581	392	67%
2021-22	582	233	40%
2022-23	574	212	36%
Total	5,169	2,799	54%

Dwelling mix

- 2.14 Policy H1 requires an appropriate mix of dwelling types and sizes having regard to the most up to date evidence on housing needs, and the size, location and characteristics of the site and surroundings.
- 2.15 The [Strategic Housing Market Assessment \(SHMA\) 2016](#) identified the following mix of market homes needed across the study area comprising Hart, Rushmoor and Surrey Heath districts:
- 7% 1-bed; 28% 2-bed; 44% 3-bed; 21% 4-bed
- 2.16 Table 4 sets out the mix of market homes delivered in Hart district since 2014. This table refers to market homes (including older persons housing falling within use class C3) only. The SHMA had separate mixes for affordable homes. There is more up to date evidence of the need for different types and sizes of affordable homes from a range of sources including the housing register, housing needs surveys, and the help to buy register.
- 2.17 The data suggests that more 1-bed homes and fewer 3-bed homes have been completed than might be expected. This is most likely due to permitted development rights for office to residential conversions, and the inclusion of older persons housing falling within use class C3 (e.g. extra care schemes) in these figures. These types of development tend to produce smaller homes for smaller households.

Table 4: Market homes dwelling mix (including older persons housing in use class C3)

Home size	SHMA target	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total
1 bed	7%	18%	24%	11%	21%	27%	7%	29%	15%	21%	19.6%
2 bed	28%	17%	33%	23%	27%	37%	23%	30%	31%	32%	28.8%
3 bed	44%	30%	21%	37%	25%	18%	44%	23%	25%	18%	26.4%
4 bed	21%	25%	18%	25%	19%	15%	18%	14%	24%	23%	19.6%
5+ bed	No target	10%	3%	4%	8%	4%	8%	4%	5%	6%	5.6%

2.18 Comparing the sizes of homes delivered against the SHMA mix is helpful to a degree, but the SHMA mix is indicative for the 3 districts of Hart, Rushmoor and Surrey Heath area, and site-specific factors will often influence the most appropriate mix on any given site. The past over-provision of 1-bed units may be relevant when determining the appropriate mix for a given scheme, depending on the site, the size and nature of the development, and the goal of achieving mixed and balanced communities.

New affordable homes

2.19 A core aim of the UK planning system is the provision of mixed and balanced communities, which is also fully reflected in the HLP32. The provision of affordable homes supports the creation of integrated, mixed and balanced communities.

2.20 Table 5 sets out affordable housing delivery since the start of the plan period.

Table 5: Affordable homes completed (net)

Year	Total homes completed (net)	Affordable homes completed (net)
2014-15	338	70
2015-16	705	155
2016-17	623	131
2017-18	551	152
2018-19	608	118
2019-20	607	224
2020-21	581	106
2021-22	582	201
2022-23	574	172
Total	5,169	1,329

2.21 Policy H2 requires 40% of homes on major sites (10 or more homes, or greater in area than 0.5 hectares) to be affordable. In addition, Policy H3

supports rural exception sites, where new affordable homes outside of settlement boundaries to meet local needs can be justified.

2.22 During 2022/23 there were 4 applications in which affordable homes were secured under Policy H2:

- **Hartland Village, Fleet (21/02871/REM)** – on 29 April 2022, permission was granted for:
reserved matters for the appearance, landscaping, layout and scale in relation to application 17/00471/OUT for the erection of 331 units, retail and commercial space, a community building, with associated internal access roads, car parking, open space, landscaping and drainage (Phase 3 of the development).
Phase 3 will deliver 331 homes in total, including 67 affordable housing units comprising 40 affordable rented homes and 27 shared ownership homes.
- **Land at Crownfields, Odiham (21/00777/OUT)** – on 29 September 2022 permission was granted for the:
Erection of 60 bed care home and 30 dwellings (10 x 2 bed houses, 12 x 3 bed houses, 4 x 4+ bed houses and 4 x 2 bed flats) with associated parking and pedestrian and vehicular access.
The development will deliver 12 affordable housing units, including 8 affordable rented homes and 4 affordable ownership homes.
- **Rawlings Building, Hook (21/00030/FUL)** – on 24 February 2023, permission was granted for the:
Erection of four buildings to provide 75 enhanced sheltered apartments for older persons (C3 use), 36 retirement living apartments for older persons (C3 use) and 7 residential units (also C3 use) with associated communal facilities, parking and landscaping. (Additional lighting and noise information submitted 11.08.2022).
(Planning permission 21/0030/FUL was a variation of previous planning permission 18/00110/FUL).
The development will deliver 7 market homes and 111 homes for the elderly (use class C3), of which 45 have been secured by legal agreement for affordable ownership. In addition, the developer has entered into a separate agreement with a registered provider to deliver an additional 30 units as affordable rent for older persons. In total, this represents a significant uplift on the 19 affordable homes that would have been delivered under previous permission 18/00110/FUL.
- **Land north of Netherhouse Copse (21/02782/OUT)** – on 17 October 2023 permission was granted for a:
Hybrid planning application seeking Full Planning Permission for the erection of 185 residential dwellings (Use Class C3) with access, parking, landscaping, public open space and other associated works and Outline Planning Permission for the erection of up to 126 residential dwellings (Use Class C3) and a flexible mixed-use neighbourhood store/cafe coworking space of up to 150sqm (Use Class E) with all matters reserved except for access
(Phases 3-5 of the development).

The development will deliver 120 affordable homes in total; comprising 97 affordable rented homes and 23 shared ownership. This is an additional 42 affordable homes compared to the 2016 outline permission granted on appeal (16/01651/OUT).

Rural Exception Sites

- 2.23 National planning policy and Policy H3 of the HLP32 support the delivery of affordable homes in rural areas through rural exception sites. These sites are small scale and seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection.
- 2.24 In May 2023, the proposals in relation to the rural exception site at Roughs Cottage, North Warnborough (19/01749/FUL) were completed delivering 9 affordable rented homes and 3 shared ownership homes.
- 2.25 Whilst no new planning permissions were granted for rural exception sites during the monitoring year, work has been taking place to bring forward several sites across the district.
- In February 2023, a planning application was submitted for a rural exception site at Hares Lane, Hartley Wintney (23/00408/FUL). Subject to a positive decision the proposals would deliver a total of 9 homes, including 5 homes for affordable rent and 3 homes for affordable ownership.
 - [Winchfield Parish Council](#) held a public consultation on two shortlisted rural exception sites between 20 February 2023 and 5 March 2023. The need for rural exception sites in the parish is highlighted in Policy BE2 of the Winchfield Neighbourhood Plan 2022-2037 which passed referendum on 23 November 2023.
 - Following a public consultation, [Eversley Parish Council](#) have identified a suitable site for 9 affordable homes. A pre-application request was submitted in June 2023 for the proposed scheme at Land at Eversley Centre, Eversley (23/01351/PREAPP).

First Homes

- 2.26 First Homes are a discounted affordable ownership product available to eligible 'first-time' buyers. They must be discounted by a minimum of 30% against the market value, and after the discount has been applied, the first sale must not be at a price higher than £250,000.
- 2.27 First Homes were introduced through a [Written Ministerial Statement](#) in May 2021 with the changes coming into effect from 28 June 2021. The Government wanted First Homes to account for 25% of all affordable housing units delivered by developers through section 106 planning obligations.
- 2.28 Consequently, in December 2021, the Council published a [First Homes: Interim Planning Policy Statement](#) setting out how the First Homes policy would be implemented in Hart alongside the Council's preferred affordable

housing mix set out at Policy H2 Affordable Housing in the HLP32 (i.e. 65% affordable homes for rent, 35% affordable home ownership).

- 2.29 Although the First Homes policy is a material consideration in the determination of planning applications, no permissions have as yet been granted for First Homes in Hart. A planning application for 65 homes at Hook, received in July 2022, did include seven First Homes, but was refused for other reasons (land west of Brown Croft Ref: 22/01506/FUL).
- 2.30 Nationally the take-up of First Homes has been poor. It has not proved particularly popular or workable with either developers or local authorities. Notably the Government declined to bring First Homes into the NPPF despite other updates to the NPPF in July 2021 and September 2023.

Specialist and Supported Homes

- 2.31 Prior to 2020/21, the delivery of older persons specialist accommodation was compared against the assessment of need published in the 2016 Strategic Housing Market Assessment (SHMA). In 2021 the Council commissioned up to date advice on the need for specialist accommodation for older people. For full details please see the full [Housing LIN Report](#).
- 2.32 The new study identified a decrease in need for residential care and nursing care accommodation (use class C2), and older person housing e.g. sheltered and enhanced sheltered housing (use class C3) compared to the SHMA targets. It also found that an increase of provision of extra care housing (use class C3) was needed to meet the projected growth in demand by 2035.
- 2.33 Table 6 presents the position on need for different types of specialist and supported accommodation.
- Columns B, C and D show the levels of need from 2020 to 2035 (as identified in the 2021 update by Housing LIN). Note that columns C and D are cumulative level needs from the 2020 base date.
 - Column E shows new supply (completions and outstanding planning permissions) since March 2020, updated to 27 November 2023. For details of the new supply see [Appendix 3](#).
 - Columns F, G and H show the remaining need after the new supply is taken into account.

Table 6: Older persons' housing need up to 2035

Column A: Accommodation type	Column B: Net need 2020 to 2025	Column C: Net need 2020 to 2030	Column D: Net need 2020 to 2035	Column E: New Supply March 2020 to 27 November 2023	Column F: Updated net need to 2025	Column G: Updated net need to 2030	Column H: Updated net need to 2035
Housing for Older People (also commonly referred to as sheltered or enhanced sheltered units)	128	286	431	89	39	197	342
Housing with Care / Extra Care (units)	100	155	217	72	28	83	145
Residential / Nursing care (bedspaces)	149	215	290	250	-101	-35	40

- 2.34 It can be seen that good progress has been made in addressing the needs, particularly for residential/nursing care bedspaces where needs have been met to 2030. As needs are addressed through sites within settlements, so the case weakens to release sites in the countryside under Policy H4 Specialist and Supported Accommodation.
- 2.35 Regarding Table 6, it should be noted that the categories of residential care and nursing care have been combined as it is not always possible to distinguish between the two when assessing a planning application before the site is operational. For more information, please refer to the [Older Persons Specialist Accommodation Position Statement](#).
- 2.36 Over the monitoring period an additional 31 retirement apartments (use class C3) and 12 residential/nursing care bedspaces (use class C2) were completed at;
- Old Raven House, Hook (19/02739/FUL) where an extension provided an additional 13 residential/nursing care bedspaces (use class C2).
 - The Former Police Station, Fleet (19/02659/FUL) where 31 retirement apartments were delivered (use class C3).
- 2.37 During the monitoring period permissions were granted for 140 residential/nursing care bedspaces (Use Class C2), 4 extra care dwellings (Use Class C3), 75 enhanced sheltered apartments (Use Class C3) and 36 retirement living apartments (Use Class C3). This new provision for older persons will be delivered at;

- Grey House, Hartley Wintney (21/00630/FUL) permission was granted in May 2022 and will deliver a 65-bedspace care home (use class C2) and 4 x 2-bed extra care dwellings (use class C3).
- Crownfields, Odiham (21/00777/OUT) permission was granted in September 2022 and will provide a 60-bedspace care home (use class C2).
- Rawlings Building, Hook (21/00030/FUL) permission was granted in February 2023 for 75 enhanced sheltered apartments (use class C3) and 36 retirement living apartments for older persons (use class C3). (Application 21/0030/FUL is a variation of previous planning permission 18/00110/FUL.)
- Derriford House, Fleet (22/01226/FUL) permission was granted in October 2022 to build a 2-storey extension that will provide an additional 15 bedspaces (use class C2).

2.38 Construction is underway at:

- Rawlings Building, Hook (21/00030/FUL), which will provide 75 enhanced sheltered apartments (use class C3) and 36 retirement living apartments for older persons (use class C3).
- Fleetwood Lodge, Fleet (22/01226/FUL) which has been demolished to create space for a new 60 bedspace care home (use class C2).

2.39 Since the end of the monitoring period:

- A 70 bed C2 care home was allowed on appeal in November 2023 at Silverlea, Cove Road, Fleet (22/02520/FUL).
- A scheme providing 22 C3 sheltered apartments was granted permission at Mоторight, Village Way, Yateley (22/01062/FUL) in September 2023.
- A pre-application request was submitted regarding a proposal to provide approximately 52 C3 sheltered apartments at Lismoyne Hotel, Fleet (23/00892/PREAPP) in April 2023.

Accommodation for travellers

2.40 Policy H5 of the HLP32 sets criteria against which planning applications will be judged. These criteria reflect the approach set out in the national [Planning Policy for Traveller Sites](#).

2.41 In accordance with Policy H5, the Council commissioned a new [Gypsy and Traveller Accommodation Assessment](#) (GTAA) published in March 2020. This identified a need for the following, between 2020 and 2034:

- 24 pitches for Traveller households that meet the planning definition;
- 20 pitches that meet the need for households that do not meet the planning definition;
- 5 plots for Travelling Showpeople households that meet the planning definition (there was no need for any plots for Travelling Showpeople that do not meet the planning definition).

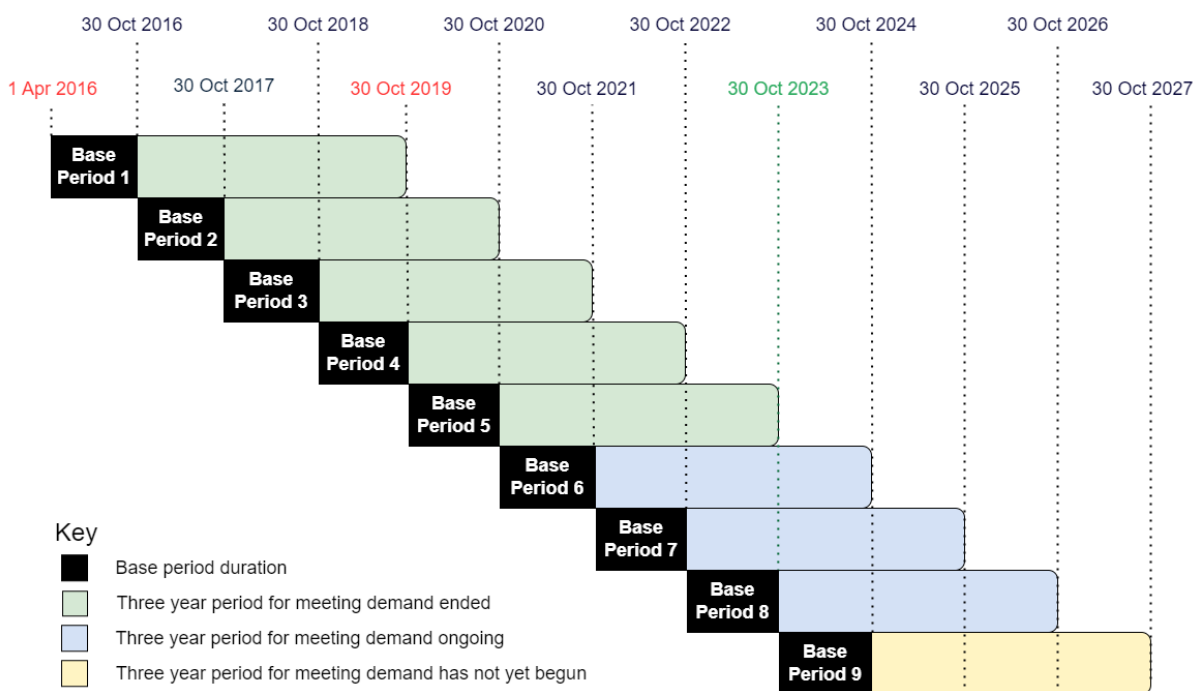
- 2.42 Since the GTAA report was published 2 pitches for gypsies and travellers have been granted permission in Hart and 0 plots have been granted permission for travelling showpeople. The 2 pitches for gypsies and travellers were granted at Farnham Lodge, Odiham (20/00580/FUL). The Council's decision to grant this permission was challenged and subject to a judicial review (CO/1755/2021). The judge upheld the Council's interpretation of [Policy H5\(a\) of the HLP32](#) (in short, that the applicant did not need to demonstrate a need for the site since the Council had already done so through the new GTAA).
- 2.43 In January 2022 Policy H5 was rendered out of date because the Council did not submit a Traveller Development Plan Document (DPD) for examination as was required by the policy. The reasons for this are set out in Section 7 of this report in relation to the Local Development Scheme (see paragraphs 7.1 to 7.7). Any planning applications for gypsy and traveller sites will therefore be determined on their own merits having regard to the national [Planning Policy for Traveller Sites](#) (PPTS). The PPTS sets out a number of criteria designed to ensure that gypsy and traveller sites meet an identified need, are suitably located, well-planned and landscaped, protect local amenity and protect the local environment.

Self and custom build

- 2.44 Self-build refers to an individual or association of individuals seeking to organise the design and construction of their own homes. Custom-building can refer to an individual working alongside a developer to construct their own homes.
- 2.45 The Self-build and Custom Housebuilding Act 2015 requires local planning authorities to keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward self-build and custom housebuilding projects.
- 2.46 The register is divided into two parts:
- Part 1 – comprises local demand for plots. Applicants must meet all eligibility criteria including a local connection test.
 - Part 2 – comprises all other demand. Applicants must meet all eligibility criteria except for the local connection test.
- 2.47 As at 31 October 2023, there were 5 individuals and 3 associations recorded on Part 1 of the Register and 1 individual recorded on Part 2.
- 2.48 Further information on the Register, including fees to join the register, is published on the Council's [Self Build & Custom Build Webpages](#).
- 2.49 Planning authorities must give suitable development permission to enough suitable serviced plots of land to meet the quantum of demand for self-build and custom housebuilding in their area. The level of demand is established by reference to the number of entries added to an authority's register during a base period (note that an 'entry' can be for an association seeking more than one plot on a site).

- 2.50 The first base period began on the day on which the register was established, 1st April 2016, and ended on 30 October 2016. Subsequent base periods run from 31 October to 30 October each year.
- 2.51 At the end of each base period, relevant authorities have 3 years in which to grant permission for an equivalent number of plots of land, which are suitable for self-build and custom housebuilding, as there are entries for that base period.
- 2.52 As of 30 October 2023, there have been 8 base periods completed. It is possible to assess whether Hart has met its duty in the first 5 base periods.
- 2.53 An example of how this works in practice is set out in Figure 1 below.

Figure 1: Diagram illustrating the function of base periods in assessing whether demand recorded on the Register has been met



- 2.54 [Appendix 4](#) shows the number of entries added to Part 1 of Hart’s Register during each base period. It also shows the number of self/custom builds known to have been permitted during each base period demonstrating the extent to which needs for each base period have been met.

- 2.55 [Appendix 4](#) shows that whilst the demand for 2 plots arising in 2015/2016 was not met within 3 years, the Council has granted more than enough permissions for self and custom build in each subsequent base period.
- 2.56 Policy H1(d) of the HLP32 requires that “on sites of 20 or more dwellings, 5% of plots are for self and custom build homes, subject to site suitability and the need shown on the self and custom build register”.
- 2.57 The legal agreement for Crownfields, Odiham (21/00777/OUT) was signed in September 2022 securing 1 custom housebuilding plot. This marks the first self and custom housebuilding plot to be delivered by Policy H1(d).
- 2.58 On 17 October 2023 permission was granted for phases 3-5 of the development at Land north of Netherhouse Copse, Fleet (21/02782/OUT). In phases 4 and 5 the development will supply a total of 6 self and custom housebuilding plots. The 6 plots have therefore been recorded as permissions granted in base period 8 (2022/23).
- 2.59 An additional 2 permissions meeting the definition of self and custom housebuilding were granted during base period 8. This brings the total number of permissions granted in the base period to 8.

Economic development

- 3.1 The HLP32 contains policies to promote the vitality and viability of town and village centres, and to ensure an adequate supply of economic development land to promote economic growth. Since the Covid-19 pandemic and during the monitoring period work continues to taking place to boost skills to help local people into local jobs.
- 3.2 This section of the report has been compiled using monitoring data provided by Hampshire County Council, unless stated otherwise.

Town and village centres

- 3.3 Policy SS1 of the HLP32 supports the provision of 5,900m² of net additional convenience retail floorspace and 3,960m² of net additional comparison floorspace over the plan period, the majority to be focused in Fleet.
- 3.4 Retail completions since 2014 amount to 14,587m² - set out at [Appendix 5](#).
- 3.5 During 2022/23 a total of 5,451m² of retail floorspace was completed including:
- 370m² of convenience retail floorspace at Redfields Lane, Church Crookham
 - 5,081m² of retail floorspace at Land on the north side of London Road, Hook.
- 3.6 In terms of future supply, as at 31 March 2023 the retail floorspace proposed within the village centre of Hartland Village will provide a further 1,355m² of floorspace (see [Appendix 6](#)). Planning permission for the phase of development which includes the village centre was granted in April 2022.
- 3.6a A planning application for a Lidl supermarket (2,061 sqm) with a drive-thru coffee shop at Elvetham Heath was submitted in August 2022 but was subsequently withdrawn in December 2022 (Reference 22/01876/FUL).

Hotels

- 3.7 At 31 March 2023, a 71-bedroom hotel located within Fleet's Town Centre at 329 Fleet Road (18/00574/FUL) had been completed.
- 3.8 A 16-bedroom property that includes hotel rooms and hotel suites is under construction at Wintney Court, Hartley Wintney (17/00596/FUL) at 31 March 2023.
- 3.9 On 20 July 2022, an application to alter and extend the Elvetham Hotel, Hartley Wintney (21/02743/FUL) to provide 60 additional bedrooms was granted by Hart's Planning Committee. The scheme will also provide new events and spa floorspace.
- 3.10 In November 2022, an application (22/02183/LBC) was submitted to change the use of Minley Manor, Blackwater to a hotel, restaurant and wedding venue. As at 31 March 2023 the application had not yet been determined.

- 3.11 A pre-application request was submitted regarding a proposal to provide approximately 52 C3 sheltered apartments at Lismoyne Hotel, Fleet (23/00892/PREAPP) in April 2023.

Employment land and premises

- 3.12 Policy ED2 seeks to protect the district’s portfolio of employment land and premises to help retain existing and attract new business. ‘Strategic’ and ‘locally important’ employment sites are specifically identified for protection under this policy. Policy ED3 promotes the rural economy and allows development in the countryside subject to certain criteria.

Changes in employment floorspace

Table 8: Changes to employment floorspace –f net change (m²) 2014-2023

Floorspace type	Total change 2014-2023 (m ²)
Offices – Use class E(g)(i)	-114,478
Research and development – Use class E(g)(ii)	-6,033
Light industry – Use class E(g)(iii)	-35
General industry – Use class B2	7,192
Storage and distribution – Use class B8	22,248
Flexible use – Use classes E(g)(i)-(iii)/ B2/B8	40,322

- 3.13 The changes year by year are set out at [Appendix 7](#).
- 3.14 The loss of office floorspace since 2014 is in part due to the rise of office to residential conversions through permitted development rights. The Council sought to prevent this on its strategic and locally important employment sites through an Article 4 Direction removing permitted development rights for conversion of offices to new homes. The direction took effect on 6th May 2019.
- 3.15 The Government then sought to restrict the use of Article 4 Directions in its [July 2021 update to the National Planning Policy Framework](#) (paragraph 53). This has continued into the [September 2023 version of the NPPF](#). On 31 July 2022 the Council’s Article 4 Direction expired by virtue of the Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2021.

New employment floorspace

- 3.16 During the monitoring period 31,188m² of employment floorspace was completed across the district including.
- Building A50 & A57, Cody Park, Ively Road (19/00352/FUL) where a 19,461m² data centre (use class B8) was completed.
 - the construction of 7,292m² of general industrial units (use class B2) at Rye Logistics Park, Fleet (19/02871/FUL)
 - 4,246m² of mixed employment floorspace at Quantum Park, Church Crookham (18/00694/OUT)
 - 200m² of mixed employment floorspace at Arlots Farm, Elvetham (19/02290/FUL).
- 3.17 New development has started at:
- Building A105, Cody Park (21/01886/FUL) where an extension to an existing data centre will provide an additional 726m² of floorspace (use class B8).
 - Wintney Court, Hartley Wintney - the erection of 500m² of office floorspace (use class E(g)) at (17/00596/FUL)
 - Building 260, 270 and 270, Bartley Wood, Hook (21/01800/FUL) to provide 14,122m² mixed use employment floorspace (E(g)/B2/B8) and
 - Hartland Village, Fleet (17/00471/OUT) which will provide 1,300m² of floorspace (use class E(g) office).
- 3.18 A pre-application request for a large logistics centre at Lodge Farm, North Warnborough (22/01355/PREAPP) was received in June 2022. A new pre-application request was submitted in October 2023 (23/02242/PREAPP). An illustrative masterplan shows that the proposed site would include approximately 105,000m² of floorspace (use class B2/B8) across 5 warehouses and an electric car charging facility with capacity for 200 vehicles.

Employment floorspace losses

- 3.19 In 2022/23 a total 1,401m² of E(g) employment floorspace was lost across the district. This included the loss of:
- 433m² of office floorspace at Vantage House, Hook (17/00525/PRIOR).
 - Located within a strategic/locally important employment site.
 - Converted to residential apartments (permitted development).
 - 429m² of E(g)(iii) light industrial floorspace at Pool & Sons, Hook (17/02430/FUL) – not within a designated employment site.
 - 320m² of E(g)(i) office floorspace at 57 Danetree House, Hook (20/01099/FUL) – not within a designated employment site.

- 219m² of E(g)(i) office floorspace at 156 Fleet Road, Fleet (20/01104/PRIOR) – not within a designated employment site.
- 3.20 A full summary of outstanding planning permissions for offices, industry and storage/distribution uses can be found at [Appendix 8](#).

Employment and skills

- 3.21 The following information is sourced from [Nomis](#). Figures published by Nomis are rounded to the nearest thousand.
- From 2009 the number of jobs in Hart district (employees, self-employed, government supported trainees and HM Forces) rose steadily from 41,000 to a peak of 53,000 in 2015 before gradually returning to 41,000 in 2020. The number of jobs remained stable in 2021 at 41,000
 - Of the total jobs in the district in 2022, 35,000 are employee jobs (24,000 full-time, 11,000 part-time). By comparison, there were 33,000 employee jobs in 2021 and 38,000 employee jobs in 2015. These figures exclude farm-based agriculture.
 - [Appendix 9](#) shows the change in employee jobs between 2015 and 2022 by sector. Over this period of economic challenges there has been a change in the complexion of the district's industries.
 - Accommodation and Food Service Activities remains the district's largest employment industry comprising 17.1% of all jobs. This is significantly above both regional (7.5%) and national (8%) levels.
 - Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles (14.3%) and Administrative and support service activities (12.9%) are also key industries in the district, as the second and third largest employers respectively.
 - The district has seen strong growth in the number of employee jobs in Water Supply; Sewerage, Waste Management and Remediation Activities (55.6%), Administrative and Support Services Activities (28.6%), and Human Health and Social Work Activities (28.6%) since 2015.
 - Meanwhile, there has been a continued decline in both the Electricity, Gas, Steam and Air Conditioning Supply sector and Information and Communications sector with employee jobs falling by 50% since 2015.
 - Over the last year there has been strong employee jobs growth in the Arts, entertainment and recreation sector (87.5%), Administrative and support service activities sector (50%) and Manufacturing sector (40%).
 - The district has seen low unemployment rates for many years, falling from 3% of the economically active population in June 2014 to 1.7% in December 2019. During the pandemic unemployment rose to a high of 4.3% in June 2021 before falling to 1.4% in July 2023. This is lower than unemployment rates in the South East (2.8%) and Great Britain as a whole (3.7%).

3.19 Claimant data from April 2023 (ONS Monthly Claimant Count) provides greater insight into unemployment across the district's electoral wards both pre and post pandemic – see Table 9. Unemployment rates increased in April 2021 as a result of the pandemic but have since fallen below pre-pandemic levels in all wards.

Table 9: Claimant data at April 2022 by Ward

Ward	Unemployment rate April 2020	Unemployment rate April 2021	Unemployment rate April 2022	Unemployment rate April 2023
Blackwater & Hawley	2.4%	4.2%	2.2%	2.3%
Crookham East	1.7%	2.7%	1.5%	1.3%
Crookham West & Ewshot	1.8%	2.7%	1.2%	1.5%
Fleet Central	2.5%	4.1%	2.2%	1.9%
Fleet East	1.6%	2.6%	1.2%	0.9%
Fleet West	1.8%	2.4%	1.1%	1.0%
Hartley Wintney	2.1%	3.5%	2.1%	1.5%
Hook	2.3%	2.7%	2%	1.6%
Odiham	1.6%	2.7%	1.4%	1.1%
Yateley East	2%	3.8%	1.6%	1.6%
Yateley West	1.9%	3.2%	1.3%	1.2%

Infrastructure

- 4.1 Local Plan infrastructure policies in the HLP32 help to secure necessary infrastructure with new development, either on-site or off-site through financial contributions secured by planning obligations. It also contains policies which safeguard land for infrastructure improvements and protect open space, green infrastructure and community facilities.

Developer contributions from S106 planning obligations

- 4.2 The Council publishes a separate Infrastructure Funding Statement (IFS) each year with detailed information on developer contributions secured through Section 106 Planning Obligations. Please see the [Council's Developer Contributions and CIL webpage](#). *IFS for 2022/23 being finalised*
- 4.3 Hampshire County Council also publish an IFS each year on its [Developer Contributions page](#).

Viability appraisals for new development supplementary planning document

- 4.7 During 2022/23 work started on a Viability Appraisals [SPD](#) which was ultimately adopted on 2 November 2023. The purpose of the SPD is to provide clarity to developers, development management officers and other stakeholders regarding the basis on which viability assessments will be considered. The SPD will support Hart Local Plan 2032 Policies H2 Affordable Housing and INF1 Infrastructure.

Community infrastructure levy (CIL)

- 4.4 In September 2020, Cabinet decided to proceed with preparation of a Community Infrastructure Levy (CIL). A consultation on a preliminary draft charging schedule took place for six weeks from 5 November 2021 to 17 December 2021.
- 4.6 The new Levelling Up and Regeneration Act introduces a new, compulsory 'Infrastructure Levy' to replace the current Community Infrastructure Levy (CIL). However, it is understood that implementation of the new levy will not be for at least ten years whilst the operational details and secondary legislation is prepared and pilot projects take place.

Flood schemes

Phoenix Green

HLP32 Policy INF7 safeguards land at Phoenix Green for the implementation of a flood alleviation scheme. However, in recent years there has been an apparent reduction in flood risk in the area, with no reports of internal flooding. There have also been changes to drainage infrastructure associated with new development in the area. Cabinet decided in October 2023 that further modelling is undertaken to determine the current flood risk following changes

to the area that have improved the situation including the recent residential development at Dilly Lane.

4.12 Other flood-related projects and activity which are ongoing, but not mentioned in the local plan, are discussed briefly below:

- A decision was made at [Cabinet in October 2023](#) to continue with the Kingsway Property Flood resilience project.
- The Environment Agency granted funding for 2 flood alleviation schemes at Zebon Copse, Church Crookham and Eversley & Lower Common. These projects are in addition to 4 other Environment Agency funded schemes at Crondall, Yateley, at Mill Corner, North Warnborough and Griffin Stream, Hook. An initial assessment of the 6 schemes has been undertaken and the Environment Agency are currently preparing the final reports on each. These reports will include options for future flood alleviation works.
- A Multi-Agency Flood Forum was held in September 2023 with a focus on strategic flood issues that require a multi-agency response. The bi-annual event brings together district Councillors and the relevant external organisations for updates on local projects and to provide an opportunity for outstanding flood issues to be raised. The next Forum will be held in March 2024.
- During the monitoring period Hart's Flood Risk Management Officer has consulted on 342 planning applications, ranging from small household extensions to multi-home developments. Consultations through the planning system allow Hart to manage potential increases in flood risk caused by new development and ensure that existing residents and property are not harmed. Over the monitoring period there have been several applications refused with flood risk being cited as one of the reasons including Bull Yard Farm, Hartley Wintney (22/00806/FUL), Zenas, Hook (22/00765/FUL); and 21 Folly Close, Fleet (22/01297/FUL).

Local cycling and walking infrastructure plan

4.13 In September 2022, Hart District Council and Hampshire County Council (HCC) jointly instructed Sustrans to prepare a Local Cycling and Walking Infrastructure Plan (LCWIP). The plan identifies walking and cycling opportunities for the Hart district with recommendations made for infrastructure improvements and priorities for future investment. LCWIPs are a national initiative and are being prepared up and down the country in line with [national guidance](#).

4.14 Formal consultation on the draft LCWIP ran for 10 weeks between June and August 2023. Over the 10-week period, 249 responses to the walking zone survey and 283 responses to the cycling network survey were received, and 793 comments were placed on the interactive map, which is one of the highest response rates to any Hampshire LCWIP consultation. The LCWIP is scheduled for adoption in Spring 2024.

Built and natural Environment

Climate change

- 5.1 In April 2021, the Council declared a climate change emergency. As part of the declaration, the Council pledged to make the district carbon neutral by 2040, and all areas under the direct control of Hart District Council carbon neutral by 2035. The declaration of a climate emergency is a material consideration in the determination planning applications.
- 5.2 The HLP32 contains a number of policies which deal with adaption to and mitigation from the effects of climate change. Examples include NBE5 Flood Risk, NBE7 Water Efficiency, NBE9 Design, NBE10 Renewable and Low Carbon Energy, INF2 Green Infrastructure, INF3 Transport.

Cycle and car parking in new development SPD

- 5.3 In December 2023 Cabinet adopted a Cycle and Car Parking in New Developments SPD. The SPD converted and refined the previous Technical Advice Note (TAN) on Cycle and Car Parking in new developments published in August 2022.

Solar farms

- 5.4 A 17.87 MW solar farm was granted a 40-year permission on 20 July 2022 - Land to the north of Vicarage Lane, Hound Green, Hook (21/02749/FUL). The proposal will generate enough energy to power approximately 6,700 homes.

Energy storage facilities

- 5.5 Battery energy storage facilities help to balance out variations in the production of renewable energy by storing energy when climatic conditions are optimal, and supplementing periods of low production.
- An energy storage facility was granted at Penn Croft Farm, Crondall on 30th January 2023 (21/02937/FUL).
 - An energy storage facility was granted at Land at Blue Bell Lodge, Crondall on 22 May 2023 (22/02917/FUL)
 - An application for the installation of an energy storage system at Land at Ormersfield Farm (23/00823/FUL) was submitted in April 2023. The application has not yet been decided.

Development management

- 5.6 Through the development management process the Council has managed to secure some real progress in terms of the sustainability of new developments that will significantly reduce the carbon emissions from new homes and commercial premises. Case studies from some of Hart's notable developments are discussed below.

Land on the north side of London Road, Hook (13/01145/MAJOR)

- Several construction and engineering innovations have been incorporated into the design of this new Sainsbury's store to make it one of the most energy efficient in the country. These include:
 - Over 700 solar panels installed on the roof to ensure the store is powered with 100% renewable electricity.
 - Low pressure taps and rainwater harvesting to reduce water consumption.
 - 100% LED lighting which adapts to natural lighting levels to ensure energy is not wasted.
 - The use of doors on chilled cabinets to reduce energy consumption by up to 60%.
 - An innovative cold aisle retrieval system will take cold air that has escaped from fridges and use it to cool other parts of the store. Similarly hot air can be taken from the backs of fridges and used to heat other areas. This will ensure that two-thirds of energy consumed is reused.

Roughs Cottage, North Warnborough (19/01749/FUL)

- The rural exception site at Rough's Cottage completed during the monitoring period delivering 12 affordable homes. Hastoe, the housing association, place great emphasis on energy efficiency to reduce carbon emissions and ensure that fuel bills are as low as possible for residents. Some of the features of this scheme include:
 - Optimal orientation of the homes to enhance heating from solar gain;
 - A fabric first approach which enhances the insulation of homes and reduces heat loss that occurs from thermal bridging and leakage of warm air;
 - Installation of Mechanical Ventilation Recovery Units to help heat homes and improve internal air quality;
- In combination, the energy efficient features of these homes are estimated to achieve a 15-20% improvement over the Part L Building Regulations in place at the time the application was submitted.

Phase 3 of Hartland Village (21/02871/REM)

- This phase will provide a 43% reduction in carbon dioxide emissions in homes compared to the building regulation standards at the time permission was granted. This will be achieved through the installation of efficient air source heat pumps in all properties, and a fabric-first approach to ensure homes have a high degree of thermal insulation and air tightness.

- A Green Travel Hub will be located in the heart of the village centre where residents will be able to access local bus services, car club vehicles, a bicycle repair shop and cycle hire. These services will facilitate the modal shift away from private car ownership and are supported by a network of off-carriageway pedestrian and cycle paths and the new Fleet Pond Corridor connection to Fleet Station. The Green Travel Hub will also provide electric vehicle charging points to support the use of cleaner private vehicles.
- All buildings within this phase, with the exception of apartments, will feature swift boxes to provide nesting sites for this at-risk species.

An outline application at Land north of Netherhouse Copse, Fleet (21/02782/OUT)

- The homes on phases 3-5 of the development will exceed the minimum fabric requirements of the building regulations in place at the time the application was submitted. This will be achieved through the implementation of thermally efficient materials, air tightness in line with building regulations and features to improve natural ventilation.
- Homes will include 100% low energy lighting, domestic appliances with a minimum A to A++ energy efficiency rating, the installation of air source heat pumps in all homes, and photovoltaic panels on some properties.
- Passive design measures will also be utilised to incorporate solar gain and shading to prevent overheating in summer.
- An off-site cycleway link will be provided to the north east to connect with Fleet town centre, in line with the Council's aims for securing a 'green grid' of cycling and walking routes for connectivity across the district.

Building regulations

- 5.7 In June 2022, updated building regulations came into effect which will update the standards required in new buildings. This includes:
- Part F: Ventilation – this has been updated as many buildings were becoming too hot;
 - Part L: Conservation of Energy – improved thermal performance, move away from gas boilers and new approach to calculating energy efficiency;
 - Part O: Overheating – a new part created where the orientation of the building can impact on internal heat gains; and
 - Part S: Electric Charging Points – a new part which requires all new homes to have an electric charging point (but with some exceptions relating to cost).
- 5.8 Under the new standards, new homes will need to produce at least 31% less carbon emissions compared to previous standards. Meanwhile, new non-residential buildings will need to reduce their emissions by 27%. This will be achieved by;

- using more efficient electric central heating systems;
- the use of renewable energy sources such as photovoltaic solar panels and ground source heat pumps;
- using building materials with higher thermal performance ratings; and
- the installation of electric car charging points at new homes and buildings.

Historic environment

- 5.9 An updated [Odiham and North Warnborough Conservation Area Appraisal](#) was adopted by Cabinet on 3 November 2022. Work on other Conservation Areas, led by Parish or Town Councils, is ongoing with progress made by Crondall, Crookham Village and Hartley Wintney Parish Councils.
- 5.10 Historic England holds a National Heritage List for England. Hampshire County Council maintain the Historic Environment Records (HER) on behalf of the District Council.
- 5.11 As at August 2023 Hart district had 947 listed heritage assets, with no changes over the monitoring period. The list comprises:
- 10 Scheduled Ancient Monuments (SAMs), which are ungraded;
 - 8 registered parks and gardens; and
 - 929 listed buildings comprising: 13 Grade I; 42 Grade II*; and 874 Grade II.
- 5.12 There were 3 listed assets on the Heritage at Risk Register:
- Warbrook House, Eversley;
 - Bramshill Park, Bramshill/Eversley/Mattingley; and
 - Garden walls and gateways north of Bramshill House, Bramshill.
- 5.13 The Heritage at Risk Register is unchanged from the previous year.
- 5.14 There are 32 conservations areas within Hart district, with no new conservation areas being added this year.

The Natural Environment

Biodiversity technical advice note

- 5.15 In June 2022 the Council published a [Biodiversity Technical Advice Note](#) with guidance on how to address biodiversity issues when preparing a planning application.

Biodiversity net gain

- 5.16 Following on from the Environment Act, developers will be required to deliver 10% “Biodiversity Net Gain” from January 2024 onwards when building new housing, industrial or commercial developments. This means that by law they must deliver a net positive for the local environment, for example by creating

new habitats and green spaces. Biodiversity Net Gain for small sites will still be applicable from April 2024.

Local nature recovery strategy

- 5.17 Also arising from the Environment Act, work has started on a Local Nature Recovery Strategy for Hampshire, led by Hampshire Council working with district and boroughs and other stakeholders. Consultation on a draft LNRS is expected early in 2024.

Designated sites

- 5.18 Table 10 provides information on the amount of land in Hart district designated as protected habitats. The information is provided by the Hampshire Biodiversity Information Centre (HBIC) - see Annual Biodiversity Monitoring Report 2022/23 [\[insert link when available\]](#).

Table 10: Habitat designations in Hart - (HBIC data)

Designation	Number of sites	Area (ha)	area (%)	Change since 2020/21 (ha)
Thames Basin Heath Special Protection Area (SPA)	1	2,099	9.75	0
Site of Special Scientific Interest (SSSI)	16	2,696	12.52	0
National Nature Reserve (NNR)	1	31	0.14	0
Local Nature Reserve (LNR)	3	76	0.35	0
Site of Importance for Nature Conservation (SINC)	290	2,036	9.46	11

- 5.19 Table 11 shows changes to Hart district's SSSIs during the monitoring period.

Table 11: Changes in the condition of SSSIs over the monitoring period - (HBIC data)

Condition	HDC area (ha)	HDC area (%)	Change in area (ha)
Favourable	1,594.96	59.2	0
Unfavourable Recovering	1,013.70	37.6	0
Unfavourable no change	35.75	1.3	0
Unfavourable Declining	44.81	1.7	0
Part Destroyed	6.34	0.2	0
Destroyed	0	0	0
Total	2,695.57	100.0	0

Thames basin heaths special protection area

- 5.20 The Thames Basin Heaths Special Protection Area (TBHSPA) is an area of lowland heath covering over 8,000 hectares of land across Berkshire and Hampshire and Surrey. The TBHSPA was designated under the European Birds Directive in March 2005 because it represents a mixture of heathland, scrub and woodland habitat that support important breeding populations of nightjar, woodlark and Dartford warbler. These ground nesting birds are particularly vulnerable to predation and disturbance. This protection is codified in UK law through the Conservation of Habitats and Species Regulations 2017.
- 5.21 Policy NBE3 of the HLP32 sets out the approach to the protection of the SPA, the basis of which is the saved South-East Plan Policy NRM6, and the Thames Basin Heaths Special Protection Area Delivery Framework agreed by all the affected local authorities and Natural England. These set out the principles of avoidance and mitigation to avoid harm to the TBHSPA arising from new housing development which include:
- The establishment of a 400-metre exclusion zone around the TBHSPA within which no net new housing development will be supported;
 - The provision of mitigation through Suitable Alternative Natural Greenspace (SANG); and
 - Contributions towards Strategic Access Management and Monitoring (SAMM) measures.
- 5.22 The Council's planning guidance for the TBHSPA is published on the [Council's website](#). Further information about the Thames Basin Heaths, including the latest information on the numbers of birds (Woodlark, Nightjar and Dartford Warbler) are published on the [Thames Basin Heaths Partnership website](#).

Suitable alternative natural greenspace (SANG)

- 5.23 Some SANGs are provided with large scale developments, like the one at Hartland Village. Others, like Bramshot Farm, are provided so that smaller residential developments can purchase capacity within them to secure their SPA mitigation.
- 5.24 The number of homes that a SANG can mitigate (or to be more precise, the number of people associated with new homes) depends on the size of the SANG. As more developments purchase capacity from a SANG, its capacity decreases.
- 5.25 Updates of SANG capacity in Hart are published separately at [Planning guidance | Hart District Council](#).
- 5.26 For SANG within its control, the Council decides which development proposals can use its SANG for mitigation – see [Council SANG allocation criteria](#).
- 5.27 The Council has agreements with Surrey Heath and Rushmoor Borough Councils to share some of its SANG capacity. In December 2022 Cabinet re-

visited the SANG-sharing arrangement and authorised the Chief Executive to provide Surrey Heath with a greater share of the SANG capacity previously allocated to Rushmoor (see Item 78 of the [December 2022 Cabinet agenda](#)).

5.28 With regards to Council controlled SANG the following took place during the monitoring year:

- Moulsham Meadows SANG, delivered in conjunction with Moulsham Lane, Yateley (14/02281/MAJOR), has been completed and has entered its one-year maintenance period in Summer 2023.
- Hawley Park Farm SANG, Hawley (18/00344/FUL) is a popular open space well used by the public. Transfer of the SANG to the Council has been delayed while the developer rectifies some maintenance issues on site.
- The final pieces of infrastructure and site signage are being installed at Poulterers Meadow SANG, Church Crookham (14/00504/MAJOR). Work is ongoing to finish the SANG car park with the aim of fully opening to the public as soon as possible.
- Grove Farm SANG, built as part of the Hareshill development, Fleet (16/01651/OUT), is a well-used site and popular with residents. The one-year maintenance period ends of 31 December 2023 and the Council intends to adopt the site shortly after.
- A new play space was completed and opened at Whitewater Meadows SANG, Hook (14/00733/MAJOR) in September 2022.
- Both Edenbrook Country Park SANG and Hartland Park SANG have been awarded Green Flag Awards for their management this year. The scheme recognises high quality public parks and green spaces worldwide.

Strategic access management and monitoring (SAMM)

5.29 SAMM is a project to provide management of visitors across the entire TBHSPA and to undertake necessary monitoring. The Access Management Partnership (made up of landowners and managers of the SPA), with support from Natural England and Hampshire County Council, is implementing a programme of strategic visitor access management measures for the purposes of mitigating the impacts of new development on the SPA, funded by developer contributions (see SAMM tariff).

5.30 The Thames Basin Heaths Joint Strategic Partnership publishes regular [updates on the SAMM project](#).

Neighbourhood planning

- 6.1 There are 21 Parish and Town Councils across Hart district, all of which are able to seek designation as a Neighbourhood Area in order to produce a Neighbourhood Plan.
- 6.2 At 31 March 2023 there were 11 designated Neighbourhood Areas in Hart district with 10 of these areas having a 'made' Neighbourhood Plan.
- 6.3 Table 12 and Figure 2 below show the Parishes and Town Council areas within Hart district and whether they have a designated Neighbourhood Area or Neighbourhood Plan.
- 6.4 The key dates associated with the different Neighbourhood Plans are set out at [Appendix 10](#).
- 6.5 Key neighbourhood planning milestones achieved during 2022/23 are set below:

Yateley, Darby Green and Frogmore neighbourhood plan

- 6.6 The Yateley, Darby Green and Frogmore Neighbourhood Plan was submitted to the Council in November 2021.
- A six-week public consultation period took place, ending on 12th January 2022.
 - The Examiner's report was received on the 22nd March 2022 and the decision was taken by Cabinet on 7th April 2022 to proceed to referendum.
 - The referendum was held on 30th June 2022 with a 15.3% turnout and 91.1% of people voting in favour of the Plan.
 - The Plan was 'made' on 28th July 2022.

Winchfield neighbourhood plan

- 6.7 Following the adoption of HLP32 in 2020, Winchfield Parish Council decided that the Winchfield Neighbourhood Plan 2015–2032 should be reviewed and updated.
- Consultation on the new Draft Neighbourhood Plan (Regulation 14) was undertaken by Winchfield Parish Council from 29th October to 12th December 2022.
 - The Regulation 16 consultation ran from 12 May 2023 to 23 June 2023 with 25 representations received.
 - Following receipt of the Examiner's Report on 7 September 2023, Hart District Council decided at its Cabinet meeting on 5 October 2023 to accept the recommended modifications to the Neighbourhood Plan and to proceed to referendum.
 - The referendum was held on 23 November 2023 with a 44.4% turnout and 91.32% of people voting in favour of the Plan.

- The [Winchfield Neighbourhood Plan 2022-2037](#) now forms part of the Development Plan and is scheduled to be formally 'made' by the Council in January 2024.

Table 12: Neighbourhood planning status of Parishes and Towns in Hart district at December 2023

Parish	Neighbourhood Plan Status	Date 'made'
Blackwater & Hawley	Neighbourhood area designated	
Bramshill	Not designated	
Church Crookham	Not designated	
Crandall	Plan made	May 2021
Crookham Village	Plan made	May 2021
Dogmersfield	Plan made	September 2019
Elvetham Heath	Not designated	
Eversley	Not designated	
Ewshot	Not designated	
Fleet	Plan made	November 2019
Greywell	Not designated	
Hartley Wintney	Plan made	November 2019
Heckfield	Not designated	
Hook	Plan made	February 2020
Long Sutton	Not designated	
Mattingley	Not designated	
Odiham	Plan made	June 2017
Rotherwick	Plan made	December 2016
South Warnborough	Not designated	
Winchfield	Passed referendum on 23 November 2023	New Plan to be 'made' January 2024
Yateley	Plan made	July 2022

Figure 2: Status of Neighbourhood Planning areas at December 2023



Assets of community value (ACV)

- 7.1 An [Asset of Community Value](#) is land or buildings that have been nominated by a Parish or Town Council, or certain local voluntary or community groups, as furthering the social wellbeing or social interests of the local community.
- 7.2 The listing of land or buildings as an ACV gives the local community a 'right to bid' for the asset should it come up for sale.
- 7.3 At 27 November 2023 there were 14 assets on Hart's [Register of Assets of Community Value](#).

Over the monitoring period:

- The Falkners Arms Public House, Fleet was removed from the list having reached its 5-year expiry date;
- The WI Hall, Crookham Village and The Spice Merchant, Crookham Village were re-listed as ACVs;
- The Anchor Inn, Yateley was nominated by the Yateley Society and listed as an ACV for the first time.

Local development scheme

- 8.1 The Development Plan for Hart district comprises:
- [Hart Local Plan \(Strategy & Sites\) 2032](#);
 - [Saved Policies from the Hart Local Plan \(Replacement\) 1996-2006](#);
 - Saved [Policy NRM6: Thames Basin Heaths Special Protection Area of the South East Plan – Regional Spatial Strategy for the South East \(adopted May 2009\)](#);
 - [Hampshire, Portsmouth, Southampton, New Forest National Park & South Downs National Park Minerals and Waste Plan \(adopted October 2013\)](#);
- and
- Hart's made [Neighbourhood Plans](#).
- 8.2 The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of development plan documents (DPDs) and other planning policy documents. The LDS provides details on what each document will contain and the geographical area it will cover. This section of the AMR reports on the Council's progress in the production of any DPDs, judged against the timetables in the Local Development Scheme (LDS).
- 8.3 The most recent version of the LDS, the [9th revision to the LDS](#), was approved in May 2019. It set out the work programme for the new Hart Local Plan which would comprise three Development Plan Documents (DPDs):
- Hart Local Plan (Strategy & Sites) DPD
 - Traveller Sites Allocations DPD
 - Development Management Policies DPD
- 8.4 The first of these DPDs, the Hart [Local Plan \(Strategy & Sites\) 2032](#) was adopted on 30 April 2020.
- 8.5 The Council did commence work on the Traveller Sites Allocations DPD in 2019. This included consultation with the statutory environmental bodies on the SA/SEA scoping report took place in November 2019. A 'call for sites' was held between August and December 2019, and a new Gypsy and Traveller Accommodation Assessment was published in March 2020. However, the 'call for sites' did not generate any suitable site options and subsequent work was paused (this was also around the time of Covid-19 restrictions and lockdowns which severely impacted the Council's usual work as it responded to the crisis).
- 8.6 In August 2020 the Government launched consultation of major reforms to the planning system in 'Planning for the Future'.
- 8.7 This was followed by the Levelling Up & Regeneration Bill (LURB) in 2022 included many of the proposals set out in the White Paper. They included a proposal for 'national development management policies' which would mean

these did not need to be duplicated in Local Plans, in an aim to speed up the plan making process.

- 8.8 Given the potential radical changes proposed in the white paper it was decided to address the policies which would have been in a Traveller Site Allocations DPD and Development Management Policies DPD through a future update the local plan rather than separate DPDs.

Review of the Hart Local Plan (Strategy & Sites) 2032

- 8.9 Policies in local plans should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. The HLP32 was adopted in April 2022, and so this review/assessment must be completed by April 2025.
- 8.10 In November 2021 Cabinet agreed: *“A Local Plan review assessment to be carried out once any ‘Planning Bill’ has passed through Parliament and the Government has issued any associated updated guidance.”*
- 8.11 Work on the HLP32 review assessment will commence either:
- Once any Levelling Up & Regeneration Bill (LURB) has passed through Parliament and the Government has issued any associated updated guidance; or
 - Prior to expiry of the 5-year period following the adoption of the HLP32, in April 2025.
- 8.12 The Council will update the Local Development Scheme (LDS) in light of the outcome of the HLP32 review and national changes to the planning system.

Other planning policy documents

- 8.13 In June 2022 the Council published a [Biodiversity Technical Advice Note](#).
- 8.14 In August 2022 Cabinet endorsed the [Cycle and Car Parking in New Development Technical Advice Note](#) and adopted the new parking standards.
- 8.15 In November 2023 a [Viability Appraisals for New Development Supplementary Planning Document](#) was adopted.
- 8.16 December 2023 saw the adoption of the Cycle and Car Parking in New Development Supplementary Planning Document [insert link](#) (building on the work done to produce the TAN mentioned above).

Duty to cooperate

- 8.1 The duty to cooperate (DtC) is a legal test relating the preparation of local plans. It requires cooperation between local planning authorities and other public bodies to address strategic cross-boundary matters.
- 8.2 The Council is not currently preparing a local plan (it has a local plan adopted April 2020) but it has been engaging with neighbouring authorities on their local plans. It is also on the Thames Basin Heaths Joint Strategic Partnership Board, concerned with the implementation of planning policies regarding the Thames Basin Heaths Special Protection Area.
- 8.3 Table 13 below sets out the duty to cooperate activities during the monitoring year. It only captures local plan-related activity under the duty to cooperate; it does not capture all engagement with outside bodies. For example, the Council has engaged with the surrounding authorities of Basingstoke and Dean Borough Council, Rushmoor Borough Council, Surrey Heath District Council and Waverley Borough Council on their Local Cycling and Walking Infrastructure Plans.

Table 13: Duty to cooperate activity

Organisation	Duty to Cooperate Activity
Basingstoke & Deane Borough Council	21 st November 2023 – received a request to meet during December 2023 to discuss DtC issues.
East Hampshire District Council	February 2022, email exchange regarding scope of DtC issues for East Hampshire Local Plan and update on Traveller and Travelling Showpeople position in Hart district. June 2022 – EHDC consult on DtC framework 18 th August 2023 – EHDC request assistance from Hart to meet Traveller needs. HDC responded 15 th September 2023 confirming it could not assist as it has its own needs to address. 24 th November 2023 – EHDC submit a draft Statement of Common Ground for consideration by HDC.
Rushmoor Borough Council	RBC has undertaken a review of its current local plan and decided to commence work on a new local plan. RBC wrote to HDC An officer meeting with Hart and Surrey Heath is scheduled for 12 th December 2023.
Runnymede Borough Council	25 th May 2022 – HDC respond to Duty to Cooperate scoping consultation clarifying that housing is no longer a potential DtC matter as Hart does not neighbour Runnymede and no longer considers the Hart/Rushmoor/Surrey Heath housing market area (which adjoins Runnymede) as being relevant.

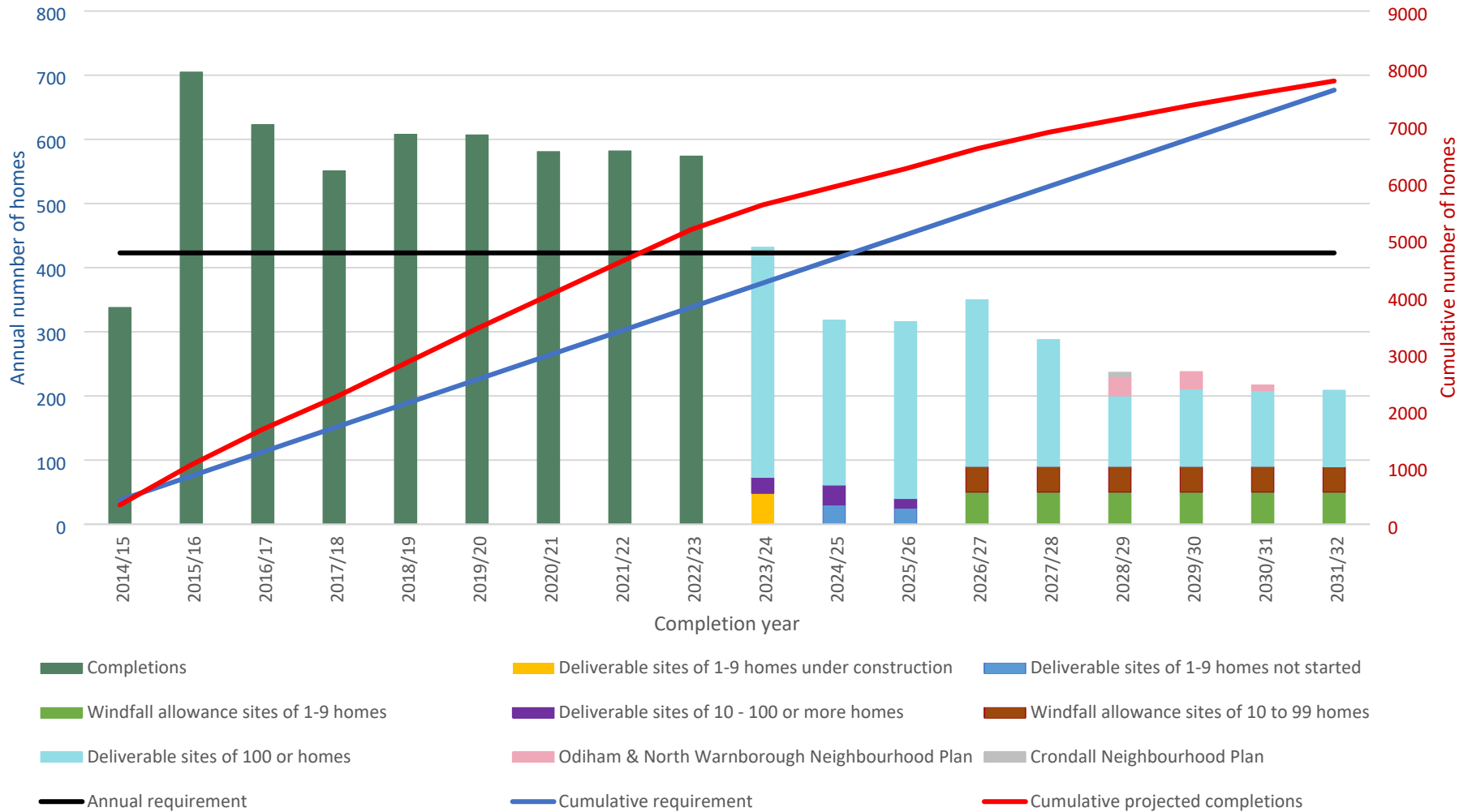
Organisation	Duty to Cooperate Activity
Surrey Heath Borough Council (SHBC)	<p>SHBC is preparing a new local plan.</p> <p>October 2021 - SHBC wrote to HDC seeking assistance in meeting unmet housing needs, unmet needs for Traveller accommodation, and assistance with the provision of SANG.</p> <p>December 2021 - HDC replied in confirming its local plan commitment to deliver 41 homes per annum between 2014 and 2032 but could promise no further assistance at this time. HDC also expressed its view that the Housing Market Area (Hart, Rushmoor and Surrey Heath districts) was no longer relevant and that SHBC should engage with all of its neighbours on an equal footing regarding unmet housing needs.</p> <p>A Statement of Common Ground (SoCG) was agreed between HDC on SHBC on March 2022. This will continue to be updated over the course of the SHBC local plan process.</p> <p>18 May 2022 - HDC responded to a draft 'Regulation 18' plan maintaining its position on its local plan housing matters.</p> <p>26th July 2022 – discussion between HDC, SHBC and Rushmoor BC regarding future SANG capacity and provision.</p> <p>August 2022 - SHBC write to HDC formally requesting assistance with SANG capacity, with evidence of why HDC's help is requested. In December 2022 HDC's Cabinet agree to provide SHBC with SANG capacity.</p> <p>September 2022 - HDC responded to a request for assistance with unmet needs for Travellers and Travelling Showpeople and submitted a formal Regulation 18 consultation response on a consultation regarding site allocations for Travellers and Travelling Showpeople. In short, Hart currently has its own unmet needs and is not in a position to agree to take any unmet needs from elsewhere.</p> <p>September 2023 – meeting with SHBC to discuss housing, travellers, SANGs, highways assessment and biodiversity net gain and employment capacity and needs.</p> <p>9th October 2023 – SHBC write to HDC requesting assistance in meeting the needs of gypsies and travellers. HDC responded 17th November 2023 explaining that we are not in a position to take unmet</p>

Organisation	Duty to Cooperate Activity
	needs from elsewhere as we have our own needs to address.
West Berkshire Council	<p>14th April 2022 email received from West Berks regarding unmet needs for employment land.</p> <p>16th June 2022 – DtC meeting focussing on economic development land and any scope for HDC to help address unmet needs.</p> <p>16th September 2022 – indicate that still likely to have a shortfall of employment land/space.</p> <p>The Local Plan was submitted or examination on 31st March 2023 and at the end of 2023 was still at examination.</p>
Wokingham Borough Council (WoBC)	<p>18th October 2023 WoBC wrote to adjoining Hampshire authorities including Hart with an update on its local plan process, discussing several DtC matters.</p> <p>29th November 2023 letter requesting whether HDC could assist in meeting unmet needs for Gypsy and Traveller accommodation. The Council responded on 1st December 2023 explaining that HDC cannot assist as it has unmet needs of its own to address.</p>
Thames Basin Heaths Joint Strategic Partnership	<p>The Council is party to the ongoing discussions and initiatives, focussed on the SAMM (Strategic Access Management and Monitoring) project which includes representatives from namely Guildford, Bracknell Forest, Elmbridge, Rushmoor, Runnymede, Surrey Heath, Waverley, Woking and Wokingham Borough Councils, Hart District Council and Royal Borough of Windsor and Maidenhead) along with Natural England (as the delivery body) and Hampshire County Council (as the administrative body), forming a Joint Strategic Partnership Board.</p> <p>In April 2022 and April 2023 the Council applied increases to the tariff for the SAMM project, with a further increase due in April 2024.</p>

Appendix 1: Housing trajectory: 1 April 2023

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	Totals		
Completions	338	705	623	551	608	607	581	582	574											4,595	
Deliverable sites of 1-9 homes under construction										48										48	
Deliverable sites of 1-9 homes not started											30	25								55	
Windfall allowance sites of 1-9 homes													50	50	50	50	50	50	50	300	
Deliverable sites of 10 - 100 or more homes										25	31	15								71	
Windfall allowance sites of 10 to 99 homes													40	40	40	40	40	40	40	240	
Deliverable sites of 100 or more homes										359	257	276	260	198	110	121	118	119		1,818	
Sites allocated in ONWNP (see page 30)															30	27	9	0		66	
Sites allocated in CNP (see page 31)															7					7	
Total homes	338	705	623	551	608	607	581	582	574	432	318	316	350	288	237	238	217	209		7,774	
Annual requirement	423	423	423	423	423	423	423	423	423	423	423	423	423	423	423	423	423	423	423		7,614
Cumulative projected completions	338	1043	1666	2217	2825	3432	4013	4595	5169	5601	5919	6235	6585	6873	7110	7348	7565	7774			
Cumulative requirement	423	846	1269	1692	2115	2538	2961	3384	3807	4230	4653	5076	5499	5922	6345	6768	7191	7614			

Hart District Housing Trajectory at 1 April 2023



Appendix 2: Hartland village

1. Hartland Village is the largest development site in Hart district allocated in the HLP32 under Policy SS2. It is a large, previously developed site located between Fleet and Farnborough. The vision for the site is for a sustainable, well designed new community with its own sense of place and identity, and with facilities to meet local needs. A hybrid planning application (part full, part outline) was granted planning permission in July 2018. This included 1,500 homes, a primary school, a village centre with retail, community use, open space and SANG (17/00471/OUT).
2. The site is being developed over 11 phases, starting at the southern end:
 - The hybrid planning application included full details in Phase 1 was granted planning permission was in July 2018.
 - The SANG was granted permission in January 2018.
 - Phase 2 reserved matters was granted permission in November 2020.
 - Phase 3 reserved matters was granted permission in April 2022. This phase will deliver 331 homes, retail and commercial space, a community building, with associated internal access roads, car parking, open space, landscaping and drainage. (21/02871/REM).
3. The approval of Phase 3 of Hartland Village (21/02871/REM) has secured measures to enhance the sustainability of the site and aid the Council in meeting its climate change objectives. New homes will achieve a 43% reduction in carbon emissions compared to building regulations through a fabric-first approach and the installation of efficient air source heat pumps. Residents will also be encouraged to reduce their transport emissions through the implementation of a Green Travel Hub in the village centre. Here, residents will be able to access local bus services, car club vehicles, electric vehicle charging, and bicycle hire and repair. The shift to active modes of travel will be facilitated through a network of on-site and off-site walking and cycling pathways.
4. In 2022/23, 66 new homes were completed on site. This brings the total number of completed homes at Hartland Village to 176. The latest delivery rate projections are set out below.

Table A1: Projected dwelling completions for Hartland Village

Completion year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total
Number of homes completed	46	64	66	64	87	126	110	96	110	121	118	119	122	123	128	1,500

5. During the monitoring period 16 affordable homes were completed comprising of 15 homes for affordable rent and 1 home for shared ownership. This brings the total number of affordable homes delivered on site at 1 April 2023 to 36.
6. A new primary school was secured as part of the outline permission to be located towards the eastern edge of the Phase 3 site. It will be delivered by Hampshire County Council in their role as Local Education Authority, and so does not form part of the developer’s reserved matters application for Phase 3. The school will meet the primary education needs arising from the development. Existing secondary education facilities will be supported by a series of financial contributions made by the developers at specific points in the development.
7. In July 2022, works to improve connectivity for walking and cycling between Hartland Village and Fleet Station via Fleet Pond and Hartland County Park were completed. Phase 1 of the enhancements, which were partially funded by financial contributions from Hartland Village developer, St Edward, included a widening of the footpath and cycle calming measures. Phase 2 of the works saw the completion of upgrades to the car park and access from Cove Road.

Appendix 3: Supply of specialist and supported accommodation for older people

The supply of specialist and supported accommodation for the elderly since March 2020.

Category	Scheme	Reference	Proposal	Affordable or Private	Existing Use	Net Difference	Date Permitted	Status – at 1 April 2023
Residential / Nursing care	Old Raven House London Road, Hook	19/02739/FUL	13 bed care home extension	Private – Old Raven Ltd	Care home	13	01/06/2020	Completed
Residential / Nursing care	Fleetwood Lodge Reading Road North, Fleet	17/00370/FUL	60 bed care home	Private – Larchwood Care	44 bed care home	16	10/06/2020	Under construction
Housing for Older People	Former Police Station Crookham Road, Fleet	19/02659/FUL (granted on appeal)	31 sheltered apartments	Private - Churchill	Vacant police station	31	14/05/2021	Complete
Residential / Nursing care	Land on the west side of Alton Road Alton Road, Odiham	21/00777/OUT	60 bed care home	Private	Vacant	60	11/08/2021	Not started
Residential / Nursing care	The Bell Inn Frogmore Road, Blackwater	21/00378/FUL	21 bed dementia care home	Private – Larchwood Care	Public house	21	10/09/2021	Not started

Category	Scheme	Reference	Proposal	Affordable or Private	Existing Use	Net Difference	Date Permitted	Status – at 1 April 2023
Housing with care/extra care	Grey House Mount Pleasant, Hartley Wintney	21/00630/FUL	4 care dwellings	Private	Former school	4	30/05/2022	Not started
Residential / Nursing care	Grey House Mount Pleasant, Hartley Wintney	21/00630/FUL	65 bed care home	Private	Former school	65	30/05/2022	Not started
Residential / Nursing care	Derriford House Pinewood Hill, Fleet	22/01226/FUL	15 additional bedspaces	Private – Derriford House Ltd	Care home	15	17/10/2022	Not started
Housing for Older People	Rawlings Building Station Road, Hook	21/00030/FUL	75 enhanced sheltered apartments and 36 sheltered apartments	Private and affordable – McCarthy and Stone	Haulage yard	111	24/02/2023	Under construction
Housing for Older People	Motoright Village Way, Yateley	22/01062/FUL	22 sheltered apartments	Private – Lilyford Homes	Car garage	22	20/09/2023	Not started
Residential / Nursing care	Silverlea Cove Road, Fleet	22/02520/FUL	70 bed care home	Private	Market housing	70	10/11/2023 (allowed on appeal)	Not started

Appendix 4: Self build: newly-arising need and permissions granted

	Base Period 1 15/16	Base Period 2 16/17	Base Period 3 17/18	Base Period 4 18/19	Base Period 5 19/20	Base Period 6 20/21	Base Period 7 21/22	Base Period 8 22/23
Individuals joining Part 1 Register	2	2	1	4	6	5	6	0
Associations joining Part 1 Register	0	0	0	0	0	2	1	2
Total joining the register	2	2	1	4	6	7	7	2
Permissions granted	0	0	0	0	9	5	3	8
Cumulative total				-2	+5	+9	+8	+10
Was demand met for this base period?	No. Need was for 2 plots but there were no permissions granted within 3 years.	Yes. Need was for 2 plots, plus the 2 from the previous base period. Nine permissions were granted in 2019/20 leaving a surplus 5 plots.	Yes. Need for 1 plot was met from the 5 surplus permissions granted in 2019/20	Yes. Need for 4 plots was met from the 5 surplus permissions granted in 2019/20.	Yes. Need for 6 plots was met by the 5 permissions in 2020/21 and 1 of the 3 permissions granted in 2021/22.	Yes. Need for 7 plots met from 2 of the 3 plots granted in 2021/22 and 5 of the 8 plots granted in 2022/23	Need for 7 plots partially met by 3 of the 8 plots granted in 2022/23. 4 more plots needed by Oct 2025	2 more permissions needed by Oct 2026

Appendix 5: Retail completions since 2014

Address	Proposal	Net additional floorspace (m ²)	Year completed
Queen Elizabeth Barracks, Sandy Lane, Church Crookham (11/00001/MAJOR)	Redevelopment and change of use to include A1 retail	788	2014/15
Redfield Garden Centre, Ewshot Lane, Church Crookham (08/01126/MAJOR)	Redevelopment of garden centre	2,000	2014/15
150-156 Aldershot Road, Fleet (13/02463/FUL)	Replacement service area/retail	-288	2015/16
100 Aldershot Road, Church Crookham (15/00459/FUL)	Extension and change of use from car sales to A1 retail	293	2015/16
Wood BMW, 56 High Street, Odiham (12/02303/MAJOR)	Class A1 Retail Unit	279	2015/16
Aldi Stores, 46 London Road, Blackwater (15/02426/FUL)	Extension to food store: retail and warehouse space	201	2016/17
Newlyns Farm Shop, London Road, North Warnborough (16/03002/FUL)	New retail units	232	2018/19
Lidl, 21 London Road, Blackwater (17/02645/FUL)	Extension to food store	524	2018/19
Shell, 171 Fleet Road, Fleet (17/03032/FUL)	Redevelop and enlarge filling station shop	119	2018/19
Morrisons, Elvetham Way, Fleet (17/02919/FUL)	Supermarket extension	1,020	2019/20
Former Vertu site, Beacon Hill Road, Church Crookham (18/00694/OUT)	New food store and retail unit	3,968	2021/22
Redfields Lane, Church Crookham (14/00504/MAJOR)	Local centre retail convenience store	370	2022/23
Land on the north side of London Road, Hook (13/01145/MAJOR)	A new supermarket	5,081	2022/23
Total		14,587	

Appendix 6: Retail planning permissions outstanding at 1 April 2023

Address	Proposal	Net Floorspace Increase (m ²)	Area (ha)	Status
Hartland Village, Fleet (17/00471/OUT)	Local centre development	1,355	0.7	Site preparation underway
Total		1,355	0.7	

Appendix 7: Changes to employment floorspace – net change (m2) 2014-2023

Floorspace type	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Offices – Use class E(g)(i)	-6,768	-15,407	-13,092	-2,316	-31,392	-4,694	-813	-21,298	-18,698	-114,478
Research and development – Use class E(g)(ii)	0	0	0	0	0	0	-6,033	0	0	-6,033
Light industry – Use class E(g)(iii)	0	0	0	281	113	0	0	0	-429	-35
General industry – Use class B2	0	0	-100	0	0	0	0	0	7,292	7,192
Storage and distribution – Use class B8	493	-67	1,080	2,151	0	596	0	534	19,461	22,248
Flexible use – Use classes E(g)(i)-(iii)/ B2/B8	17,808	237	0	15,816	9,070	-7,055	0	0	4,446	40,322

Appendix 8: Outstanding permissions for offices, industry and storage/distribution: 1 April 2023

Application reference	Address	Proposal	Use class	Outstanding floorspace (m ²)	Site status
19/00428/REM	Martin Lines, Beacon Hill Road, Church Crookham	10 B1, B2, and B8 units	B1/B2/B8	5,122	Not started
17/00471/OUT	Hartland Village, Fleet	Mixed use development with B1 uses	B1	1,300	Site cleared but construction not started
17/01276/PRIOR	Barn west of Bagwell Lane, Winchfield	Change use of agricultural building to flexible A/B/C1/D2	B8	276	Not started
17/00596/FUL	Wintney Court, Thackhams Lane, Hartley Wintney	Conversion to a hotel and erection of commercial floorspace	B1	500	Under construction
18/02741/FUL	Wychwood Carp Farm, Farnham Road, Odiham	30 B1c business units	B1(c)	1,487	Not started
20/02073/FUL	Ford Farm, Ford Lane, Upton Grey	Redevelopment for office/storage building	B2	844	Not started
20/00621/FUL	Finns Industrial Park, Bowenhurst Road, Crandall	Additional factory/warehouse unit	B2	358	Not started
21/01886/FUL	Building A105, Cody Park, Farnborough	Extension to data centres	B8	726	Under construction

Application reference	Address	Proposal	Use class	Outstanding floorspace (m ²)	Site status
21/01800/FUL	Building 260 270 And 280, Bartley Wood Business Park, Bartley Way, Hook	Redevelopment to provide 10 industrial	B2/B8/E(g)(i)-(iii)	14,122	Site cleared
21/02690/FUL	Land At Lodge Farm Hook Road, North Warnborough	Construction of single storey building for general industrial use	B2	1,272	Not started

Appendix 9: Employee jobs by industry (information from Nomis)

Industry	2015 Jobs	2022 Jobs	% Change	Hart 2022 %	South East 2022 %	Great Britain 2022 %
Mining and quarrying	20	20	0%	0.1	0.1	0.2
Manufacturing	1,750	1,750	0%	5.0	5.9	7.6
Electricity, gas, steam, and air conditioning supply	20	10	-50.0%	0.0	0.3	0.4
Water supply; sewerage, waste management and remediation activities	225	350	55.6%	1.0	1.0	0.7
Construction	2,000	2,250	12.5%	6.4	5.0	4.9
Wholesale and retail trade; repair of motor vehicles and motorcycles	5,000	5,000	0%	14.3	15.0	14.0
Transportation and storage	700	600	-14.3%	1.7	4.8	5.0
Accommodation and food service activities	5,000	6,000	20.0%	17.1	7.5	8.0
Information and communication	5,000	2,500	-50.0%	7.1	6.1	4.6
Financial and insurance activities	700	500	-28.6%	1.4	2.5	3.3
Real estate activities	700	500	-28.6%	1.4	1.7	1.9
Professional, scientific, and technical activities	4,500	3,500	-22.2%	10.0	9.6	9.1
Administrative and support service activities	3,500	4,500	28.6%	12.9	9.2	9.0
Public administration and defence; compulsory social security	450	500	11.1%	1.4	3.6	4.7
Education	3,500	2,500	-28.6%	7.1	9.9	8.6
Human health and social work activities	2,500	3,500	28.6%	10.0	12.7	13.5
Arts, entertainment, and recreation	700	700	-0%	2.0	3.0	2.4
Other service activities	1,750	700	-60%	2.0	2.0	2.0

Appendix 10: Key dates for the neighbourhood plans in Hart

Neighbourhood Plan Area	Designation of Neighbourhood Area agreed	Regulation 14 (pre-submission) consultation commenced	Regulation 16 (submission) consultation commenced	Receipt of Examiner's Report	Referendum	Date 'made'
Blackwater & Hawley	October 2016	-	-	-	-	-
Crondall	September 2016	November 2018	June 2019	November 2019	May 2021	May 2021
Crookham Village	August 2014	March 2019	July 2019	March 2020	May 2021	May 2021
Dogmersfield	August 2015	November 2018	February 2019	May 2019	July 2019	September 2019
Fleet	April 2015	May 2018	January 2019	June 2019	October 2019	November 2019
Hartley Wintney	October 2014	January 2018	January 2019	May 2019	October 2019	November 2019
Hook	October 2014	November 2018	April 2019	July 2019	October 2019	February 2020
Odiham	August 2014	October 2015	August 2016	December 2016	May 2017	June 2017
Rotherwick	October 2014	December 2015	April 2016	June 2016	November 2016	December 2016
Winchfield	January 2015	March 2016	July 2016	October 2016	February 2017	March 2017
Winchfield (new NP)		October 2022	May 2023	September 2023	November 2023	Scheduled for January 2024
Yateley	April 2018	May 2021	November 2021	March 2022	June 2022	July 2022

OVERVIEW AND SCRUTINY COMMITTEE

Date of meeting: Tuesday 19 December 2023

Title of Report: Climate Change Programme six-month update June to November 2023

Report of: Corporate Services

Cabinet Portfolio: Climate Change and Corporate Services

Key Decision: No

Confidentiality: Non-Exempt

Purpose of report

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

Recommendation

3. The climate change programme update is reviewed, and any comments and observations passed to Cabinet.

Background

4. The climate change action plan was adopted at Cabinet on 6 July 2023. A formal process for reporting progress on delivery of this plan was announced by the Portfolio Holder at Full Council on 27 July 2023. This update would include reports to Overview and Scrutiny in December and June of each year, with corresponding reports to Cabinet in January and July.
5. This report is the first progress report following adoption of the Climate Action Plan. It provides details of projects formed to support delivery of actions from the action plan, in relation to financial support approved at Cabinet.

Project overview

6. Appendix 1 shows progress made in the Climate Action Plan. This is a four-year plan with a 12-year operational target and 17-year district target. Of the actions in the plan, 37 actions are being actively investigated and are currently on target.

Live projects – highlight report

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

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

8. Positive progress has been made with legal agreements for the installation of EVCPs in car parks across the district, with plans to begin installation late December/early January and complete in 2024.
9. Draft decarbonisation reports have been completed for both leisure centres, the Council's head office and The Harlington building. This has enabled applications to be submitted to seek grant funding via the Public Sector

Decarbonisation Fund (PSDS) to support replacement of fossil fuel boilers at Frogmore Leisure Centre, Civic and The Harlington, as well as grant funding through the Swimming Pool Support Fund Phase 2 for solar panel installation at Hart Leisure Centre. The boiler at Hart Leisure Centre doesn't qualify for PSDS funding at this time.

10. At July's Full Council a motion was agreed to further investigate the feasibility of solar panels and a data centre at Hart Leisure Centre. As part of the decarbonisation report for the site, consultants have engaged with stakeholders to investigate the viability of these two items. This will form part of the final decarbonisation report and will inform decisions on progressing to a more in-depth feasibility study. This feasibility study is currently on track for delivery before the end of March.
11. The tree strategy is currently in development. We are engaging with external stakeholders to look at feasibility of potential tree planting projects.
12. Due to increased staffing resource in September and the appointment of a Climate Change Projects Officer, the team has been able to focus on developing a resident housing retrofit project. This will support residents to identify potential home energy savings and access grant funding and/or support from reliable industry experts. This project includes plans to roll out the thermal imaging camera lending scheme that was piloted last winter.
13. The switching of street cleaning and grounds maintenance vehicles to hydrotreated vegetable oil has been completed. Following a pilot period, the switching for the waste vehicles is on target for completion in 2024. This is a significant part of the council's identified vehicle emissions and make a significant contribution to reducing the Hart's transport emissions. hydrotreated vegetable oil is predicted to reduce greenhouse gas emissions by up 98% compared to fossil fuels (plan ref: T9-T12).
14. The replacement of car parks with LED lighting has been completed across six Hart car parks and three parish/town council car parks. This has an estimated energy reduction saving of 50-60%. As well as reduced running costs, there is an additional cost saving in replacement of lighting. LED lighting replacement is expected to be 25 years in comparison with the previous lighting, which was on replacement period of 3-4 years (plan ref. E14).
15. Hart's vehicle fleet replacement programme has been reviewed and two vehicles have been replaced with electric alternatives for the Parking and Countryside teams.

Communications and Engagement

16. For the period between March and October 2023, the council's climate change social media posts reached 84,448 individuals and had direct engagement with 4,771 of those individuals.
17. The stakeholder group has been reviewed and broadened with a range of stakeholders to include parish and town councils, as well as key environmental groups. The first meeting was held in September and has resulted in additional

engagement with individual participants to discuss support for local projects. These meetings will be held quarterly, and the next meeting is scheduled for January 2024.

18. The Council Climate Action Scorecard results have been released. While these should not be used as a direct comparison of progress between authorities, they are a useful tool to indicate areas where additional progress can be made. The results are being addressed as part of the internal officer's working group to help inform prioritisation of activities. Select staff and councillors have undertaken additional workshops with the Climate Academy to identify best practice examples and increase climate change network opportunities with other councils.
19. Members of the internal officer's working group and those identified for future work on a climate adaptation project have been invited to undertake carbon literacy training in December and into 2024 to enhance understanding of climate change activities and inform continued work in this area.
20. Suitable courses have been identified to enable roll out of climate training that will be offered to District Councillors, with the potential to support external stakeholders. This will be part of the communications and engagement plan, with a view to empowering attendees to be a catalyst for positive change.
21. Branding and content are being developed to enable the launch of a new sustainability microsite. This will be aimed at encouraging behaviour change and provide support to enable local residents and businesses to reduce their carbon footprint. The launch for this website is planned for January 2024.

Additional projects planned this financial year

22. The following additional projects are proposed for delivery this financial year:
 - Additional building energy audit for Springwell Lane Depot and an in-depth decarbonisation plan for Heathland Court in Yateley, to complement any other proposed projects at that site
 - Thermal imaging drone pilot study to initiate business engagement in reducing their carbon footprint
 - Initial exploration of the potential opportunities for Heat Delivery Networks in the district
 - Conversion of Hart's electricity supply to 100% renewable, where financially viable
 - Set up a Community Climate Fund to enable local community groups and organisations to apply for funding to help deliver local projects, which are aimed at helping to reduce the district's emissions

- Engage with departments across the council to help embed climate reduction measures within policies, with an initial key focus on procurement and planning.

23. In order to help promote the variety of home retrofit energy grants that are available, through Ofgem, we propose to publish a statement of intent that should increase awareness and uptake of home insulation and retrofit grants by residents.

Financial summary

24. Over the last two years, the allocated budget for climate change projects to date has been £450k (£250k in 22/23, £200k in 23/24). Of this, £379k has been allocated to specific projects and activities (£241.5k Aug 2022, £137.5k Aug 2023). The total spent or committed to spends is £301k, of which £211.5k has been funded from the climate change budget. A breakdown of the projects and spending is shown in the Appendix 2.

25. There will be a request for further £200k budget in the 24/25 budget.

Alternative options

26. As this report is for information and no decisions required, no options have been considered.

Corporate Governance considerations

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

Service Plan

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

Legal and Constitutional Issues

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

Financial and Resource Implications

29. None identified.

Risk Management

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

Equalities

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

Climate Change implications

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

Action

33. This report enables Overview and Scrutiny to understand Hart's current performance and progress towards achieving the target to be carbon neutral as a council by 2035 and as a District by 2040. It is important that this committee can be satisfied that the Council is running a well-managed and effective climate programme.

34. To ensure transparency, the report is available on Hart's website through the committee reports pages.

Contact Details: Liz Vango-Smith

Supporting papers:

Appendix 1: Climate Action Plan – progress tracker Nov 2023

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

Climate Action Plan Progress Tracker November 2023

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

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Ref	Actions	Cost range estimates	Completion target year	Financial risk rating	Progress rating	Notes on progress
	BUILDINGS					
B1	Complete energy efficiency audit on all HDC owned buildings - and from this identify decarbonisation options and costs, resulting in an estate carbon management plan	£40-50k	23/24	Depends when we prioritise investment properties	In progress, on target	Completed for civic and Harlington, specification being drawn up for further buildings
B2	Bring in specialist to complete low carbon heating feasibility study on all HDC owned buildings - and from this identify decarbonisation options and costs, resulting in a heat decarbonisation plan	£100k	23/24	Cost for full decarbonisation plan for each building up to £20k, total estimate £400k	In progress, on target	Civic and Harlington studies completed
B3	Develop heating system replacement programme for council properties to replace all gas boilers - identifying opportunities to switch to heat pumps	N/A	23/24	Dependent on above	Not yet started	Applied for funding for civic, Harlington and Frogmore Leisure Centre
B4	Complete energy efficiency and site decarbonisation assessments for both leisure centres; Hart & Frogmore	£40k	23/24	Completed	Completed	Completed, waiting for final reports
B5	Work with Everyone Active to finalise an overall energy strategy for the Leisure Centres which includes options for decarbonisation, upgrades to the BMS system, alternatives to air conditioning, reviewed opening hours etc.	£800k	23/24	No financial risks identified at this time	In progress, on target	Worked with EA to put forward funding applications for boiler replacement (Frogmore) and solar panels (Hart), ongoing discussions about decarbonisation
B6	Procure partner to deliver building decarbonisation options and energy efficiency upgrades on HDC owned buildings and leisure centres	Evolving	27/28	Likely to be significant cost for council to implement	Not yet started	
B7	Explore funding solutions / sources, for implementation of decarbonisation options and energy efficiency upgrades at all HDC owned buildings and leisure centres, such as PSDS, and be application ready	N/A	N/A	No financial risks identified at this time	In progress, on target	Applied for Public Sector Decarbonisation Fund and Swimming Pool Support Fund
B8	Engage with the Greater South East Net Zero Hub to determine how they could support on decarbonisation plans and projects	N/A	N/A	No financial risks identified at this time	In progress, on target	Ongoing support liaison
B9	Implementation of the heat decarbonisation plan at HDC owned buildings and leisure centres	£8mill - £20mill	34/35	Likely to be significant cost for council to implement	Not yet started	Will be done as part of rolling programme of works, dependent on funding and resource availability
B10	Upgrade LED lighting in Civic Offices	£20k	23/24	No financial risks identified at this time	In progress, on target	Funding secured, partial implementation
B11	Upgrade LED lighting in Leisure centres	£25k	TBC	No financial risks identified at this time	Not yet started	Received estimated costings report, in discussions with Everyone Active
B12	Complete fabric first measures (wall insulation, floor insulation, roof insulation, double glazing) in Civic Offices	£1mill	TBC	Window replacement estimated at £900k	Dependent on financial resourcing	Prioritise measures depending on funding resourcing, awaiting outcome of funding bid
B13	Complete fabric first measures (wall insulation, floor insulation, roof insulation, double glazing) in Leisure centres	£375k	TBC	No significant measures identified within report	Not yet started	Prioritise measures depending on funding resourcing, awaiting outcome of funding bid
B14	Identify ways to decarbonise waste from operational buildings / provide more opportunities for recycling and train staff	TBC	24/25	No financial risks identified at this time	Not yet started	
B15	Commissions a programme of expert assessment of HDC leased buildings for retrofit requirements and associated true costs to deliver practical decarbonisation of these buildings	Incl in B2	24/25	Costs may be considerable	Not yet started	Prioritise depending on funding and other building requirements
B16	As results from the assessments on HDC leased buildings (B15) become available determine approach and implementation plans for all of those buildings	N/A	34/35	Dependent on B15	Not yet started	Include implementation plan (delivery will be dependent on resources and council prioritisation)
B17	Include carbon and energy reduction targets in management plans, and the MTFP, for the monitoring of site operations (including all leisure centres) to enforce and encourage low carbon operational behaviour in council assets	N/A	25/26	No financial risks identified at this time	Not yet started	
	ENERGY					

E1	Install solar PV at Council owned car parks, starting with Church Road Car Park, subject to technical assessment	TBC	TBC	Dependent on funding	In progress, on target	Dependent on survey reports, solar feasibility study has been awarded
E2	Survey and modernise the existing solar panels on the Frogmore leisure centre	TBC	TBC	Structural surveys and estimated project costs obtained, dependent on finances available	Not yet started	Initial desktop and structural surveys completed, clarification needed from consultant on existing solar details
E3	Install further PV panels on Frogmore leisure centre, subject to technical assessment	£125k	TBC	Structural surveys and estimated project costs obtained, dependent on finances available	In progress, on target	Technical assessment completed, exploring funding options
E4	Install PV panels on the Frogmore day care centre (leased building), subject to technical assessment	TBC	TBC	Dependent on funding	Dependent on funding	Dependent on survey reports, solar feasibility study has been awarded
E5	Install solar PV at Hart Leisure centre (on the building, land next to it and in the car park), subject to technical assessment	£200k+	TBC	Dependent on funding	Dependent on funding	Technical assessment completed, exploring funding options (current estimate £200k for roof solar, solar in car park TBC)
E6	Install solar PV at the Countryside workshop, subject to availability of the grid connection	TBC	34/35	Not considered priority financial cost	Not yet started	Low priority due to current building use
E7	Investigate projects to act upon opportunities and funding options for 1-2 single wind turbines and battery storage at Bramshot Farm Country Park	TBC	25/26	No financial risks identified at this time	In progress, on target	Renewable feasibility study has been awarded
E8	Investigate site and land options, in/out Council boundary, for renewable energy projects. Produce proposal reports, to consider options, and project plans	TBC		No financial risks identified at this time	Not yet started	Planning permissions previously granted for solar farm development
E9	Investigate partnering with local businesses and/or public sector organisations to identify other opportunities for scaling up renewable energy generation (e.g. Fleet library, fire station)	TBC		No financial risks identified at this time	Not yet started	Work with FTC for Harlington, investigating opportunities for Heat Delivery Network Unit (HNDU)
E10	Understand overall grid capacity and connection points via high level feasibility review / mapping for district with SSEN	TBC		No financial risks identified at this time	Not yet started	Initial discussions with SSE to look at mapping tools available
E11	Purchase batteries to store electricity/energy to supply back to our buildings or sell back to National Grid, subject to technical assessment	TBC	26/27	No financial risks identified at this time	Not yet started	Dependent on funding opportunities
E12	Review current electricity contract and switch to 100% renewable electricity supplier when possible (contract end date TBC) / assess feasibility of Power purchase agreement (PPA)	N/A	23/24	No financial risks identified at this time	In progress, risk to completing within target window	Current contract is via Hampshire County Council, but HCC has decided not to use 100% renewable due to cost. Hart council needs to explore potential options prior to renewal of contract in April 2024
E13	Review current electricity contract at the leisure centres and switch to 100% renewable supplier when possible (contract end date TBC) / assess feasibility of Power Purchase Agreement (PPA)	N/A	TBC	No financial risks identified at this time	Everyone Active use one supplier for all centres, but have their own net zero target	Outside current control of HDC, but Everyone Active are to review their supplier
E14	Complete fully costed report for a programme of LED lighting replacement in car parks	£40k	23/24	Completed	Completed	Completed
TRANSPORT						
T1	Continue with the installation of electric charging points in the councils car parks	£30k	24/25	No financial risks identified at this time	In progress, on target	Documentation agreed, car park details agreed, legal documentation to be signed, planned install 2023/24. Current financial model suggests no further costs to be incurred
T2	Investigate potential for electric vehicle charge point installation at Council owned car parks (12) as part of county wide EV strategy for Hampshire	TBC	24/25	No financial risks identified at this time	In progress, on target	Documentation agreed in principle for 7 car parks with planned install Dec 2023 - Jun 24
T3	Investigate county wide EV strategy for Hampshire and determine how this could feed into HDC owned and leased properties	£0k	24/25	No financial risks identified at this time	Limited by external processes/organisations	Working with HCC on County-wide LEVI-funded EVCP strategy
T4	Introduce a policy to consider the installation of electric vehicle charge point infrastructure into ongoing and future council development projects	N/A	26/27	No financial risks identified at this time	In progress, on target	Dependent on support from planning, initial discussions have taken place via internal working group and with planning staff
T5	Apply for OZEV grant funding where appropriate	N/A	N/A	No financial risks identified at this time	In progress, on target	Secured where relevant
T6	Fleet review on HDC owned vehicles to identify implementation schedule	N/A	23/24	Completed	Completed	Completed review
T7	Identify options and locations, for ultra-low emissions shared ownership / pool cars and provide these vehicles	TBC	24/25	No financial risks identified at this time	Not yet started	
T8	Transition HDC owned fleet vehicles to EV	£260k-£400k	34/35		Technology limitations for tractors (EV)	On schedule, as per T6 schedule. Costs dependent on market prices at time of replacement and could decrease. Majority of cost should come from Countryside/Parking budgets due to existing plan to replace vehicles. Technology limitations for EV tractors and although Hart's current tractors have HVO capability, HVO fuel availability is limited for general vehicle use

T9	Investigate alternative fuelling options, e.g. HVO (including EV associated charging infrastructure) for the waste and street scene vehicle fleet and agree implementation with Basingstoke & Deane	TBC	25/26	No financial risks identified at this time	In progress, on target	To be included as part of contract review in 24/25
T10	Implement use of HVO for shared grounds and street care service vehicles, roll out to other vehicles/machinery as possible	N/A	23/24	No financial risks identified at this time	In progress, on target	Conversion completed where possible. Consider for contract renewal
T11	Work with Basingstoke & Deane Council on a strategy to decarbonise street care & ground maintenance vehicles ahead of contract renewal in Mar 2025	TBC	24/25	No financial risks identified at this time	In progress, on target	Planning and internal discussions in progress re contract renewal
T12	Work with Serco to decarbonise waste vehicles, and have a plan in place ahead of contract renewal in Sep 2026	£25k+	25/26	No financial risks identified at this time	In progress, on target	HVO conversion more appropriate than electric at this time, due to current technology limitations, planning and internal discussions in progress re contract renewal. Conversion to HVO on target. Cost based on capital works, does not include ongoing annual fuel cost increase or default payment contribution.
COMMUNICATIONS AND REPORTING						
C1	Implement actions in the communications plan, including training & awareness raising for staff, and updates to the HDC website (both internally and externally)	Varied	N/A	No financial risks identified at this time	In progress, on target	Carbon literacy initial training for staff due 23/24, microsite development for 23/24
C2	Update policies (staff travel, internal maintenance and repair, procurement, home working) to reflect changes and encourage behaviour change	N/A	24/25	No financial risks identified at this time	Not yet started	
C3	Communicate changes on policies identified in C3, to staff, via training, enewsletters, website etc.	N/A	N/A	No financial risks identified at this time	Not yet started	Ongoing
C4	Improve internal data collection for energy usage across all HDC owned buildings and leisure centres, to ensure savings are captured and can be reported	NA	23/24	No financial risks identified at this time	In progress, on target	Identified data gaps and working with Local Partnerships to complete review
C5	Improve data collection on waste data / complete a waste compositional study and identify key product categories	£10k	23/24	No financial risks identified at this time	Limited by external processes/organisations	Working with B&D to improve data collection, consider internal waste for Scope 3 reporting, working with Local Partnerships to complete review
C6	Gather data on fuel saved on electric tools and machinery for countryside rangers	N/A	23/24	No financial risks identified at this time	Cannot extract data at present	Data cannot be extracted from overall fuel use, so need to identify alternative way to measure conversion to electric tools. In discussions with Countryside
C7	Ensure positive relationships are kept with Parish Councils, through active conversations and events, to encourage emissions reductions and identify areas for collaboration	Varied	23/24	No financial risks identified at this time	In progress, on target	External stakeholder group set up to encourage collaboration, continued communication through Councilor Connect, developing direct relationships with clerks, etc
C8	Ensure positive relationships are kept with local councils, schools and other large entities in the district, to identify collaborative working opportunities to reduce emissions	N/A	N/A	No financial risks identified at this time	In progress, on target	Early discussions with some local schools, further development required
C9	Ensure positive relationships are kept with Everyone Active and Hampshire County Council, through active conversations, events and sharing of information, to collaborate on emissions reductions regarding the buildings they own and lease	N/A	N/A	No financial risks identified at this time	In progress, on target	Regular communication with Everyone Active, building relationships with HCC through climate engagement group and talks with energy team
C10	Begin conversations with regional partners and stakeholders to create an adaptation strategy for the Council and District	TBC	24/25	No financial risks identified at this time	In progress, on target	To be engaged with as part of working group discussions (see C11). Have had initial discussions with other District councils.
C11	Bring colleagues from across the different service areas to complete a climate change risk assessment for the Council, to include in adaptation strategy, and embed climate risks within individual service plans	N/A	24/25	No financial risks identified at this time	In progress, on target	Sought initial advice from Local Partnerships, identified toolkit to use on their website to produce risk register, identified key officers to help form specialist working group to address this
DISTRICT WIDE ACTIONS						
D1	Speak to SSEN re: future energy infrastructure plans, to identify where HDC can support and facilitate plans through planning policy and other mechanisms	TBC	25/26	No financial risks identified at this time	In progress, on target	Initial discussions held with SSE
D2	Bring in specialists to assess heat network potential within the District and include in conversations with SSEN (re actions D1 and E11)	£5k-£35k	24/25	No financial risks identified at this time	In progress, on target	Working on funding bid for feasibility study to cover potential within District
D3	Identify external energy efficiency grant funding for private sector housing and external partners such as Housing Associations, to enable upgrades to homes within the district to reduce	N/A	N/A	No financial risks identified at this time	In progress, on target	Grant funding identified and staff resource to manage resident support project, website updates
D4	Produce a fully costed plan to setup building insulation grants scheme, for residents on low income, to enable upgrade to homes within the district to reduce emissions	£200k+		No financial risks identified at this time	Not yet started	Cost based on plan delivery, estimate based on existing examples
D5	Implement actions from the tree strategy, including opportunities for sustainable street planting in the District, greening of bus shelters and pilot project for tree planting to offset carbon emissions	TBC	TBC	Timescales will be dependent on strategy recommendations	Not yet started	Tree Strategy being developed for council-owned land, exploring opportunity for District-wide study to focus on canopy cover and priority woodland opportunities. Initial engagement with external stakeholders to identify potential pilot project.
D6	Implement actions from the biodiversity / carbon offsetting strategy	TBC	TBC	Timescales will be dependent on strategy recommendations	Not yet started	Strategy currently being produced, implementation to follow.

D7	Increase installation of EV charging points across the district by promoting available grants, to encourage residents to switch to EVs and reduce transport emissions within the District	N/A	25/26	No financial risks identified at this time	In progress, on target	Microsite development to signpost residents to grants, updated on HDC website
D8	Develop a green grid strategy including first stages of implementation to encourage better sustainable transport links between settlements and public transport hubs, thus reducing transport emissions within the district	TBC	TBC	No financial risks identified at this time	In progress, on target	Local Cycling and Walking Infrastructure (LCWIP) in draft, has been circulated for consultation
D9	Engage with all stakeholders to increase their awareness and actions towards reaching the District target of achieving carbon neutral by 2040	Varied	N/A	Some stakeholders very hard to reach	Some stakeholders very hard to reach	Microsite development to signpost residents to grants

Climate Change Programme – financial summary March - November 2023

Project	Original agreed budget	Status	Commitments and spending to date	Commitments and spend from climate project budget	Other financial contribution
Local Partnerships production of Climate Change Action Plan (ref: Eunomia report extension)	£15k	Completed	£20.5k	£20.5k	(Note, additional services needed, funded from climate contingency budget)
Solar PV civic offices (additional funding was required)	£35k	Completed	£88k	£35k	£53k funded from Earmarked Reserves
Contribution towards electric vehicle purchases – Parking and Countryside	£20k	Completed	£20k	£0k	Full contribution funded from Countryside and other council vehicle budget
Electric Vehicle Charge Points Civic Offices	£25k	Completed	£33.5k	£17k	£16.5k externally funded
LED Car Park Lighting	£65k	Completed	£41k	£41k	
Detailed feasibility studies low carbon heating / energy efficiency for civic offices	£20k	Completed, but some additional work required	£17.5k	£17.5k	
Thermal imaging camera x2	£1.5k	Completed	£1.5k	£1.5k	
Communications & engagement budget	£25k	In progress	£10k	£10k	
Contingency budget for installation of EVCP in Hart car parks	£5k	In progress	£0k		
Tree and Land Management Strategy with proposal for tree planting to follow (expected additional £20-25K for tree planting)	£30k	In progress	£20k	£20k	
Decarbonisation plans – leisure centres	£40k	In progress	£17k	£17k	
Energy audits and reports	£10k	In progress	£0k		
Solar feasibility studies and implementation part 1– council land and buildings	£50k	In progress			

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

Note that project budgets and costs exclude staffing costs

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

CommitteeName: Overview and Scrutiny Committee

MeetingDate: 19 December 2023

IssueTitle: To consider and pass comments to Cabinet on engaging a specialist, technical project resource to facilitate scoping the remodelling of Heathland's Court, the Council's Temporary Accommodation provision.

Report of: Executive Director - Community

Cabinet Portfolio: Community

Key Decision: Yes

Reasons for Urgency: None

Confidentiality: Non Exempt

Summary

1. That Overview and Scrutiny Committee discuss, consider and comment on the following recommendation prior to submission to Cabinet for approval.

Recommendations

1. That Cabinet agrees that £80k be released to fund technical, specialist resources to support scoping options to remodel Heathlands Court.

Main Issues

2. In 2020, an Overview and Scrutiny Committee Task & Finish Group was formed to review and analyse ongoing projects to identify opportunities to create affordable housing options using the Council's housing capital funding. One of the priority projects identified by the Group was the revamping of Heathlands Court, which currently serves as temporary accommodation for the entire district.
3. Heathlands Court is a Council-owned asset VIVID manages on a long-term lease. The Council, therefore, has a longstanding interest to ensure that it is fit for purpose and is of a decent standard for people to live in. It is in Yateley but is used to house households across the district. It helps the Council to assist people who are at risk of homelessness and rough sleeping and reduces the Council's reliance on using Bed and Breakfast as temporary accommodation.
4. The accommodation comprises 23 units that offer bedsit, 1-bed, and 2-bed options. However, some units are quite small and have a unique layout where one of the bedrooms is not separate from the main living area. Instead, it is set in an alcove in the lounge area. This can be inconvenient for families sharing the accommodation and limits the households that can be accommodated. Additionally, there are no wheelchair-accessible rooms available, which means that homeless families with such requirements cannot be accommodated there.
5. There is an urgent need for the accommodation to be upgraded to meet the needs of today's customers and future-proofed accordingly.

6. The remodelling project aims to completely transform the type of accommodation provided, with a focus on offering support to residents in managing their homes, learning essential life skills, and successfully transitioning into the private rented sector while maintaining their tenancy.
7. The building has several communal rooms that can be reconfigured during the remodelling process. This presents an excellent opportunity for external services, such as health, social services, and voluntary sector organisations, to utilize the rooms to offer support and advice services to residents and others. Additionally, some of the communal areas can be incorporated into the footprints of the flats themselves to create extra internal space.
8. The building's current EPC rating is C, with some flats rated EPC D. In line with the Council's climate change agenda and its goal to reduce carbon emissions, it is worth considering leveraging this opportunity to upgrade the building's EPC rating. This would not only benefit the environment but also help in reducing gas and electricity costs for the residents.

Overview and Scrutiny Committee Comments/Recommendations

9. Subject to any additional comments or recommendations from Overview and Scrutiny Committee this proposal will be taken to Cabinet to recommend the release of £80k of housing capital reserves to fund technical and specialist resources to support scoping options to remodel Heathlands Court.

Alternative Options Considered and Rejected

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

Corporate Governance Considerations

Relevance to the Corporate Plan

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

Service Plan

- Is the proposal identified in the Service Plan? No
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal? Yes - There will be some input required from existing staff time and resources and due to the specialist nature of this proposal a qualified, technical specialist is required to manage this project going forward. Existing staffing resources do not have the specialist skills or the capacity to support this project.

Legal and Constitutional Issues

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

Financial and Resource Implications

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

Risk Management

14. There is no risk at this stage as funding is simply being sought to carry out a detailed options appraisal. The outcome of the appraisal will be the subject of a further report back to Cabinet.

Equalities

15. Heathlands Court provides emergency temporary accommodation for homeless households. It is the Council's only Temporary Accommodation. The Council is responsible for ensuring that the accommodation is accessible to all homeless households the Council works with.

Climate Change Implications

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

Action

18. The Overview & Scrutiny Committee's comments will be reported to Cabinet. Officers will bring back a more detailed report in 2024 to set out clear options and costs.

Kirsty Jenkins, Executive Director Community

Nicola Harpham, Housing Strategy and Development Manager

Appendices None

Background Papers: None

CABINET

KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

January 2024

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

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

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

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

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

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

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

Note 1

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

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

Note 2

Cabinet Members

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

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

Note 3

Service:

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

Note 4

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

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME - December 2023

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Service	*This item may contain Exempt information
Multi Agency Flood Forum	To receive the Minutes from the Multi Agency Flood Forum meeting (26.9.23).	19 Dec 2023		Within existing staff resources	Place Services	
Butterwood Homes Scrutiny Panel Report	To receive a report from the Scrutiny Panel on Butterwood Homes.	19 Dec 2023	19 Sep 2023	Within existing staff resources		
CCTV Task and Finish Group	To report back on the findings of the Task and Finish Group.	19 Dec 2023	14 Nov 2023	Participation by Safer Communities Manager		
Review of CCTV Provision	To review the first six months of operation of the CCTV provision from Runnymede prior to its consideration by Cabinet.	19 Dec 2023		Within existing staff resources	Community Services	
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.	19 Dec 2023	17 Nov 2023	In the 2023/24 Service Plan, Within existing resources	Place 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	
Climate Change Update	To consider and pass comments to Cabinet on progress against the Climate Change Action Plan.	19 Dec 2023			Corporate Services	

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Agenda Item 15

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
Scoping the Remodelling of Heathlands Court	To consider and pass comments to Cabinet on scope of resources for the modelling Heathland's Court and engaging a specialist, technical project resource to facilitate this.	19 Dec 2023		Staff time and external technical expertise	Community Services	
Feedback from Service Panel members	To receive feedback from Members on the Service Panels.	16 Jan 2024		Set out in Service Plans	All	
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.	16 Jan 2024		Staff time and external advisors Within existing staff resource	Finance	
UKSPF Funding Bid	To consider and pass comments to Cabinet on the bids received for the UKSPF community hub and youth funding, as per Hart's approved investment plan.	16 Jan 2024		Internal Staff Resources	Finance	
Gypsy and Traveller Temporary Pitches Task and Finish Group	To agree the terms of reference for the Task and Finish group	16 Jan 24		Staff time to support group		

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
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	
Feedback from Service Panel members	To receive feedback from Members on the Service Panels.	20 Feb 2024	16 Jan 2024	Set out in Service Plans	All	
Conservation Area Appraisal Task and Finish Group	To update the committee on the actions following the Conservation Area Appraisal Task and Finish Group	20 Feb 2024		Within existing resources		
Fly Tipping Task and Finish Group	To report back on the findings of the Task and Finish Group.	20 Feb 2024		Staff time to support group		
Q3 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 - Hampshire Inclusion	19 Mar 2024		External Partner presentation	Community Services	
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	

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
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	
Climate Change Update	O&S to receive an update on progress against the Climate Change Action Plan & to make comments to July Cabinet	Jun 2024			Corporate Services	
Gypsy and Traveller Temporary Pitches Task and Finish Group	To report back on the findings of the Task and Finish Group.	TBC		Staff time to support group		
On Street Parking	To invite representatives from Hampshire County Council to come to a future	TBC		Unsure at this stage		

Report Title	Outline/Reason for Report/Comments	Meeting Due Date	Original Due Date	Resources Required	Contact	*This item may contain Exempt information
	meeting to outline any changes to on-street parking enforcement provision in the district since the changeover.					
Hampshire Waste Partnership		TBC				
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'	Awaiting scope to be written by Cllr Dorn.					