



## Place Overview & Scrutiny Panel meeting – Q3 2022/23 January 2023

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Version 1	Draft circulated to Panel members	24 January 2023
Version 2	Updated to correct the Planning Policy and Environmental Health FTE numbers (page 4) Updated to note that the Infrastructure Manager leave the Council on 31 March 2023 (page 5) Update to include the number of Building Control application KPI (page 16)	31 January 2023

## **1 Introduction / Executive Summary**

Q3 was a major period of change across the Council. On 1 August we moved from 4 service areas to 3 with the removal of the former Environment & Technical Services. We also moved from a Joint Chief Executive to single Chief Executive model. This meant Place service absorbed additional functions, and individuals took on new roles, for example Monitoring Officer and Director of Butterwood Homes. The Business Support service has evolved again with the Housing Business Support Officers moving to Communities. The Traffic Management Agency reverts to the County Council on 1 April 2023, and staff are due to TUPE to the County Council. All of these changes have taken a lot of time and effort to ensure the successful transition.

Q3 has been a period of recruitment. We again have a number of roles to fill in Q4. Generally, as can be seen from the Service Priority and KPI updates, that the Service continues to deliver well but there are challenges in some areas.

In Section 2, Service Overview, we have sought to highlight the amount of staff resource allocated to each of the tasks following the request at the last Overview & Scrutiny Service Panel.

This will be the last Overview & Scrutiny Service Panel with Phil Sheppard and the Infrastructure team, as he transfers to Hampshire County Council on 1 April 2023. The functions of Emergency Planning and Flood Management will transfer to Daniel Hawes, with Alex Jones transferring to Daniel's team. While the Traffic Management Agency reverts back to the County Council, there are some other 'traffic' related activities which remain with the District Council. These include table & chair / pavement licences, replacement road name plates and 'special event' road closures under the Town Police Clauses Act 1847 (eg Fleet Carnival). The responsibility for these will move to Matt Saunders, and Barbara Williams will transfer to Matt's team. A Structure Chart with key responsibilities will be circulated shortly.

## 2 Service Overview

The Place service covers a range of services focussed on delivering excellent services to our resident, businesses and other stakeholders. Implementation of policies plans and budgets to deliver effective and efficient place making services within legislative requirements and in compliance with the Council's policies, financial regulations and standing orders.

In summary, the Place service is responsible for the efficient and effective delivery of the following services:

- Development Management & Building Control,
- Planning Policy & Economic Development,
- Infrastructure Delivery & Emergency Planning,
- Environmental Health & Licensing, and
- Data, Business Support & Facilities Management.



In detail, what this means is:

	<b>Development Management &amp; Building Control Manager</b>	1.0 FTE
1	Development Management (including Conservation and Planning Enforcement)	15.0 FTE
2	Planning for protected trees (TPOs (Tree Preservation Order, Conservation Area Trees etc)	1.0 FTE (plus management support)
3	Section 106 Developer Contributions (administration, monitoring and spend on top of negotiating s106s on applications as before)	0.2 FTE
4	Building Control (shared service with Rushmoor BC)	Shared Service provided by Rushmoor plus Client management oversight
5	Street Naming & Numbering	0.2 FTE
6	Administration of Council-owned SANG (Suitable Alternative Natural Greenspace)	0.5 FTE
	<b>Planning Policy &amp; Economic Development Manager</b>	1.0 FTE
7	Planning Policy / Strategic Planning	3.0 FTE [including 1 vacant]
8	Economic Development, Employment & Skills	0
9	Emergency Planning and Preparedness	0.3 FTE
10	Flood risk management and land drainage (incl Fleet Pond reservoir management and water asset management)	0.5 FTE
11	Maintenance of Hart's drainage assets and delivery of Environment Agency funded flood alleviation schemes	0.2 FTE
	<b>Environmental Health &amp; Licensing Manager</b>	1.0 FTE
12	Environmental Health (including Food Safety and Environmental Protection)	5.7 FTE (inc. 1 Vacant)
13	Animal Welfare Licensing, the Dog Warden Service and Pest Control	1.0 FTE
14	Fly tipping enforcement / prosecutions	0.4 FTE
15	Health & Safety	0.3 FTE
16	Licensing service	Shared service provided by Basingstoke plus management oversight

	<b>Business Support, Facilities &amp; Data Manager</b>	1.0 FTE
17	Business Support and Data	9.0 FTE
18	Land Charges	Service provided by Capita plus management oversight
19	Facilities	3.0 FTE
20	Corporate Health & Safety	0.5 FTE
	<b>Infrastructure Manager</b>	1.0 FTE – leaving 31 March 2023
	Infrastructure delivery including:	2.2 FTE (inc. 0.6 vacant)
	<ul style="list-style-type: none"> <li>Traffic management / Highways Agency (until 31 March 2023)</li> </ul>	
	<ul style="list-style-type: none"> <li>Client management of Bus shelter contract (until 31 March 2023)</li> </ul>	
	<ul style="list-style-type: none"> <li>Street name plates - replacement of damaged signs and advising developers of name plate locations</li> </ul>	
	<ul style="list-style-type: none"> <li>Special event traffic orders (Town Police Clauses Act 1847)</li> </ul>	
	<ul style="list-style-type: none"> <li>Tables &amp; Chairs / Pavement licences</li> </ul>	

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

We plan for the future in terms of homes, employment space and associated infrastructure and ensure that development is high quality, meeting the socio-economic needs of our communities now and in the future.

The Place service supports Hart’s communities to live healthy and active lives through the promotion of sustainable and active travel, encouraging healthy communities and promoting urban design which leads to active lifestyles.

The Planning Service leads the statutory function of Local Planning Authority (LPA) for Hart district, dealing with around 1,764 (Jan 2021 – Dec 2021) planning matters per year that are reported to DLUHC (Department for Levelling Up, Housing and Communities). The service handles many more which are not reported.

The Service Plan does not reflect all the ‘business as usual’ tasks. Instead, the Place service will be circulating a newsletter annually to highlight performance and key achievements. We have the responsibility for effective and creative place-shaping through the Local Plan

and other planning documents. We help to support communities undertaking their own neighbourhood plans or conservation appraisals. We carry the statutory responsibility for determining planning applications and, using an evidence-led approach, ensuring the right balance between social, community, economic and environmental objectives. We also utilise our discretionary planning enforcement powers where it is expedient in the public interest to take enforcement action.

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

Every day, we deliver critical services such as Environmental Health. We work hard to support economic growth, and employment opportunities for our residents. Meanwhile, we continue to strengthen the partnerships behind shared services and contributing to new strategic policies. Since March 2020 we have been operating amidst the Covid-19 pandemic. This is both in the emergency phase and the recovery phase; with the implications for the services we provide, and how we provide them dependant on which phase or wave of the pandemic we are in. Over the last year we have had to react to both the Delta and the Omicron variant. In setting the 2022/2023 Service Plan it is understood that targets and priorities may change considering how the pandemic evolves.

In addition, this Service Plan is subject to change and amendment during the year as a result of:

- Implementation of the Tier 1 and Tier 2 Council savings;
- Implications of the Senior Leadership Team restructure; and
- Consideration and implementation of Tier 3 Council savings.

### 3 Service Priorities (taken from Place Service Plan and relevant parts of the E&T Service Plan)

	Service Priority	Expected Outcomes	Completion date	Update Q3
1	Key Performance Indicators and milestones shown in Appendix 1 are all met and monitored monthly	High quality service, value for money for residents	Quarterly reporting of data to Service Panels	Please see Section 5 below
2	Covid-19 Response & Recovery	Office safe and prepared for social distancing Safe working practices Business Newsletter	On going	Food Recovery Plan an ongoing priority for Food Safety team (see KPIs (Key Performance Indicators) below) Ongoing support work for Covid-19 advice and response to businesses, event organisers, and the wider public National public health campaign and regulatory support work
3	Implementing Tier 2 Savings		31 March 2023	Dog Warden service contract was implemented in 2021/22 Corporate Health & Safety Service considered at Cabinet in August 2022 (Part 2 item). Notice to Terminate has been served on Basingstoke & Deane. Current post holder is being made redundant. Advanced discussions with a new provider.

	Service Priority	Expected Outcomes	Completion date	Update Q3
				Review and revise skills and resources required in the future: Economic Development Officer role has been deleted
4	Consideration and Implementation of Tier 3 Savings		31 March 2023	The work on the Council's 2023/24 budget has overtaken Tier 3 work No separate Tier 3 savings are being investigated
5	To continually improve and make better use of the Place Services IT Systems and Website, including Cyber Security	To ensure best use of existing software to run an efficient and effective service  Helping residents, businesses and other customers find the answers on-line 24/7 to enable more effective self-service	On-going continuous improvement. Quarterly review  Implementing measures linked to action plan (in accordance with Milestones)  Feed into the Council-wide website project by end of Q3	Continuing Uniform development including updates to the systems and working on reports. Working to update template letters to reflect the Council's new logo Uniform training for Planning and EH (Environmental Health) team staff IDOX and the Council's IT team are working on a 2 factor authorisation process for Uniform (cyber security) Briefing for all Members on Uniform provided A priority has been to work on the website pages to make accessible, edited and updated to enable the transition to the Council's new website Provided training and advice to Wokingham Borough Council



	Service Priority	Expected Outcomes	Completion date	Update Q3
6	Facilities Management	<p>Review and reduction of Council's energy consumption, upgrading of all lightbulbs to LEDs and sourcing clean energy from renewables.</p> <p>Solar PV Cells on the roof</p>	On-going	<p>Work to enable the installation of solar panels on the roof of the Council offices</p> <p>Consideration of the need for LED lightbulbs on half of the 3<sup>rd</sup> floor – linked to future potential use of this space</p>
7	Ongoing Implementation of Development Management Service Action Plan	Creation of Development Management priorities and action plan post-summer 2022	Long term actions before July 2022	<p>The Development Management Service Action Plan long term actions were substantially completed by 30 June 2022</p> <p>Engagement with the Parish &amp; Town Councils x 2</p> <p>Parish &amp; Town Council mtg 30 November 2022</p> <p>Move to business as usual</p>
8	Local Plan Review (Assessment)	Undertake a Local Plan Review involving an assessment of whether the local	Will take place following the Planning Bill (or updates to the Levelling Up and Regeneration Bill) becomes an Act and	<p><b>Project on hold:</b> Work will commence once the Levelling Up and Regeneration Bill (LURB) is finalised and becomes an Act. NPPF is also being changed. At the current time there is too much uncertainty.</p>

	Service Priority	Expected Outcomes	Completion date	Update Q3
		plan needs updating	associated policy and guidance updates are published	Under the current system, a review (ie an assessment of whether the Plan needs updating) should be carried out by April 2025 (5 years after local plan adoption)
9	Settlement Capacity Study	Understanding of the scope to accommodate future homes within settlements (Cabinet decision Nov 21).	December 2022 Revised indicative target date: May 2023	September 2022: Initial discussions with potential consultants Brief being finalised for a commission during Q4 December 2022 for completion no longer realistic due to staff resources. The Council has advertised the Principal Planner post several times with no suitable candidates
10	Community Infrastructure Levy (CIL) [Subject to content of new Planning Act / Levelling Up Act.]	Adoption of CIL Charging Schedule and implementation	Formal consultation, examination and adoption of CIL Charging Schedule during 2022/23 Start collecting CIL April 2023	<b>Project on hold:</b> Government has indicated its intent to introduce a new 'Infrastructure Levy' through the Levelling Up and Regeneration Bill (LURB) Will review when the LURB becomes an Act Work completed to date is expected to be helpful in implementing the new levy
11	Environmental Health Team Plan	Devise and implement an action plan to promote continued EH Service improvements: incl.	Summer 2022 On-going through recruitment, training and development of staff	Ongoing development and implementation of plan to support wider team development Development to include training, capacity building, and increased service resilience

	Service Priority	Expected Outcomes	Completion date	Update Q3
		<p>learning from best practice examples, promote joint working, and maximise resources</p> <p>Improve resilience of Service through cross-skilling and enhancing procedures</p>		Recruitment of Principal Environmental Health Officer undertaken Winter 2022 (appointed January 2023)
12	Review of the fly-tipping enforcement strategy	<p>To evaluate the Council's strategy and priorities in relation to fly-tipping</p> <p>To reduce incidents of fly tipping across the District</p> <p>To educate and raise awareness of fly tipping across the District through targeted publicity.</p>	March 2023	<p>Enforcement priorities, and individual case actions subject to ongoing review, and in line with established priorities and available resources</p> <p>Confirmation of priorities notified to members from statement of response to full council. Internal policy review undertaken</p> <p>Approach to enforcement set out within 'Environmental Health and Licensing Enforcement Plan' July 2021</p>

	<b>Service Priority</b>	<b>Expected Outcomes</b>	<b>Completion date</b>	<b>Update Q3</b>
<b>E&amp;T</b>	Storm Response Plan	Develop effective Storm Response Plan using lessons learnt from Storm Eunice	Sept 22	Draft completed October 2022 Endorsement by SLT (Senior Leadership Team) in November 2022
<b>E&amp;T</b>	Green Grid Strategy	Production of Local Cycling & Walking Infrastructure Plan (LCWIP)	March 23 September 2023 is the new deadline as per contract with Sustrans	Sustrans appointed Initial stakeholder and community engagement November / December 2022 Q4 will include selecting and auditing routes and zones and drafting the document Public consultation on draft LCWIP May 2023
<b>E&amp;T</b>	Delivery of the 22/23 traffic management programme	Delivery of the traffic management programme for 22/23	Jan 23	Traffic Regulation Order advertised for 21 days commencing Friday 28 October 2022 Consultation will closed on 18 November
<b>E&amp;T</b>	Delivery of approved flood alleviation schemes.	Provision of Property Level Flood Protection on third party property Kingsway, Blackwater, and	March 23	Mill Corner NFRM: the project will be reviewed, and a decision on further progress will be made Phoenix Green PFP & NFRM: the new EA (Environment Agency) Framework will be assessed and reviewed ahead of the procurements process

	Service Priority	Expected Outcomes	Completion date	Update Q3
		Phoenix Green, Hartley Wintney  Provision of Natural Flood Risk Management Measures on third party land -Hartley Wintney, and Mill Corner		Kingsway PFP: the new EA Framework will be assessed and reviewed ahead of the procurements process  Draft legal agreements completed  Stakeholder engagement being developed  Development of tender using Environment Agency Framework underway
E&T	Water environment asset management plan	Complete an asset management plan and improvement / renewal programme of works for water assets	October 22	Has not been progressed due to other priorities Revised programme for delivery to be agreed
E&T	HCC (Hampshire County Council) highway agencies for TM	Complete transfer of agencies for on street parking enforcement and traffic management back to HCC	March 23	Project plan agreed and being monitored through monthly meetings with HCC  Formal letters sent to affected individuals

## 4 Place Risk Register

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

### **Recruitment & retention of key staff:**

Currently recruiting for:

3 x Development Management Team Leaders, Assistant Enforcement Officer, Assistant Conservation Officer, Tree Officer.

1 x Principal Planner (Policy)

2 x Environmental Health Practitioners (1 x Food; 1 x Environmental Protection)

Plus maternity cover (TUKN)

Total 11 staff

The Development Management roles are already advertised. The Environmental Health and Planning Policy roles will be advertised shortly. This is the fourth time the Planning Policy role will be advertised, this time with a limited market supplement.

### **Staff working on other Corporate Projects:**

Monitoring Officer

Director of Butterworth Homes (housing company)

Corporate project manager / Shared Prosperity Fund (SPF) project manager

### **Workload delivered by outside influences:**

For example, Neighbourhood Plans, Parish-led Conservation Area Appraisals, Duty to Cooperate.

## 5 Key Performance Indicators and targets

KPI	Description	Annual Target	Q1	Q2	Q3	YTD
	<b>Development Management</b>					
DM1 [R07]	Major development application decisions made within the statutory determination period (including extensions of time)	60%	87.5%	66.7%	50%	70%
DM2 [R08]	Minor development application decisions made within the statutory determination period (including extensions of time)	70%	90%	71.4%	87%	84%
DM3 [R09]	Other application decisions made within the statutory determination period (including extensions of time)	85%	96%	82.3%	77%	85%
DM4 [R11]	Percentage of Tree Preservation Order works applications determined within eight weeks	90%	40%	13%	0%	19%
DM4 [P01]	Planning application fee income (see notes)	<i>Data only</i>	£267,796	£48,644	£146,119	£462,559
DM5 [P02]	Income from Pre-Application Advice and PPAs (including LBCs) (see notes)	<i>Data only</i>	£37,588	£8,336	£17,460	£63,384

Note: on DM4 the figures are being re checked

KPI	Description	Annual Target	Q1	Q2	Q3	YTD
	<b>Building Control</b>					
BC1 [P03]	Number of Building Control Applications Received	<i>Data only</i>	<b>339</b>	<b>226</b>	<b>168</b>	<b>733</b>
BC2 [P04]	Building Control income (see notes)	<i>Data only</i>	<b>£146,635</b>	<b>£37,252</b>	<b>£65,928</b>	<b>£248,814</b>



KPI	Description	Annual Target	Q1	Q2	Q3	YTD
	<b>Environmental Health</b>					
EH1 [P05]	Percentage of scheduled/proactive Food Safety inspections undertaken within time	<i>Data only</i>	<b>81%</b>	<b>77%</b>	<b>88%</b>	<b>82%</b>
P06	Food Recovery Plan (prioritised)	<i>Data only</i>	<p>Phase 2 of the Food Recovery Plan requires that all establishments rated 'Category B' for hygiene should have received an on-site intervention by the 30 June</p> <p>This milestone was achieved with 100% of Category B inspections completed</p> <p>Statutory data return submitted to FSA</p>	<p>Phase 2 of the Food Recovery Plan requires that all the less than broadly compliant 'Category C' establishments should have received on-site intervention by 30 September</p> <p>This milestone was achieved with 100% of Category C inspections completed</p> <p>Statutory data return submitted to FSA</p>	<p>Phase 2 of the Food Recovery Plan requires that all establishments rated 'Category D' for hygiene are to have received an on-site intervention by 31 December</p> <p>This milestone was achieved with 100% of Category D inspections completed.</p> <p>Statutory data return submitted to FSA</p>	<b>N/A</b>

EH2 [P07]	Percentage of Environmental Protections service requests (including noise, statutory nuisance, and public health) responded within time	80%	<b>86%</b>	<b>86%</b>	<b>82%</b>	<b>83%</b>
EH3 [P08]	Percentage of Food and Health & Safety service requests (including RIDDORs, HSADV, food poisoning investigations) responded to within time	80%	<b>81%</b>	<b>85%</b>	<b>86%</b>	<b>84%</b>
EH4 [P09]	Percentage of formal consultation responses made within time (including Planning and Licensing)	80%	<b>93%</b>	<b>94%</b>	<b>94%</b>	<b>93%</b>
EH5 [P10]	Number of fly-tipping service requests received by service	<i>Data only</i>	<b>11</b>	<b>7</b>	<b>9</b>	<b>27</b>
EH6 [R12]	Number of fly-tipping enforcement actions	<i>Data only</i>	Successful prosecution of R. MacKinnon for fly-tipping (21/00612/FLYP) Fine of £1,760 plus £176 victim surcharge. Award of full costs of £2,805. <b>Total £4,741</b>	2 fly tipping prosecution case files built for legal submission and summons. Prosecution pending 1 duty of care offence (22/01114/FLYPUB) 1 offence of depositing	CPW for fly tipping (22/01726/FLYPUB) (21/02119/FLYPRI) 2 prosecution files with legal for fly-tipping  22/01114/FLYPUB Duty of care case. Prosecution. Plea hearing delayed. Awaiting date	<b>N/A</b>

			Press release issued	controlled waste (fly-tipping) and waste duty of care (21/02119/FLYPRI)  Parallel prosecution of company and individual	(22/02065/FLYPUB) A Fixed Penalty Notice for fly-tipping. Unpaid. prosecution file is being prepared	
EH7 [P11]	Environmental Health Commercial fee income (see notes)	<i>Data only</i>	<b>£9,137</b>	<b>£1,793</b>	<b>£3,995</b>	<b>£14,885</b>
EH8 [P12]	Environmental Health Protection fee income (see notes)	<i>Data only</i>	<b>£5,933</b>	<b>£247</b>	<b>£2,123</b>	<b>£8,303</b>

KPI	Description	Annual Target	Q1	Q2	Q3	YTD
	<b>Planning Policy</b>					
PP1 [P13]	Housing Land Supply Position Statement [Identifies whether the Council has at least a 5-year supply of land for housing, which is a requirement of national planning policy]	<i>Publish by 30 September</i>	<b>Published August 2022</b> Includes housing trajectory for plan period to 2032			
PP2 [P14]	Brownfield Register [Statutory Duty to publish annually an update to the register of previously developed land that has been deemed as suitable for residential development]	<i>Publish by 31 December</i>	<b>Published December 2022</b>			
PP3 [P15]	Authority Monitoring Report (AMR) [Statutory duty to publish annually, reporting on matters including local plan policy formulation and implementation, duty to cooperate activity, and Neighbourhood Plans]	Publish by 31 December	<b>Published December 2022</b>			
PP4 [P16]	Infrastructure Funding Statement (IFS) [Statutory duty to publish annually, reporting on s106 (and where relevant CIL) monies secured, received, allocated and spent]	Publish by 31 December	<b>Published January 2023</b>			
P17	Statutory returns to Government	Various deadlines	<b>Q3 Neighbourhood Plan return made in December</b>			

	[Collation and submission of data relating to housing delivery and self-build including Housing Flows Reconciliation (HFR), Housing Delivery Test information, Self and Custom Build]	throughout the year	Self & Custom Build Return due, and was submitted, in January 2023
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KPI	Description	Annual Target	Q1	Q2	Q3	YTD
	<b>Infrastructure</b>					
	No KPIs in the elements of the former Environment & Tech Service which transferred to Place	N/A	N/A	N/A	N/A	N/A

## 6 Quarter Three 2022/23: Key Challenges and Achievements

### *Key Challenges*

- Numerous vacant posts across the service, and difficulty in recruitment of some posts despite numerous adverts (see Risk Register)
- Ensuring team capacity
- New website project and making existing website accessible diverted resources

### *Key Achievements*

- Emergency Planning (Emergency Control Centre) training October 2022 [PS]
- Emergency Planning Exercise December 2022 [PS]
- Approval of the Snow Plan and Storm Plan. Update to the Emergency Plan to reflect new roles and responsibilities
- Successful Parish & Town Council engagement evenings (2) with feedback including “I have just come off this evening’s call – I thought it was outstanding. Thank you and your team for their time and effort... Once again, thank you for a very informative session.” from Dogmersfield PC and “Once again thank you all very much for a very informative meeting on Wednesday. I found it very useful and would certainly be interested in keeping in touch in future.” from Odiham PC
- Successfully defended Farnham Lodge Judicial Review with legal costs recovered
- Successful injunction served in the High Court on an enforcement matter 19 October 2022
- Successful injunction served in the High Court on Wingate Lane enforcement matter 9 December 2022
- Plateau but high number of DM (Development Management) application submissions
- Despite the challenges, strong performance in terms of dealing with applications within deadlines or agreed EoTs
- Enforcement activity: note report to Planning Enforcement Sub Committee
- Completion of Phase 1 and Phase 2 inspection targets for Food Recovery Plan
- Made the website pages accessible
- Statutory data return submitted to Food Standards Agency (FSA)
- Two LCWIP stakeholder sessions
- Odiham & North Warnborough Conservation Area Appraisal adopted November 2022

- Winchfield Neighbourhood Plan - Response to Reg 14 Draft Plan
- Winchfield Neighbourhood Plan – SEA & HRA screening and consultation
- SANG update report to Cabinet December 2022
- Annual Monitoring Report to O&S in December and published on time by end of December
- Brownfield Register update published by end of December

## 7 Looking forward to Quarter Four 2022/23: Key Deliverables

- Implementation of the Traffic Management plan
- Production and reporting of Hart's 2022 Air Quality Annual Status Report
- Phase 2 of Food Recovery Plan targets
- Hiring temporary contractors at team leader (DM) and senior tree officer level to cover backlog of work
- Start procurement process for settlement capacity study.
- LCWIP – Complete the audit of priority cycle routes and walking zones
- Winchfield Neighbourhood Plan: Check plan is fit for examination. Publish for formal consultation. Confirm examiner.
- Crondall Conservation Area Appraisal – review current draft
- Hartley Wintney Conservation Area Appraisal – commission review of current draft
- Publish Infrastructure Funding Statement
- Complete the Self and Custom Build Return
- Respond to current NPPF consultation
- Installation of Solar Panels
- Refurbishment of the Victoria Road Food Bank
- Refurbishment of the 3<sup>rd</sup> Floor in preparation for Farnborough College moving in.



## Annex: Notes on Performance Indicators and Targets

### Development Management & Building Control

Members will also be aware that separate statistics on appeal performance over a longer period (2 years) were circulated by Steph Baker on 3<sup>rd</sup> August. These statistics confirmed that the DM team's performance has been shown to be extremely strong with quality of decision making, speed of decision amongst other KPIs showing 95-98%. There were also comparisons drawn with neighbouring authorities where we share services to provide some context.

As part of a recent audit process primarily looking at Extensions of Time reporting and EIA applications conducted by KPMG (results pending) they had recommended that HDC do not generate different statistics for Service Panel and instead, suggested that we report the same set of PS1/PS2 statistics which have been sent to DLUHC for the period ending before the meeting is held. Previously, we ran statistics whilst we were in the middle of the cycle which resulted in questions around percentage differences in different reports, due to the date of reporting.

To resolve this, we have considered either reporting to service panel straight after PS1/PS2 reports are sent, or at the meeting we do not generate a second set of statistics and Members will be provided with the latest published statistics. The above statistics are what has been reported to DLUHC for April-June 2022 (majors 87.5%, minors 90% and others 96%) and July-September 2022 (\*\*\*\*)

DM1 [R07]	Q1	<b>87.5%</b> (6/7 Major decisions were decided in time or with an EoT)
	Q2	<b>66.7%</b> (4/6 Major decisions were decided in time or with EoT)
	Q3	<b>50%</b> (2/4 Major decisions were decided in time or with EoT)
	Year to date	<b>70%</b> (12/17 Major decisions were decided in time or with EoT)

DM2 [R08]	Q1	<b>90%</b> (19/20 Minor decisions were determined in time or with EoT)
	Q2	<b>71.4%</b> (20/28 Minor decisions were decided in time or with EoT)
	Q3	<b>87%</b> (34/39 Minor decisions were determined in time or with EoT)
	Year to date	<b>84%</b> (73/87 Minor decisions were determined in time or with EoT)

DM3 [R09]	Q1	<b>96%</b> (213/222 Other decisions were determined in time or with EoT)
	Q2	<b>82.3%</b> (154/187 Other decisions were determined in time or with EoT)
	Q3	<b>77%</b> (171/222 Other decisions were determined in time or with EoT)
	Year to date	<b>85%</b> (538/631 Other decisions were determined in time or with EoT)

DM4 [R011]	Q1	<b>40%</b> (25/62 Tree Preservation Order works applications determined within eight weeks or with EoT)
	Q2	<b>13%</b> (10/78 Tree Preservation Order works applications determined within eight weeks or with EoT)
	Q3	<b>0%</b> (0/46 Tree Preservation Order works applications determined within eight weeks or with EoT)
	Year to date	<b>19%</b> (35/186 Tree Preservation Order works applications determined within eight weeks or with EoT)

<b>Planning Development (HAPDEV) planning application fee income</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
Planning application fees	£267,334	£48,644	£146,119	£462,097
Planning permitted development	£462	0	0	£462
<b>TOTAL</b>	<b>£267,796</b>	<b>£48,644</b>	<b>£146,119</b>	<b>£462,559</b>
Year to date budget target	£187,500	£187,500	£187,500	£562,500
Full year budget target				£750,000

<b>Planning Development (HAPDEV) income from Pre-Application Advice</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
<b>Planning pre application advice</b>	<b>£37,588</b>	<b>£8,336</b>	<b>£17,460</b>	<b>£63,384</b>
Year to date budget target	£37,500	£37,500	£37,500	£112,500
Full year budget target				£150,000

<b>Building Control (HABCFE) Fee Earning income</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
Building Regs – Application fees	£96,500	£16,188	£39,914	£151,602
Building Regs - Inspection fees	£50,135	£21,064	£26,014	£97,212
<b>TOTAL</b>	<b>£146,635</b>	<b>£37,252</b>	<b>£65,928</b>	<b>£248,814</b>
Year to date budget target	£105,875	£105,875	£105,875	£317,625
Full year budget target				£423,500

## Environmental Health & Licensing

### Food Recovery Plan

Service priority given to production of 'Food Recovery Plan' to meet the national requirements of the Food Standards Agency (FSA). Hart FRP received approved by full Council in November 2021. Phase 1 requirements of the Hart FRP undertaken in respect of 'Unrated' food businesses. FRP Phase 1 (and national target) successfully achieved by target date of 30th September 2021.

All establishments rated 'Category A' for hygiene, inspected by 30th March 2022. All establishments rated 'Category B' for hygiene received an on-site intervention by the 30 June 2022. All Category C - less than broadly compliant received an onsite intervention by 30<sup>th</sup> September 2022. All Category D establishments – Less than broadly compliant, received an onsite intervention by 31<sup>st</sup> Dec 2022 . No.71 programmed food safety inspections or interventions completed by required date within quarter (All categories). Next Phase 2 food inspections currently on target for March 2023.

New formal data returns made to the FSA

P06	Q1	Phase 2 of the Food Recovery Plan requires that all establishments rated 'Category B' for hygiene should have received an on-site intervention by the 30 June  This milestone was achieved with 100% of Category B inspections completed  Statutory data return submitted to FSA
	Q2	Phase 2 of the Food Recovery Plan requires that all the less than broadly compliant 'Category C' establishments should have received on-site intervention by 30 September  This milestone was achieved with 100% of Category C inspections completed  Statutory data return submitted to FSA
	Q3	Phase 2 of the Food Recovery Plan requires that all establishments rated 'Category D' for hygiene are to have received an on-site intervention by 31 December  This milestone was achieved with 100% of Category D inspections completed.  Statutory data return submitted to FSA

EH6 [R12]	Q1	Successful prosecution of R. MacKinnon for fly-tipping (21/00612/FLYP) Fine of £1,760 plus £176 victim surcharge. Award of full costs of £2,805. <b>Total £4,741</b> Press release issued
	Q2	2 fly tipping prosecution case files built for legal submission and summons. Prosecution pending 1 duty of care offence (22/01114/FLYPUB) 1 offence of depositing controlled waste (fly-tipping) and waste duty of care (21/02119/FLYPRI) Parallel prosecution of company and individual
	Q3	CPW for fly tipping (22/01726/FLYPUB) (21/02119/FLYPRI) 2 prosecution files with legal for fly-tipping 22/01114/FLYPUB Duty of care case. Prosecution. Plea hearing delayed. Awaiting date (22/02065/FLYPUB) A Fixed Penalty Notice for fly-tipping. Unpaid. prosecution file is being prepared

<b>Environmental Health Commercial (HAEHCM) fee income</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
Dangerous wild animal licence	£5,634	£1,429	£2052	£9,115
Other licence	£1,887	£268	£1,024	£3,179
Pest control contracts income	£216	£96	£96	£408
Fees for service	£1,400	£0	£783	£2183
<b>TOTAL</b>	<b>£9,137</b>	<b>£1,793</b>	<b>£3,955</b>	<b>£14,885</b>
Year to date budget target	£3,850	£3,850	£3,850	£11,550
Full year budget target				£15,400

<b>Environmental Protection (HAEHPR) fee income</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>YTD</b>
Land charges copy document	£152	£0	£0	£152
Pollution control permit licence	£5,781	£247	£2,123	£8,151
<b>TOTAL</b>	<b>£5,933</b>	<b>£247</b>	<b>£2,123</b>	<b>£8,303</b>
Year to date budget target	£3,000	£3,000	£3,000	£9,000
Full year budget target				£12,000