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CABINET AGENDA

Membership: Councillor Cheshire (Chairman)

Councillors Bains, Bowerman, Pike, Briggs, Guest, Turner and Wilson

Meeting: Cabinet

Date: Wednesday 7 February 2018

Time: 2.00 pm

Venue: Hollybank Room, Public Service Plaza, Civic Centre Road,
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

30 January 2018

Contact Officer: Penny Milne 02392446234
Email: penny.milne@havant.gov.uk

Page

PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Minutes

1 - 12

To confirm the minutes of the last meeting held on 29 November 2017 and the extraordinary meetings held on 6 and 18 December 2017.

3 Declarations of Interests

To receive and record any declarations of interest.

4 Chairman's Report

To receive any matters the Chairman wishes to report.

5 Cabinet Lead Delegated Decisions, Minutes from Meetings etc. 13 - 38

RECOMMENDED that the following Delegated Decisions and Minutes of Meetings be noted:

- (1) Minutes of the Portchester Crematorium Joint Management Committee held on 11 December 2017;
- (2) Delegated Decision: Increase in Charges for Collection of Garden Waste;
- (3) Proposed Traffic Regulation Order – Kingsclere Avenue;
- (4) Proposed Traffic Regulation Order – Old Copse Road.

6 Recommendation from the Joint HR Committee - Reviewed Equality Policy 39 - 52

The Cabinet to consider the following recommendation arising from the meeting of the Joint HR Committee held on 6 December 2017. The report and the Policy as reviewed by the JHR Committee is attached.

RECOMMENDED to Cabinet that the Reviewed Equality Policy be approved

Deputy Leader of the Council and Cabinet Lead for Finance and NORSE

7 Budget 2018/19 53 - 92

The 2018/19 Budget proposals will be considered by the Scrutiny Board on 30 January 2018 and any recommendations arising from that meeting will be reported separately to Cabinet.

Cabinet Lead for Planning and Place-Making

8 Solent Recreation Mitigation Strategy 93 - 126

Report attached.

9 Community Infrastructure Levy: Spending

Report to follow.

PART 2 (Confidential items - closed to the public)

None.

GENERAL INFORMATION

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Internet

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Havant

BOROUGH COUNCIL

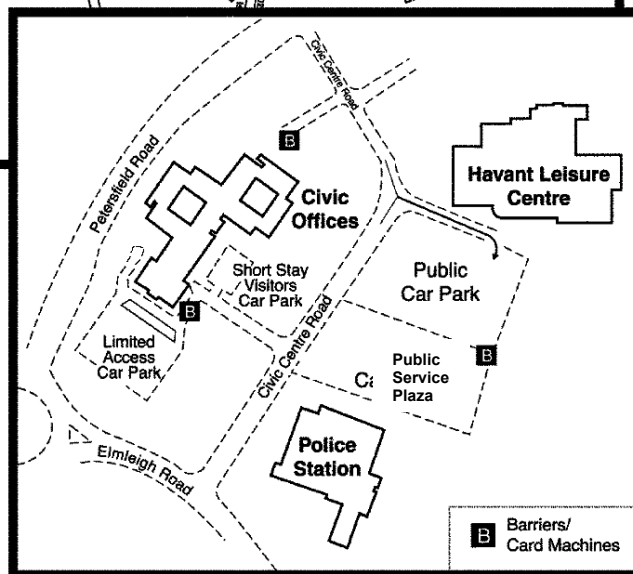
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



Havant
BOROUGH COUNCIL
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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 29 November 2017

Present

Councillor Briggs (Chairman)

Councillors Bains, Bowerman, Pike, Guest, Turner and Wilson

39 Apologies for Absence

There were no apologies for absence.

40 Minutes

RESOLVED that the minutes of the Cabinet held on 11 October 2017 were approved as a correct record.

41 Declarations of Interests

There were no declarations of interest from any of the members present.

42 Chairman's Report

There were no matters the Chairman wished to report.

43 Cabinet Lead Delegated Decisions and Urgent Decisions

RESOLVED that the following delegated decisions taken in accordance with the scheme of delegations to Cabinet Lead and urgent decision taken under Standing Order 48 be noted:

- (1) Delegated Decision: Proposed Traffic Regulation Order, Coronation Road;
- (2) Delegated Decision: Proposed Traffic Regulation Order, Holybourne Road;
- (3) Delegated Decision: Proposed Traffic Regulation Order, Owlesbury Grove; and
- (4) Urgent Decision: Extension of IT Contract

44 Recommendation from the Scrutiny Board - Beach Huts Review

Cabinet considered a report and recommendations from the Scrutiny Board arising from the Board's consideration of the findings of the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel following its review of Beach Hut provision in the Borough.

Councillor Paul Buckley, as Chairman of Scrutiny Board, and Councillor Jackie Branson as Scrutiny Lead, were invited to join the meeting and presented the findings and recommendations.

Cabinet members were appreciative of the work that had been put into this lengthy and complex scrutiny review by both members and officers, and were mindful of the need for the Council to balance fairness to residents and to act reasonably as a public body within the context of adopting a more commercial approach to delivering services in order to mitigate the significant financial challenges facing the Council in the short and medium term.

Cabinet agreed as a priority that any future changes in charging structures would need to be supported by robust and timely communications to beach hut owners.

The Cabinet considered carefully all the recommendations put forward by the Scrutiny Board. In relation to recommendations 2.1.1 – 2.1.3, Cabinet noted that these matters would be included within the wider regeneration proposals to be brought to Cabinet on 18 December for debate as part of the emerging new Local Plan.

The Cabinet having considered all the recommendations put forward, it was:

RESOLVED that

- (1) The Cabinet agrees the provision of beach huts by the Council is a discretionary service and charges should reflect the market rate for this service;
- (2) The fee for a Beach Hut Plot Licence shall be £550 for 2017/18 with a view to increasing incrementally over a period of time to a market rate;
- (3) Officers be requested to establish a market rate and report back to Cabinet for consideration;
- (4) The Beach Hut Plot transfer licence fee for 2017/18 be set at £100 and shall be reviewed for following years;
- (5) Cabinet endorses the principle that the Beach Hut Plot Transfer Licence Fee includes other elements in addition to administrative costs;
- (6) Cabinet agrees that the facility to pay by equal instalments by Direct Debit over a six-month period specified by NORSE South East be offered to new and existing licensees with no administrative charge included or added;
- (7) Cabinet agrees that the instalment facility be made available for every year and not just this financial year;
- (8) Cabinet agrees that officers of the Council and NORSE South East be requested to build a working relationship with the newly formed Beach Hut Association;
- (9) Cabinet endorses a more robust management of non-payment of fees;
and

- (10) Cabinet agrees that residents of the Borough be given first choice of new beach huts.

45 Conservation Area Appraisal, Mill Lane, Langstone

Councillor Guest presented a report summarising the outcome of the public consultation on the draft Mill Lane Conservation Area Appraisal and the proposed amendments arising from the consultation.

Significant concern was expressed by Cabinet members present in relation to the poor condition of the former railway signalmen's cottages at Langstone and whether their historical importance in the local area merited their inclusion within the boundary of the Conservation Area.

Officers gave an assurance that, currently, the cottages were fully protected under listed building legislation and that action could be taken by the Council under that legislation to ensure that the buildings were maintained to a fit state of repair, however there could be a cost implication and the Council would need to demonstrate that it had made every effort to engage fully with the property owner to secure improvements.

Cabinet therefore was minded to request that a separate report be brought back for Cabinet consideration, setting out potential courses of action that might be open to the Council together with all associated resource or liability implications

RESOLVED that

- (1) The responses to the recent consultation (Appendix 3 to the report) be noted;
- (2) The proposed changes to the Mill Lane Conservation Area Character Appraisal (Appendix 1 to the report) be approved;
- (3) The proposed changes to the Mill Lane Conservation Area boundary (Appendix 2 to the report) be approved;
- (4) Full Council be RECOMMENDED that the Mill Lane Conservation Area Character Appraisal (Appendix 1 to the report) is approved as a material consideration alongside the Local Plan;
- (5) Cabinet approval be given to implement an Article 4(1) Direction and authority be delegated to the Head of Planning, in consultation with the Cabinet Lead for Planning and Placemaking, to determine the draft form and content of the direction prior to this being publicised (referred to sections 4.6-4.10 and 6.1-6.6 of the report) and that officers report back to Cabinet at a later date with the draft form and content;

- (6) Authority be delegated to the Head of Planning and Placemaking to make any necessary amendments to the documents listed above. These shall be limited to grammatical, typographical, formatting and graphic design changes and shall not change the meaning of the material; and
- (7) A further report be brought back for Cabinet consideration, setting out potential courses of action that might be open to the Council in order to secure improvements to the structure of the former signalmen's cottages at Langstone, together with an assessment of any related resource or liability implications

46 Council Tax Support Scheme 2018/19

Councillor Bowerman presented a report to Cabinet seeking endorsement of the draft Council Tax Support Scheme prior to its formal consideration by full Council on 13 December:

RECOMMENDED to full Council that:

- (1) The 2017/18 Council Tax Support Scheme be retained in 2018/19 but with the following amendments:
 - (i) the Allowances and Premiums used in determining entitlement for working age claims are changed as set out in paragraph 5.3 of the report; and
 - (ii) the Non-Dependent deductions used in determining entitlement for working age claims are changes as set out in paragraph 5.4 of the report; and
- (2) the necessary arrangements are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2); and
- (3) an Annual Council Tax Support Hardship Fund of £5,000 be introduced to support the most vulnerable Council Tax Support Customers as set out in paragraph 5.5 of the report. The £5,000 to form part of the budget process (2018/19) to be agreed at full Council in February 2018.

47 Councillor Development

Councillor Bowerman presented a report seeking Cabinet endorsement for the updated Councillor Development Strategy to be recommended to full Council for approval and for Cabinet to note the progress to date made by the Councillor Development Panel.

Councillor Bowerman outlined the work that had been done to date by the Panel to evaluate responses to the Councillors' training needs assessment, review feedback from Councillors attending various training sessions and to look ahead at the induction process for newly elected members in May 2018.

Councillor Bowerman also took the opportunity to thank the officers for the significant contribution in supporting the Panel to take forward the Council's bid for accreditation under the South East Employers' Charter for Elected Member Development.

RESOLVED that

- (1) The updated Councillor Development Strategy be RECOMMENDED to full Council for approval; and
- (2) the progress update on the work of the Councillor Development Panel be noted.

The meeting commenced at 2.00 pm and concluded at 2.55 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 6 December 2017

Present

Councillor Briggs (Chairman)

Councillors Bains, Bowerman, Turner and Wilson

48 Apologies for Absence

Apologies for absence were received from Cllr Guest and Cllr Pike.

49 Declarations of Interests

Councillor Briggs declared an interest in part of the report insofar as it related to Vinci Construction UK (Limited), in his capacity as a Director of Norse South East, and left the meeting during consideration of all debate and recommendations in relation to Vinci.

The Executive Director (Commercial) who had been present as an observer also left the meeting for the debate and recommendations in relation to Vinci in her capacity as a Director of Norse South East.

50 Exclusion of the Press and Public

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following item as:-

- (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

51 5 Councils Corporate Services Contracts

(This item was taken in camera)

Councillor Bains presented an exempt report, inviting Cabinet to consider the current position with regard to the contracts for corporate services entered into the Five Councils' Partnership and to make recommendations to full Council.

RESOLVED as set out in the restricted minute.

The meeting commenced at 5.00 pm and concluded at 5.12 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 18 December 2017

Present

Councillor Briggs (Chairman)

Councillors Bowerman, Pike, Guest, Wilson and Cheshire

52 Apologies for Absence

Apologies were received from Councillors Bains and Turner.

53 Declarations of Interests

There were no declarations of interest from any of the members present.

54 Consultation on the Draft Havant Borough Local Plan 2036

Councillor Guest presented a report and recommendation to Cabinet seeking approval for the consultation on the Draft Havant Borough Local Plan 2036.

The Chairman highlighted at the outset that, at the present time, the Cabinet was considering only whether to proceed to a public consultation to engage with local residents, businesses and developers about what should be in the Local Plan. The Cabinet were not, at this stage considering or voting on the content of the Draft Local Plan at this meeting; this would be brought back to for Cabinet and full Council approval in due course when the consultations were complete and all relevant evidence had been collated.

Cabinet then received the following Deputations (Deputations can be viewed on the Council's website):

Mr D Pattenden, Langstone Residents' Association
Mr D Parham, Save Our Island
Mr M Hawthorne, WYG Planning Consultants
Mr J Graham, Independent Resident

Following questions and debate on this item, it was

RESOLVED that Cabinet

- (1) notes the findings of the Local Plan evidence base, including the Draft Infrastructure Delivery Plan and statutory assessments (available at www.havant.gov.uk/localplan/evidence-base);
- (2) agrees for publication the Transport Assessment and Hayling Island Highway and Transport Infrastructure Assessment when complete and use the findings as a material consideration in the determination of planning applications;

- (3) continues to make representations through the Council Leader, Cabinet Lead for Planning and Place-Making and local MPs to the Secretary of State for Communities and Local Government, the Housing and Planning Minister, Hampshire County Council and the Solent LEP regarding the urgent need for infrastructure delivery alongside the building of new homes;
- (4) makes representations through the Council Leader, the Cabinet Lead for Planning and Place-Making and local MPs to the Secretary of State for Communities and Local Government and the Housing and Planning Minister to forward fund infrastructure provision wherever possible using five year housing land supply data which Local Planning Authorities are required to produce;
- (5) notes the Borough's five year housing land supply position (available at www.havant.gov.uk/localplan/evidence-base);
- (6) approves the public consultation of the Draft Havant Borough Local Plan 2036;
- (7) approves the Local Development Scheme (December 2017) for publication; and
- (8) requests the Local Plan Panel to consider the responses to the public consultation and make recommendations to Cabinet on any proposed changes the Pre-Submission Havant Borough Local Plan 2036; and
- (9) delegates authority to the Head of Planning, in consultation with the Cabinet Lead for Planning and Place-Making to make any necessary amendments to the documents listed above. These shall be limited to the inclusion of a foreword contents page and page numbers, factual updates, correction of minor errors, grammatical, typographical, formatting and graphic design changes and shall not change the meaning of the material.

55 Consultations on the Community Infrastructure Levy Preliminary Draft Charging Schedule

Councillor Guest presented a report and recommendation to Cabinet seeking approval to carry out a public consultation on the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule as required by the CIL Regulations.

RESOLVED that Cabinet

- (1) notes the findings of the Draft Infrastructure Delivery Plan, the Whole Plan Viability Assessment and Viability Appraisal for the Southleigh Strategic Site Masterplan (available at www.havant.gov.uk/evidencebase);

- (2) approves the public consultation on the Preliminary Draft Charging Schedule;
- (3) requests the Local Plan Panel to consider the responses to the public consultation and make recommendations to Cabinet on any proposed changes to the Draft CIL Charging Schedule; and
- (4) delegates authority to the Head of Planning, in consultation with the Cabinet Lead for Planning and Place-Making to make any necessary amendments to the Preliminary Draft Charging Schedule. These shall be limited to factual updates, correction of minor errors, grammatical, typographical, formatting and graphic design changes and shall not change the meaning of the material.

The meeting commenced at 6.00 pm and concluded at 7.14 pm

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Chairman

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Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Portsmouth on Monday 11 December 2017 at 2.00 pm.

Present

Fareham Borough Council

Councillor Susan Bell
Councillor Keith Evans

Gosport Borough Council

Councillor June Cully

Havant Borough Council

Apologies received

Portsmouth City Council

Councillor Frank Jonas (Chairman)

Apologies for Absence (AI 1)

Councillor Alan Scard (Gosport BC); Councillors Tony Briggs and David Guest (Havant BC).

755 Declarations of Members' Interests (AI 2) – None

756 Minutes of the Meeting held on 18 September 2017 (AI 3)

RESOLVED that the minutes of the meeting held on the 18 September 2017 be signed as a correct record.

757 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

758 Clerk's Items (AI 5)

The Clerk reported that Councillor Hannah Hockaday (Portsmouth CC) had been appointed today to the Joint Committee (replacing Councillor Rob New), but was unable to be present as she was engaged on other council business.

759 Finance Strategy and Budget for 2018/19 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report and in response to questions explained the implications for the budget if the proposed modest cremation fee increase was not implemented.

RESOLVED (1) that the Finance Strategy 2018/19, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2018/19 be sent to the four constituent authorities to note for their information.

760 Revenue Budget Report - 2018/19 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report and in response to questions explained the rationale behind not proposing an increase in the cost of 'walk through' funerals.

RESOLVED (a) That the capital works programme as detailed in Appendix D be approved;

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2018;

(c) That the proposed revenue account estimates as set out in Appendix A to the report be approved;

(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2017/18 and 2018/19.

761 Building Works Programme (AI 8)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the contents of the report be noted.

762 North Chapel Refurbishment (AI 9)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager presented and amplified the key points of the report including procurement arrangements and an example of suitable linked individual chairs. In response to questions, including suitability of the chair for persons with disabilities, members were advised that the example shown (which was also available for inspection at the crematorium) was very robust and durable. The comments made by members would be considered by officers in progressing a recommendation on the precise type of chair to be purchased.

The Property Manager also mentioned the procurement timetable and that the procurement process would be managed by Portsmouth City Council.

RESOLVED (1) that the report be noted.

(2) that the Property Manager be authorised to finalise in consultation with Portsmouth City Council a select list of contractors from whom tenders be invited to undertake this project.

763 Manager and Registrar's Report (AI 10)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be noted with interest

764 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew particular attention to the new contract with Brighstone Landscapes and that the company was well underway with mobilisation ready for the contract to start in January 2018.

RESOLVED that the report be received and approved.

765 Retirement of Engineer and Surveyor & Deputy Engineer and Surveyor to the Joint Committee (AI 12)

Following the decision under minute 752, the Chairman presented to Mr Terry Garvey and Mr Mark Pam certificates marking their retirement after 34 years and 7½ years respectively, and recording the appreciation of the Joint Committee for their service. In particular the Chairman drew attention to the many projects which Terry had overseen during his employment as Engineer and Surveyor.

766 Date of Next Meeting (AI 13)

RESOLVED that the next meeting be held at 2pm on Monday 19 March 2018 in Fareham

The meeting concluded at 2.30 pm.

Chairman

JH/me
11 December 2017
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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Increase in Charges for the Collection of Garden Waste

2. **PURPOSE OF DECISION**
Delegated Decision

3. **DECISION MADE BY:** Acting Leader and Cabinet Lead for Corporate Strategy,
Devolution Finance and Norse

4. **DECISION:**
To agree revised charges as attached to the report.

5. **DOCUMENT CONSIDERED:** Report

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	11 December 2017	10 January 2018

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HAVANT BOROUGH COUNCIL

Decision by Acting Leader of the Council and Cabinet Lead for Corporate Strategy, Devolution, Finance and NORSE

INCREASE IN CHARGES FOR THE COLLECTION OF GARDEN WASTE

Report by: Carl Mathias

Key Decision: No

1.0 Purpose of Report

1.1 To set the revised service charges for the collection of garden waste for 2018/19.

2.0 Decision

2.1 To agree the revised charges as attached.

3.0 Issue

3.1 To agree revised charges for 2018/19 in relation to the collection of garden waste.

3.2 It is necessary to agree to the revised garden waste collection service charges in advance of the budget due to the:

- success of this service and the increased workload demands placed on the Customer Services Team
- need to arrange the necessary operational resources required to deliver the service
- the need to compile customer information, route optimisation, bin deliveries and bin retrievals

4.0 Implications

4.1 **Resources:** None

4.2 **Legal:** None

4.3 **Strategy:** *The increases will comply with the following strategies:*

- We will balance our finances each year and direct resources to deliver quality services in a targeted way.

- Our services will be affordable for customers and sustainable for the Council, using the CPI rate to calculate the revised fee.

4.4 **Risks:** Delaying the process would put significant pressure on the Customers Services Team which would have an adverse impact on the services that they deliver on behalf of other service areas

5.0 **Local Government (Access to Information) Act 1985 — 'confidential' or Exempt' Information Indicator:** N/A

5.1 This delegated decision contains neither confidential nor exempt information

6.0 **Is this an Urgent Decision?**

No

Agreed by Councillor Briggs

Dated: 11 December 2017

Agreed and signed off by:

Legal Services: 12 December 2017

Finance: date 12 December 2017

Contact Officer: Carl Mathias

Job Title: Strategic Procurement Project Manager

Telephone: 01730 234351

E-Mail: Carl.Mathias@easthants.gov.uk

Garden Waste Collection – Revised Charges

Garden Waste	12/13	13/14	14/15	15/16	16/17	17/18	Add on CPI 2.8%	Cost after CPI 2.8% - Proposed for 2018/19
Garden Waste Licence (early bird)								
Early Bird - per sack (70 litre)	25	27	28	29	29	30	0.84	31
Early Bird - 1 bin (140 litre) Wheeled bin - full yr , 1 bin				38	40	40	1.12	41
Early Bird - 1 bin (240 litre) Wheeled bin - full yr , 1 bin	50	52	54	58	60	60	1.68	62
Garden Waste Licence								
Per sack (70 litre)	28	29	30	31	32	32	0.90	33
1 bin (140 litre) Wheeled bin - full yr				40	42	42	1.18	43
1 bin (240 litre) Wheeled bin - full yr	52	54	56	60	62	62	1.74	64
Bins and Sacks								
Additional or Replacement 140l bin	23	24	25	26	27	35	0.98	36
Additional or Replacement 240l bin	28	29	30	31	32	40	1.12	41
Replacement of Garden Waste Sack	5	5	5	5	5	5	0.14	5

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Proposed TRO in Kingsclere Avenue

2. **PURPOSE OF DECISION**
Proposed TRO to introduce waiting restrictions

3. **DECISION MADE BY:** Cabinet Lead for Environment and Neighbourhood Services

4. **DECISION:**
 - (a) officers be authorised to proceed with the process of implementing a Traffic Regulation Order (TRO) in Kingsclere Avenue and undertake the public consultation regarding the proposed changes; and

 - (b) officers be authorised to bring the proposed TRO into force except where:
 - i) a ward councillor registers a request that the matter be dealt with by Cabinet; or

 - ii) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

5. **DOCUMENT CONSIDERED:** Proposed TRO in Kingsclere Avenue
Plan of proposed TRO in Kingsclere Avenue -
2017WAR01

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	15 January 2018	22 January 2018

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Decision by Councillor Michael Wilson

Proposed TRO in Kingsclere Avenue Havant: Kingsclere Avenue

Report by: Kirstie Currie

Key Decision: No

1.0 Delegated Decision Category

1.1 An executive decision in accordance with section B of part 3 of the Council's constitution.

2.0 Decision

2.1 This report requests that a decision be made in line with the recommendation that:

2.1.1 officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Kingsclere Avenue and undertake the public consultation regarding the proposed changes; and

2.1.2 officers can bring the proposed TRO into force except where:

- a) a ward councillor registers a request that the matter be dealt with by Cabinet; or
- b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

3.0 Issue

3.1 Staff at the Federation of Riders Schools have reported that vehicles park on the school zig zags, which are currently not enforceable.

3.2 Staff of the Federation of Riders Schools have reported that obstructive parking takes place in Kingsclere Avenue reducing the carriageway to a single lane, particularly at school collection time.

3.3 A resident has raised the issue of obstructive parking at the junctions, and outside the school, which makes it difficult to cross the road safely.

3.4 Staff at the Federation of Riders Schools have raised concerns regarding access to the school for emergency vehicles or other large vehicles.

- 3.5 Results from a number of surveys carried out at different times of the day and days of the week confirm the above issues, predominantly along Kingsclere Avenue between its junctions with Nutley Road and Merryfield Avenue. The effect of this obstructive parking is to reduce the carriageway width to a single lane. Additionally vehicles park on the junction of Nutley Road and Kingsclere Avenue, reducing visibility in this congested area.
- 3.6 Following investigation, it is proposed to introduce “No waiting 8am – 4pm Monday – Friday, except Public and Bank Holidays” on the western kerb line of Kingsclere Avenue, opposite the school entrance, for a distance of 27 metres. To provide a ‘passing place’ at school drop off and collection times, and to allow access for large vehicles and emergency vehicles to the schools during school hours.
- 3.7 It is also proposed “No waiting at any time” be implemented at the junctions Nutley Road and Merryfield Avenue with Kingsclere Avenue, to provide increased visibility, and safety for highway users.
- 3.8 It is proposed that the existing school zigs zags, for a distance of 53 metres on the eastern kerblines of Kingsclere Avenue at the vehicular access to the Riders Federation Schools, be made enforceable “No stopping on school entrance at any time”, to provide improved safety for pedestrians entering and egressing the school.
- 3.9 Plan 2017WAR01 details the lengths of road subject to the proposed restrictions.

4.0 Implications

- 4.1 **Resources:** Funding for the TRO and the associated works will be sourced from Hampshire County Council’s aids to movement budget.
- 4.2 **Legal:** The Order will be made under the provisions of the Road Traffic Regulation Act 1984.
- 4.3 **Strategy:** The regulation of traffic and on-street parking meets the Council’s safer vision.
- 4.4. **Risks:** Current school run parking may migrate to other residential roads in the vicinity. Should the proposals not be implemented the risk is that safety, visibility and accessibility problems will remain which may increase the risk of accidents occurring.
- 4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council’s website and in the local press as per the Council’s statutory duties.
- 4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council’s website and in the local press as per the Council’s statutory duties.

4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.

4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices: Plan of proposed restrictions 2017WAR01

Background Papers: None

Date of Decision by Cabinet Lead: 10 January 2018

Agreed and signed off by:

Team Leader: 3 January 2018

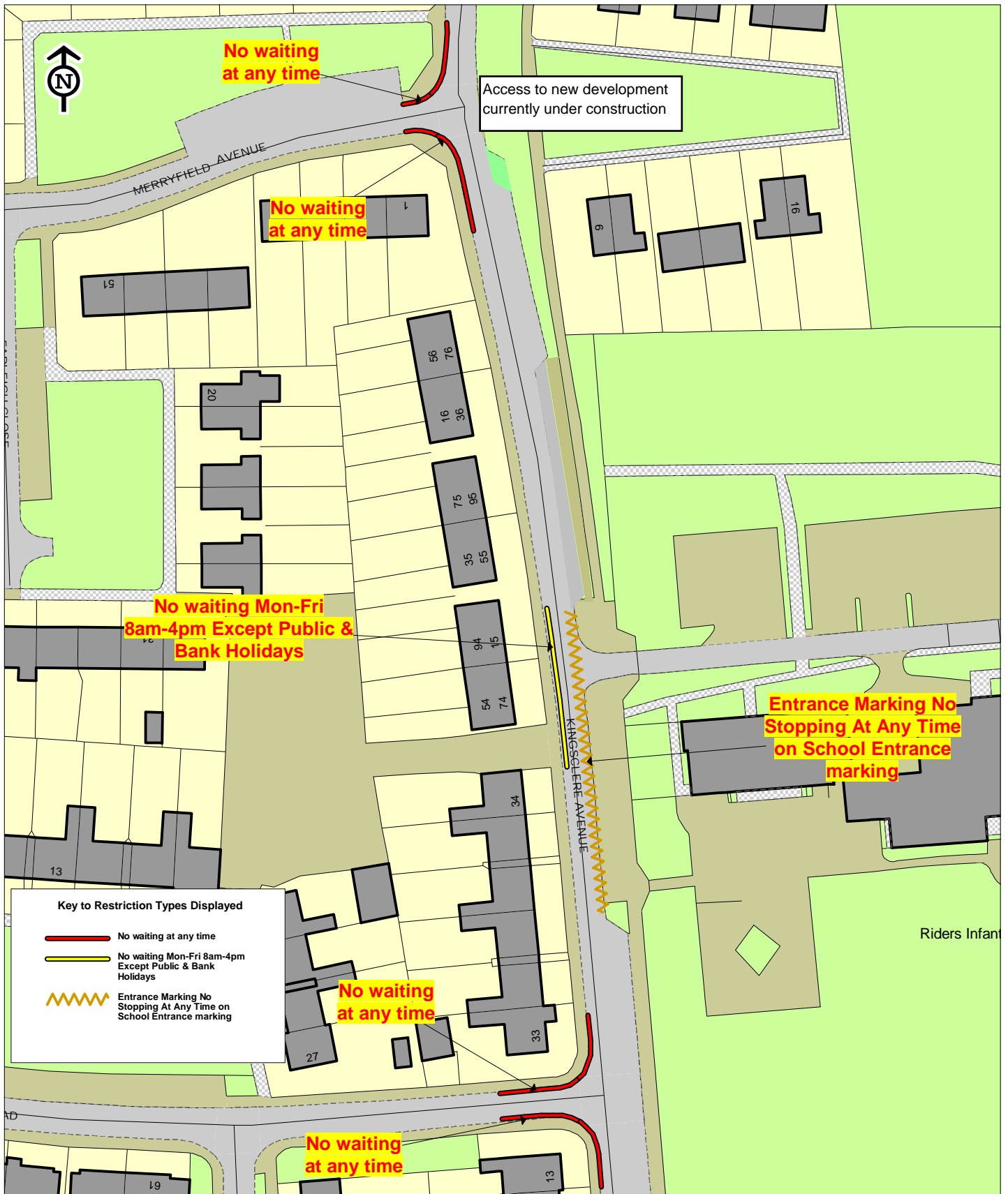
Reviewed by

Legal Services: 4 December 2017

Finance: 29 November 2017

Contact Officer: Kirstie Currie
Job Title: Traffic Management Engineer
Telephone: 01730 234049
E-Mail: kirstie.currie@easthants.gov.uk

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No waiting at any time

No waiting at any time

No waiting Mon-Fri 8am-4pm Except Public & Bank Holidays

No waiting at any time




No waiting at any time

Access to new development currently under construction

Entrance Marking No Stopping At Any Time on School Entrance marking

Riders Infant

Key to Restriction Types Displayed

-  No waiting at any time
-  No waiting Mon-Fri 8am-4pm Except Public & Bank Holidays
-  Entrance Marking No Stopping At Any Time on School Entrance marking



Kingsclere Avenue waiting restriction proposals

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SCALE	1 : 870
DATE	21/11/2017
DRAWING No.	2017WAR01
DRAWN BY	KC

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Proposed TRO for Old Copse Road

2. **PURPOSE OF DECISION**
Proposed TRO to introduce waiting restrictions

3. **DECISION MADE BY:** Cabinet Lead for Environment and Neighbourhood Services

4. **DECISION:**
 - (a) officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Old Copse Road and undertake the public consultation regarding the proposed changes; and

 - (b) officers can bring the proposed TRO into force except where:
 - a) a ward councillor registers a request that the matter be dealt with by Cabinet; or

 - b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

5. **DOCUMENT CONSIDERED:** Report
Enc. 1 for Proposed TRO for Old Copse Road

Decision Status	Date of Decision Made	Call In Expiry Date
Recommendations Approved (subject to call-in)	29 November 2017	6 December 2017

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HAVANT BOROUGH COUNCIL

Decision by Councillor Michael Wilson

Issue Title: Propsed TRO for Old Copse Road

Report by: Tracey Webb

Key Decision: No

1.0 Delegated Decision Category

1.1 An executive decision in accordance with section B of part 3 of the council's constitution.

2.0 Decision

2.1 This report requests that a decision be made in line with the recommendation that:

2.1.1 officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Old Copse Road and undertake the public consultation regarding the proposed changes; and

2.1.2 officers can bring the proposed TRO into force except where:

- a) a ward councillor registers a request that the matter be dealt with by Cabinet; or
- b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

3.0 Issue

3.1 Residents have raised the issue of parking on the bend around junctions in Old Copse Road by commuters going into Havant. Old Copse Road is a residential street, where the majority of properties have off-street parking facilities. There is a shared footway and cycle way on the west-side of the carriageway and road is sufficiently wide to enable two cars to pass.

3.2 The sightline through the bend in Old Copse Road is partially obstructed by hedges/fences and vehicles parking on the north-west side. It has been noted

that larger vans etc. park with one wheel up on the footway which obstructs the cycleway and footway.

- 3.3 Results from a number of surveys carried out at different times of the day and days of the week confirm the issues highlighted, predominantly along the north-western kerb line of Old Copse Road. The effect of this obstructive parking is to cause access difficulties both for vehicular traffic and pedestrians.

Plan 2017STA01 details the lengths of road subject to the proposed restrictions.

4.0 Implications

- 4.1 **Resources:** Funding for the TRO and the associated works will be sourced from Hampshire County Councils aids to movement budget.
- 4.2 **Legal:** The Order will be made under the provisions of the Road Traffic Regulation Act 1984.
- 4.3 **Strategy:** The regulation of traffic and on-street parking meets the Council's safer vision.
- 4.4. **Risks:** Current long or short stay parking may migrate to other residential roads in the vicinity. Should the proposals not be implemented the risk is that safety, visibility and accessibility problems will remain which may increase the risk of accidents occurring.
- 4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.
- 4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices:**Plan of proposed restrictions No. 2017STA01**

Background Papers:**None**

Date of Decision

Agreed and signed off by:

Cabinet Lead: 22 November 2017

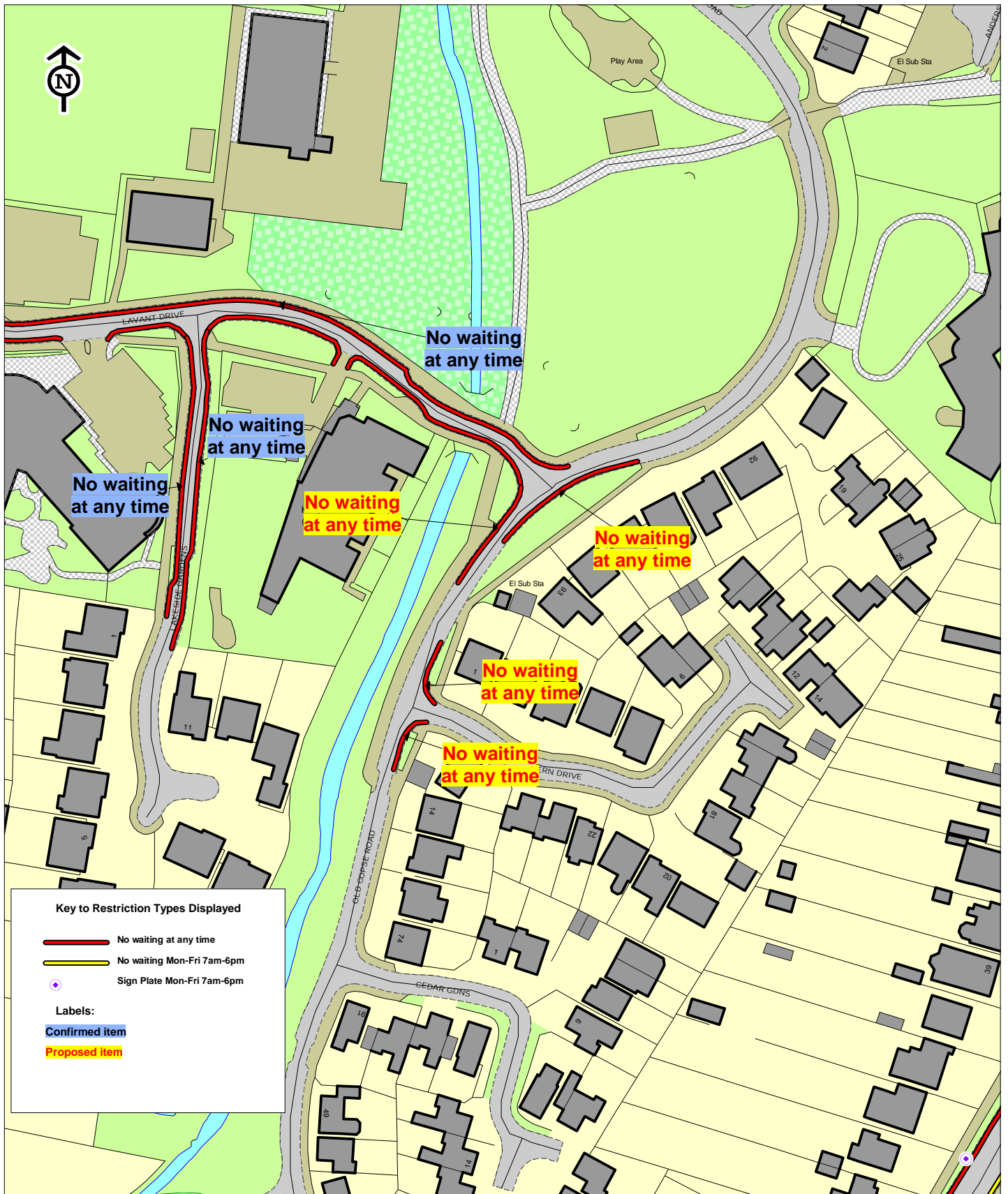
Team Leader: date 6 November 2017

Reviewed by
Legal Services: 3 October 2017
Finance: 10 October 2017

Contact Officer: Tracey Webb
Job Title: Traffic Management Engineer
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Old Copse Road, Havant

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HAVANT DISTRICT
Licence No. 0100019217

SCALE	1 : 1250
DATE	03/10/2017
DRAWING No.	2017STF01
DRAWN BY	TWebb
	Page
	1 of 1

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NON EXEMPT

HAVANT BOROUGH COUNCIL

Cabinet

7 February 2018

Reviewed Equality Policy Report by the Customer Inclusion Adviser

FOR DECISION

Key Decision: N/A

1.0 Purpose of Report

1.1 To update Cabinet and seek approval on the Reviewed Equality Policy

2.0 Recommendation

2.1 That the Cabinet Approves and Adopts the Reviewed Equality Policy.

3.0 Summary

3.1 The Council maintains an overarching Equality Policy that covers employment, service provision, working in partnership and community leadership. The policy reflects the Council's commitment to the Public Sector Equality Duty (PSED) and has been revised and streamlined to ensure roles and responsibilities are clearer with a greater emphasis on outsourcing employment and service provision. Revisions also include new Duties that have been recently placed upon the Council.

4.0 Subject of Report

4.1 Changes have been made to the following key areas of the policy:

References to HR have been removed and replaced with "the Council"

Language has been simplified

Roles and responsibilities have been made clearer

Gender Pay Gap Reporting has been included

Due regard to the PSED rather than specifically Equality Impact Assessments

More robust policy for contractors/partners

The Inclusion of supporting schemes (for example the Disability Confident Scheme)

Clearer policy for the use of customer insight and engagement

A clear warning of potential disciplinary action for failing to comply.

5.0 Implications

5.1 **Resources:**

NON EXEMPT

No additional resources have been identified.

5.2 **Legal:**

The Council is required to remain compliant to the Equality Act 2010 and the Public Sector Equality Duty.

5.3 **Strategy:**

The adoption of this revised policy supports the Council's commitment to public service excellence and equality.

5.4 **Risks:** (Environmental, Health & Safety and Customer Access Impact Assessment)

This can be found under IIA 5.7 below.

5.5 **Communications:**

The revised policy will be communicated to all staff, partners and Councillors and training and support will be provided.

5.6 **For the Community:**

This can be found under IIA 5.7 below

5.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:**

No negative impacts have been identified as a result of this assessment.

Positive impacts identified include:

Health and Wellbeing

Protects and improves the Health & Wellbeing of the community (both staff and wider community)

Equality

Ensures it does not disadvantage any individuals on the basis of age, disability, gender reassignment, marriage/civil partnership, maternity/pregnancy, race, religion/belief, sex or sexual orientation.

Advances equality of opportunity between those who share the characteristics in and those who do not.

Promotes a vibrant, inclusive and cohesive community by: enabling and encouraging everyone to engage with the council and its partners and take part in community/voluntary activities.

Does not disadvantage current or former armed service personnel, their families or veterans

Economic

The policy doesn't specifically support the creation of job opportunities but clearly reinforces inclusive employment

Rural Communities

Supports or enhances access to transport, public services, educational, leisure or recreational opportunities in rural areas - whilst the policy does not specifically support particular services the main driver is equality of access

NON EXEMPT

Safeguarding

Promotes and complies with the safeguarding policy & procedures - The main driver of the policy is to protect people with protected characteristics including children and vulnerable people

6.0 Consultation

Unison and HR have been so far been consulted on the revised policy.

Appendices:

Appendix A Equality Policy

Appendix B Glossary of Terms

Background Papers:

[Public Sector Equality Duty | Equality and Human Rights Commission](#)

Agreed and signed off by:

Head of Legal Services: 22/11/2017

Head of Finance: 23/11/2017

Relevant Head of Service: Head of Customer Services 27/11/17

Cabinet Lead: 24 January 2017

Contact Officer: Caren Ransom
Job Title: Customer Inclusion Adviser
Telephone: 02392 446007
E-Mail: caren.ransom@havant.gov.uk

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Policy No:	Version 2
Applies to:	All employees, partners, customers, visitors and Councillors
Date created:	March 2017
Author:	Customer Inclusion Adviser
Authorised:	
Revision due:	2020

DRAFT Equality Policy

CONTENTS

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Appendix – Glossary of terms and definitions of types of discrimination

1. PURPOSE

- 1.1. This policy sets out the Council’s commitment to the Public Sector Equality Duty. The overall aims of this policy are to:
 - 1.1.1 Eliminate unlawful discrimination, harassment, victimisation (these terms are defined in the Appendix) and any other conduct that is prohibited by or under the Equality Act 2010.
 - 1.1.2 Advance equality of opportunity between persons who share a protected characteristic and those who do not.
 - 1.1.3 Foster good relations between persons who share a protected characteristic and those who do not share it.

- 1.2 The Council will pay due regard to these aims when we:
- provide services
 - buy goods and services
 - employ people
 - work in partnership and;
 - Through our role in community leadership.
- 1.3. The Council is committed to fair access and public service excellence. We are also committed to mainstreaming equality practices within our democratic activity, service planning and delivery and; all human resource processes.

2. SCOPE

- 2.1. The Protected Characteristics (as laid down in the Equality Act 2010) are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy and Maternity, Race, Religion/Belief, Sex and Sexual Orientation.
- 2.2. This policy applies to Councillors and employees, contractors and placements regardless of any protected characteristic, working arrangement, and membership of trade union or public interest disclosure status.
- 2.3. This policy also applies to the services the Council provides, including the treatment of our customers.

3. OVERALL POLICY STATEMENT

- 3.1 The Council's Statement of Commitment towards equal opportunities and diversity is as follows

We are committed to:

- Removing unfair treatment
- Promoting equality of opportunity and fair access;
- Fostering good relations between all people.

4. EMPLOYMENT

- 4.1. Vacancies for posts are normally concurrently advertised internally and externally and are placed on the Council's website and in media outlets considered reasonably accessible to all suitable candidates. Where the Council believes there is an internal recruitment pool, vacancies are advertised internally only. In all circumstances the Council is compliant with the Equality Act 2010.
- 4.2. Wherever possible, the Council will ensure job information is available in alternative formats (not language) if requested.

- 4.3. The Council will not request pre employment health checks prior to a job being offered.
- 4.4. Equality and Diversity awareness training will be available to all staff and elected members. All new members of staff are notified of their personal obligations to equality as part of the Council's Induction process.
- 4.5. The Council will apply the provisions in national and local conditions of service fairly. The Council will give fair consideration to all reasonable requests for adjustment of working arrangements, subject to the requirements of maintaining an effective public service.
- 4.6. The Council will ensure that due regard is paid to this policy in the development of employment policies, practices and/or working conditions to ensure there are no adverse impacts on protected characteristics amongst staff.
- 4.7. The Council will ensure all employment policies and practices are reviewed as necessary to ensure they are fair and lawful.
- 4.8. The Council will ensure the composition of the workforce is monitored, in accordance with the [Employment: Statutory Code of Practice | Equality and Human Rights Commission](#). The Council will analyse the results to detect any unhelpful trends, bias or discrimination. Workforce data will be published where appropriate, in line with the specific duties within the Public Sector Equality Duty.
- 4.9. Where under representation of any protected groups is identified, the Council may consider using positive action measures.
- 4.10. The Council will ensure that the gender pay gap is reported on, annually from 2017 data..
- 4.11. The Council will be positive in examining whether reasonable adjustments can be made to working practices to overcome the barriers presented by disability.
- 4.12. The Council will seek to ensure staff are engaged and consulted appropriately and proportionately.
- 4.13. The Council will not prevent employees from seeking to establish if differences in pay, related to protected characteristics exist.
- 4.14. The Council will monitor and fully investigate all complaints of discrimination, victimisation and harassment and take appropriate action.
- 4.15. The Council will, at its discretion, implement schemes that support our commitment to inclusivity and the Public Sector Equality Duty.

5. PROCUREMENT AND SERVICE PROVISION

- 5.1. The Council aims to ensure that all services are free from prejudice and discrimination and are accessible to all.
- 5.2. The Council will seek to ensure that all employees, contractors and partners have the information they need in order to provide equality of opportunity and that this is reflected in their conduct.
- 5.3. The Council will require partners and contractors to have equal opportunity policies, and will proportionately seek sufficient information and evidence that compliance with equal opportunities legislation is undertaken.
- 5.4. Any organisation working for the Council who commits an act of unjustified or unlawful discrimination, or allows discrimination to occur without taking appropriate action, may have their contract terminated.
- 5.5. The Council will ensure customer information is collected and analysed - where appropriate, to monitor customer satisfaction and representation in the take up of services, guided by the publication [“Equality Information and the Equality Duty: A Guide for Public Authorities | Equality and Human Rights Commission”](#).
- 5.6. The Council will ensure that due regard is paid to this policy in the development of services, policies and practices to identify potential impacts on protected characteristics. This will include using local and national demographic information (such as the Census, Indices of Multiple Deprivation, Labour Market Statistics) as well as local and national research reports.
- 5.7. The Council will seek to ensure customers are engaged and consulted (including minority groups) appropriately and proportionately to the function in question.
- 5.8. The Council will monitor and fully investigate all complaints of discrimination, victimisation and harassment and take appropriate action.

6. RESPONSIBILITIES OF COUNCIL MEMBERS

- 6.1. As decision makers, Councillors are responsible for discharging the Council’s Public Sector Equality Duty and paying due regard to the three aims of this policy (set out in the policy statement).
- 6.2. All Councillors are responsible for promoting this policy and treating everybody fairly, with respect and promoting equality of opportunity.

7. RESPONSIBILITIES OF MANAGERS AND STAFF

- 7.1 The Chief Executive is responsible for providing leadership in the overall implementation of this policy.
- 7.2 All Executive Directors and Heads of Service are responsible for implementing this policy in their service areas, allocating specific resources to ensure compliance.
- 7.3 Managers at all levels will set an example in non-discriminatory behaviour and are expected to ensure that staff are aware of the Council's policy and act in accordance with it.
- 7.4 All managers are responsible for implementing this policy and for addressing equality issues in their business planning and performance management activities in their areas.
- 7.5 All employees are responsible for ensuring they play their part in implementing this policy by treating all people fairly, with respect and promoting equality of opportunity.
- 7.6 All staff and managers are responsible in ensuring they make themselves available for mandatory equality training.
- 7.7 Officers responsible for advising Councillors in decision making are responsible for advising those decision makers of any impact on equality, to enable them to discharge the Council's Public Sector Equality Duty and make fully informed decisions.

8. FAILURE TO COMPLY WITH THIS POLICY

- 8.1 Any cases of unfair treatment, harassment or victimisation as a result of a protected characteristic, whether actual, perceived or as a result of the victim being associated with someone with a protected characteristic will be taken very seriously by the Council.
- 8.2 Job applicants, service users (customers), partners or anyone else who feel they have been subject to unfair discrimination can make a complaint under the Council's Complaints Procedure.
- 8.3 Employees who feel they have been subject to unfair discrimination can raise the issue informally with their line manager or any other senior manager or formally under the terms of the Council's Grievance Procedure.
- 8.4 Employees who are alleged to have committed an act of unfair discrimination or harassment may be liable to disciplinary action in accordance with the Council's Disciplinary Procedure, which may lead to the termination of employment.

- 8.5 Guidance and support will be available and provided to employees who are responsible for ensuring due regard to equality is paid through changes to, or the formation of new policies, services, functions, outsourcing or partnerships.

9. MONITOR AND REVIEW OF THIS POLICY

- 9.1 Workforce data will be collected, analysed and published annually inline with the Specific Duties of the Public Sector Equality Duty.
- 9.2 The Council will ensure that the gender pay gap is reported on annually from 2017 (first report will be published no later than 30th March 2018 and kept on the website for three years).
- 9.3 The Council will monitor and fully investigate all complaints of discrimination, victimisation and harassment and take appropriate action.
- 9.4 This policy will be monitored annually and reviewed every three years.

10. RELATED DOCUMENTS

- [Employment: Statutory Code of Practice | Equality and Human Rights Commission](#)
- [Equality Information and the Equality Duty: A Guide for Public Authorities | Equality and Human Rights Commission](#)
- [Gender Pay Reporting GUIDE3.pdf](#) Government Equalities Office
- Council Whistle Blowing Policy
- Council Members/Officers Relations Protocol
- Council Code of Conduct for Councillors
- Council Code of Conduct for Employees
- Council Grievance Procedure
- Council Complaints Policy
- Council Safeguarding Children and Vulnerable Adults Policy
- Procurement Guidelines

Equality Policy 2017 – 2010 Appendix

Types of unlawful discrimination

- Direct (including by Associative and Perceptive)
- Indirect
- Harassment
- Victimisation

Please see glossary below for definitions adopted by the Council.

Glossary of Terms

Alternative formats (usually) written materials available in other ways, such as braille, large print, but can also be audio/visual.

Age a person belonging to a particular age (for example 32 year olds) or range of ages (for example 65 to 80 year olds).

Associative discrimination is direct discrimination against someone because they associate with another person who possesses a protected characteristic. This already applies to race, religion or belief and sexual orientation. Now extended to cover age, disability, gender reassignment and sex.

Customer includes those receiving goods or services from the Council, our partners, Councillors and workforce. This includes all people and organisations that interact with the Council both internally and externally.

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic.

Disability A person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport. People who have had a disability in the past are also protected.

Disciplinary procedure is the process for employers to use in dealing with situations of employee misconduct and/or poor performance.

Diversity recognising and valuing people are different, from different backgrounds.

Due regard consciously considering the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

Ethnicity/ethnic minority community is an ethnic group that is numerically smaller than the predominant white group in Britain. This includes groups distinguished by

their skin colour, as well as those such as Irish, Turkish, Cypriot, Eastern European and Travelling people.

Eliminate completely remove something (such as discrimination).

Equality of opportunity ensuring people have fair access regardless of a protected characteristic.

Gender reassignment a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.

Grievance procedure is the process for concerns, problems or complaints that employees raise with their employer.

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees can complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment because of perception and association.

Inclusivity means not excluding people, on the grounds of a protected characteristic.

Indirect discrimination can occur when there is a condition, rule, policy or even a practice in an organisation that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if you can show that you acted reasonably in managing your business, ie that it is 'a proportionate means of achieving a legitimate aim'. A *legitimate aim* might be any lawful decision you make in running your business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful. Being proportionate really means being fair and reasonable, including showing that you've looked at 'less discriminatory' alternatives to any decision you make. This already applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership and is now extended to cover disability and gender reassignment.

Minority groups (see protected characteristics below).

Outsourcing means contracting out business.

Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. This applies to age, race, religion or belief and sexual orientation, disability, gender reassignment and sex.

Policy is a statement of intent adopted by the Council.

Prohibited forbidden, not allowed or band.

Protected characteristics are: Age, disability, gender reassignment, pregnancy & maternity, marriage & civil partnership, race, religion/belief, sex; and sexual orientation.

Race a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Racial incident In respect of race equality the Council has adopted the Macpherson definition of a racial incident, i.e. 'a racial incident is any incident which is perceived to be racist by the victim or any other person'.

Religion or belief includes any religion. It also includes a lack of religion, in other words people are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief. Humanism is a protected philosophical belief but political beliefs would not be protected. Discrimination because of religion or belief can occur even where both the Discriminator and recipient are of the same religion or belief.

Reasonable adjustments changing things to help someone overcome disadvantage, if someone is put at a substantial disadvantage due to a disability.

Sex is the biological difference between men and women.

Sexual orientation means an individual's sexual orientation towards:

- people of the same sex (gay or lesbian)
- people of the opposite sex (heterosexual) and;
- People of both sexes (bisexual).

Unjustified means something not right or reasonable.

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

7 February 2018

REVENUE & CAPITAL BUDGET 2018/19 AND MEDIUM TERM FINANCIAL STRATEGY TO 2022/23

Report of the Chief Finance Officer

FOR DECISION

Cabinet Lead for Finance, Councillor Tony Briggs

Key Decision: No

1. Purpose of Report

- 1.1 To provide Cabinet with the proposed Revenue and Capital Budget, Reserves & Balances, Treasury and Prices for Services for 2018/19

2. Recommendation

2.1 That Cabinet:

- Notes the current Fees and Charges schedule (Appendix G)
- Agrees to apply during 2018/19 a minimum increase of 2.8% to those fees and charges that are not otherwise constrained by statute, to be determined by the Chief Finance Officer in consultation with the Leader.

2.2. That Cabinet recommends that Council:

- Approves the proposed Revenue & Capital Budgets for 2018/19, including a Council Tax rate of £198.54 at Band D, representing a 2.99% increase on the current charge.
- Note the Cabinet decision of Feb 17/18 to apply during 18/19 a minimum increase of 2.8% to those fees and charges that are not otherwise constrained by statute, to be determined by the Chief Finance Officer in consultation with the Leader.
- Agrees the Treasury Management Strategy and Prudential indicators.

3. Budget Summary 2018/19

- 3.1 The 2018/19 summary budget position for next year is as follows:

	Forecast £'000
Estimated service costs for 2018/19	13,225
Other Operating Income & Expenditure	853
General Fund Transfer	-
Statutory reserve movements	186
Net Budget Requirement	14,264
Council Tax, Business Rates & Grant Funding	(14,264)
(Surplus) / Deficit	-

4. Budget Process for 2018/19

The Budget Process for 2018/19 focused on building new budgets (Zero Based Budgeting) to ensure alignment of financial requirement to the Councils strategic, operational and financial priorities.

- 4.1 Service Managers have been asked to build their budgets up from a zero base, and to produce a clear business plan to justify the submitted budgets. Business plans will be approved under the cover of a separate report.
- 4.2 The Executive Board reviewed the initial budget submissions at the end of October and, in early November, undertook reviews of the position with each of their Service Heads.
- 4.3 Following the November review a budget challenge session was held in December where Cabinet met with all Directors and HoS with the Chief Executive and Chief Finance Officer to undertake a review of the current financial position and the initial budget forecast for 2018/19. Following this meeting Portfolio Holders were tasked to work with their Directors/HoS to consider and bring forward proposals for income generation and efficiency savings to be brought back for review by Cabinet, the Chief Executive and Chief Finance Officer in the New Year.
- 4.4 A challenge session was held on Monday 8th January and several initiatives were agreed. These are detailed in Appendix B and a risk review completed with the Portfolio Holders.
- 4.5 It should be noted that the budget is still draft at this stage, and is subject to change. Any material changes will be reported at Council in February.
- 4.6 The decision to revoke the Vinci contract has been reflected in the budget position and MTFs. However, changes to the Capita contract are still subject to commercial negotiation and have not yet been reflected.
- 4.7 There are a number of risks and uncertainties implicit in the draft numbers, which are detailed below:

5. Funding estimates for 2018/19

- 5.1 **Council Tax:** The budget proposals assume that there will be a 2.99% increase in

Council Tax to £198.54 at Band D, with no further increases over the period of the financial strategy. The impact of the future years freeze is partially offset by an increase in tax base resulting from housing growth and a slight reduction in the number of Council Tax support claimants.

- 5.2 **Revenue Support Grant and New Homes Bonus:** 2018/19 is the final year in which the Council will receive the Grant, this has been reflected within the MTFS projections.
- 5.3 **Retained Business Rates:** The Council has been allowed to retain a proportion of Business Rates since 2013/14. The budget estimate for 2018/19 will be based on the Council's final NNDR1 return, to be submitted by 31st January. Until the return is submitted it is certain that the business rate estimate will change. Risks surrounding business rates estimates are detailed below.
- 5.4 **New Homes Bonus scheme** came into effect in April 2011. The provisional settlement suggests Havant will receive estimated grant of £1.788m in 2018/19. This represents an increase of £145,000 over expectation, and results from higher than anticipated property growth.
- 5.5 **Fees and Charges:** It is a Borough Council function to approve the budget framework and the council tax amount annually after other billing authorities have agreed their charges and in time for annual tax billing. The February Full Council meeting formally exercises this power. The Leader or the Cabinet is empowered to make changes to the Borough Council's fees and charges and to determine the Fees and Charges Schedule, provided the changes and the schedule are within the budget framework set annually by the Council. The Full Council notes the Fees and Charges Schedule annually. The recommendation is to apply during 2018/19 a minimum increase of 2.8%% to those fees and charges that are not otherwise constrained by statute. This has been included within the estimates.
- 5.6 **Salary budgets:** The 2018/19 budget assumes a 2% pay award, living wage uplift, and that those who are entitled to increments will receive them. An annual pay award of 1% year on year has been included within the MTFS. No change has been assumed for calculation of National Insurance pending a communication from government, and pension rates have been increased to 15.1% in line with the rates provided by Hampshire Pension Fund. An increase of 1% per annum over the life of the MTFS for pension contributions has been included.
- 5.7 Measures included in previous autumn statements designed to attract new business, and currently being funded by s31¹ grant, will continue for 2018/19 are assumed to continue.

6. Budget risks

- 6.1 **New Homes Bonus;** In 2017/18, the government set its housing growth baseline, above which New Homes Bonus is applied, at 0.4%. This baseline is currently under review. Further consultation is underway on further changes to the award. These changes include linking the payment to housing delivery tests or other measures of the quality of planning decision making, and excluding payments in respect of housing permissions granted on appeal. The budget estimates reflect

¹ S31 grant – a 'smoothing' grant provided by Government for assisting with new legislation

the current award communicated through the provisional Settlement information, and will be confirmed by the end of January.

6.2 **Business Rates:** The Council experienced larger than forecast deficits on the business rates collection funds. This was largely due to a review of appeals provision calculation. A continuing high level of appeals would require an increase in provision, reducing the Council's retained income.

6.3 **Budget Challenge Outcomes:** As discussed earlier in the report a number of budget challenge sessions were undertaken leading up to the finalisation of the draft budget for 2018/19. The outcome of these sessions are listed in Appendix B. Portfolio Holders, Directors and Heads of Service have agreed a RAG rating for these outcomes. All challenge targets will be monitored throughout the year to ensure progress is made and the agreed income/efficiency targets are being achieved.

7. **Medium term projections to 2021/22**

7.1 The Council's Medium Term Financial Strategy has been updated using the results of the budget process as a revised base. The medium-term projections are in Appendix A.

8. **Addressing the Long-Term position**

8.1 The financial strategy is based on savings assumptions relating to the 5 Councils outsourcing project and Norse joint venture.

8.2 The Council has historically underspent its budget (£1.7m in 2015/16, and £1.2 in 2016/17).

8.3 2017/18 has seen a number of unforeseen financial pressures mostly relating to the ongoing commercial negotiation with Capita. These have led to a number of one off costs not anticipated when the budget for 2017/18 was agreed, currently the forecast is that there will be deficit at the end of the year of £606k, Directors and Heads of Service are working to mitigate the deficit.

9. **Capital Projections 2017/18 to 2018/19**

9.1 Budget managers have been asked to complete outline capital appraisal forms for new projects identified. It is proposed that the Executive Board² will consider the outline business cases for each new proposal. Those projects that the Executive Board support will be subject to a detailed business case prior to consideration by Cabinet. The Capital projects awaiting approval by Executive Board and formal Business cases are included at D.

9.2 The current approved Capital Programme is shown in Appendix C. The current approved position shows a spend of £1.716m against the capital programme.

10. **Use of Reserves 2017/18 to 2022/23**

10.1 Appendix E shows the proposed use of reserves between 2018/23.

² Executive Board – the formal Management Board of the Council consisting of paid executives – Chief Executive Officer, Executive Directors, Chief Finance Officer and Monitoring Officer

11. Treasury Management Strategy

11.1 The Treasury Management Strategy has been reviewed and will apply from 1st April 2018.

12. Next steps

12.1. Following discussion at Cabinet, the budgets will be formally approved, with the Council Tax resolution, at Council in February.

13. Appendices:

- **Appendix A – 2018/19 Proposed Budget & 5 Year Financial Projections 2018/19 – 2022/23**
- **Appendix B – Budget Challenge Outcomes – January 2018**
- **Appendix C – Approved Capital Programme**
- **Appendix D – New Capital Bids**
- **Appendix E – Analysis of Reserve Balances 2018/19 – 2022/23**
- **Appendix F – Treasury Management Strategy 2018/19**
- **Appendix G – Fees and Charges 2017/18**
- **Appendix H – CFO Statement**
- **Appendix I - Analysis of Business Rates Income & Expenditure**

Agreed and signed off by:

Chief Finance Officer, 29 January 2018
Monitoring Officer, 29 January 2018

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Havant Borough Council

Appendix A - Financial Projections 2018/19 to 2022/23

2018/19 PROPOSED BUDGET

	Operations Directorate	Strategy & Governance Directorate	Commercial Directorate	Whole Council
	£m	£m	£m	£m
Sales - fees and charges	(4.819)	(0.544)	(0.347)	(5.710)
Sales - commercial enterprises	(2.167)	(0.042)	(0.182)	(2.391)
Income - general grants				0.000
Income - specific grants	(1.564)	(0.641)	0.000	(2.205)
Investment income and expenditure				0.000
Total Service Income	(8.550)	(1.227)	(0.529)	(10.306)
Employees	4.182	3.170	0.486	7.838
Supplies and services	3.467	2.241	(0.086)	5.621
Contract Costs	0.217	5.001	3.875	9.092
Agency/ Third party costs (net)		(0.125)		(0.125)
Capital Costs	0.724	0.151	0.230	1.105
Total Service Costs	8.589	10.437	4.504	23.530
Contribution / (surplus)/deficit	0.039	9.210	3.975	13.225
Other Operating Income & Expenditure				0.853
Minimum Revenue Provision				0.120
Movement in Reserves to Grants & Contributions Unapplied				1.150
Movement to Statutory Reserves				(0.984)
Total other costs and movement in reserves	0.000	0.000	0.000	1.040
Total net expenditure	0.039	9.210	3.975	(14.264)
Council Tax				(8.088)
Council Tax prior year surplus				0.000
Retained business rates				(3.242)
Retained Business Rates prior year deficit				(0.206)
Revenue Support Grant				(0.290)
New Homes Bonus				(1.788)
Section 31 grants				(0.650)
Total Grant, Council Tax and Business Rates funding	0.000	0.000	0.000	(14.264)
(Surplus) / Deficit	0.039	9.210	3.975	0.000

Appendix A – MTFS Version

2018/19 PROPOSED BUDGET					
	2018/19	2019/20	2020/21	2021/22	2022/23
	£M	£M	£M	£M	£M
Sales - fees and charges	(5.710)	(5.659)	(5.801)	(5.783)	(5.834)
Sales - commercial enterprises	(0.988)	(1.047)	(1.118)	(1.189)	(1.260)
Income - specific grants	(2.205)	(2.205)	(2.205)	(2.205)	(2.205)
Investment Income & Expenditure	(1.403)	(1.403)	(1.403)	(1.403)	(1.403)
Total Service Income	(10.306)	(10.314)	(10.527)	(10.580)	(10.702)
Employees & pension costs	8.237	9.160	9.370	9.453	9.155
Supplies and services	5.621	5.256	5.256	5.256	5.450
Contract costs	9.092	8.563	8.432	8.230	8.630
Agency/Third party costs (net)	(0.125)	(0.125)	(0.125)	(0.125)	(0.125)
Service income & efficiency targets	(0.400)	(0.400)	(0.400)	(0.400)	(0.400)
Capital costs	1.105	1.105	1.105	1.105	1.105
Total Service Costs	23.530	23.559	23.638	23.519	23.815
Contribution/(surplus)/deficit	13.224	13.245	13.111	12.939	13.113
Other Operating Income & Expenditure	0.853	0.923	0.999	1.082	1.167
Minimum Revenue Provision	0.121	0.121	0.121	0.121	0.121
Movement on General Fund	-	-	-	-	-
Movement In Reserves to Grants & Contributions Unapplied	1.050	0.964	0.964	0.964	0.964
Movement in Statutory Reserves	(0.984)	(0.984)	(0.984)	(0.984)	(0.984)
Total other costs & mvmt in reserves	1.040	1.024	1.100	1.183	1.268
Total Net Expenditure	14.264	14.269	14.211	14.122	14.381
Council Tax	(8.081)	(8.311)	(8.349)	(8.389)	(8.427)
Council Tax prior year Surplus	(0.007)	-	-	-	-
Retained business rates	(3.242)	(4.181)	(4.281)	(4.384)	(4.489)
Retained business rates prior yr deficit	(0.206)	-	-	-	-
Revenue Support Grant	(0.290)	-	-	-	-
New Homes Bonus	(1.788)	(1.330)	(1.068)	(0.607)	(0.500)
Section 31 Grants	(0.650)	(0.666)	(0.683)	(0.700)	(0.717)
Total Grant, Council Tax and Business Rates Funding	(14.264)	(14.488)	(14.381)	(14.080)	(14.133)
(Surplus)/Deficit	-	(0.219)	(0.170)	0.042	0.248

Adjustments following Budget Challenge session January 8th 2018

Appendix B

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No	Service	Adjustment required	Value	Head of Service Comments	Portfolio Holder	RAG Status
1	Planning	Removal of economic regeneration costs from budget, to be funded from CIL or other reserve on approval of business cases	£500,000	This has transferred to reserves and will be drawn down on a case by case basis for regeneration projects.	Cllr Guest	Green
2	Planning	General reduction in supplies & services	£82,000	Supplies and Services capped at £400k	Cllr Guest	Green
3	Planning	Increase in fee income from planning fee charge increases	£80,000	Based on past trends the 20% fee increase should deliver this increase. Does depend on the state of the macro economy, in terms of market sentiment to invest and buy development.	Cllr Guest	Green
4	Planning	Income /efficiency challenge to be met through vacancy/income or other cost saving	£50,000	As agreed, this is a potential saving and a welcome challenge.	Cllr Guest	Amber
5	Community	Halving of Councillor Grants	£19,000	Cllr grants of 38k - 19k just needs to be removed from budget and a new process will be written for awarding of grants.	Cllr Turner	Green
6	Community	Reduction in Community grants	£5,000	Community - reduction of 5% to community grants.	Cllr Turner	Green
7	Neighbourhood Quality	Off peak charging	£30,000		Cllr Wilson	Green
8	Neighbourhood Quality	General parking income uplift (working assumption to be clarified with Service Head	£170,000	Full review of fees and charges to be completed, operational savings achieved through managing vacancies and supplies/services	Cllr Wilson	Green
9	Neighbourhood Quality	Efficiency challenge to be met through vacancy or other cost saving	£250,000		Cllr Wilson	Green
10	Neighbourhood Quality	Alignment of Traffic Management charges with HCC	tbc		Cllr Wilson	N/A
11	Communications	50% of Serving You costs to be met through advertising revenue, 100% from 2019/20	£21,000	Serving You' publication to be self funding by 2019/2020.	Cllr Bains	Amber
12	Organisational Development	Income /efficiency challenge to be met through vacancy/income or other cost saving	£60,000	Restructure of Democratic Services and move to the implementation of a shared team .	Cllr Bowerman	Amber
13	Organisational Development	Paperless Democracy challenge	£25,000	Proposed savings achieved from moving towards paperless democratic service	Cllr Bowerman	Green
14	Contracts	Income /efficiency challenge to be met through vacancy/income or other cost saving	£100,000	Proposal needed for Cabinet on increase to fees and charges. Report to go back to Cabinet re maintaining income re recyclables.	Cllr Bains	Green
15	Contracts	General reduction in maintenance obligations	£300,000		Cllr Bains	Amber
16	Customer Services	Reduction in Salary Costs	£53,600	The salary target will be met by, changes to shared officers split between councils, remove a post in Post Team and reduction of hours for one member of staff.	Cllr Bowerman	Green
17	Customer Services	Reduction in Supplies and Services	£75,000	The supplies and services target will be met by a reduction in new bad debt provision based on historic trends	Cllr Bowerman	Green
18	Programmes Redesign and Quality	Efficiency Challenge	£100,000	To be delivered through a combination of service improvement initiatives, income generation and resource management.	Cllr Cheshire	Amber
19	Finance	Review of MRP; balance on historic internal borrowing paid off following transfer of asset to Norse	£279,000		Cllr Briggs	Green
		Total adjustments made to date	£2,199,600			

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Project	Brief Description of the project	Total Budget + carry forward £000	Spend to date £000	2017/18 Forecast £000	2018/19 Forecast £000	2019/20 Forecast £000
Current approved projects						
DFGs	To fund adaptations in homes	800	391	587	587	587
New allotments	To identify suitable land and construct new allotment(s).	135	-	-	135	
Refurbishment of HBC equipped play areas	To refurbish HBC owned equipped playgrounds that are coming to the end of their useful life.	75	-	-	75	
Civica Finance system		-	22	22		
Emsworth Wall replacement	Emsworth Wall replacement	-	99	99		
Front Lawn	Redevelopment of sports pitches at Front Lawn	800	1,204	1,204		
	Total	1,810	1,716	1,912	797	587

External Funding	1,675	1,595	1,791	662	587
Amount to be internally borrowed	-	-	-	-	-
Use of HBC Specific Reserves	-	-	-	-	-
Use of Usable Capital Receipts	135	121	121	135	-
External Borrowing	-	-	-	-	-
Total Funding	1,810	1,716	1,978	797	587

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HAVANT BOROUGH COUNCIL

New Capital Bids				Appendix D	
Proposed project	2018/19	2019/20	2020/21	2021/22	2022/23
Langstone Flood and Coastal Erosion Risk Management (FCERM) Scheme	575	3,325			
Bus Shelter Replacement	350				
Asset Maintenance management system	35				
Replacement of Planning (and associated services) processing and application management system	350				
Replacement Vehicle	17				
Additional Beach Hut Provision	150				
Pest control vans	30				
Building Control IT Project	50				
Capital requiring financing	1,557	3,325	-	-	-
Proposed financing					
External contributions		1,300			
Use of specific reserves	435				
Use of Usable Capital Receipts	565				
Borrowing	575	2,025			
Total financing	1,575	3,325			

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Analysis of Reserve Balances 18/19 -22/23

Appendix E

	Projected 18/19 Opening Balance	Capital Grants and Contributions Receivable 18/19 to 22/23	Contribution To Capital Programme 18/19 to 22/23	Expected use of Reserves 18/19	Expected use of Reserves 19/20 to 22/23	Projected 22/23 Closing Balance
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund	(2,559)					(2,559)
Statutory Reserves						
Useable Capital Receipts Rese	(1,632)		6,726			5,094
Capital Grants & Unapplied Contributions	(1,078)	132				(947)
Community Infrastructure Levy & Developer Contributions Unapplied	(3,342)	1,341				(2,001)
Earmarked Reserves						
Capital Reserve	(326)					(326)
General Fund Earmarked	(967)					(967)
Insurance Reserve	(653)					(653)
Transformation Reserve	(982)					(982)
Working Capital Reserve	(2,000)					(2,000)
Contingency Reserve	(500)					(500)
Total	(14,039)	1,473	6,726	0	0	(5,840)

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Treasury Management Strategy, Minimum Revenue Provision Strategy and Annual Investment Strategy

- 1. The CIPFA Treasury Management Code of Practice**
 - 1.1 The Treasury Management and Investment Strategy has been set in accordance with the CIPFA Treasury Management Code of Practice 2011 and the revised Prudential Code for Capital Finance 2011.
 - 1.2 The Council is required to approve a Treasury Management Strategy which establishes the investment and borrowing activities for the Council. The Council's approach to Treasury Management is in accordance with the CIPFA Code of Practice, which requires a 3 year strategy to be agreed annually.
 - 1.3 The Prudential Code for Capital requires the Council to set Prudential Indicators for Treasury Management and Capital Expenditure. These are linked to the Strategy and are set out at the end of this document.
 - 1.4 The Council is also required to make an annual Policy statement on making Minimum Revenue Provision (MRP) for borrowing, together with the consideration of prudent provision in future financial years.
 - 1.5 The Council delegates responsibility for the monitoring and scrutiny of treasury activity to the Governance & Audit Committee, and delegates responsibility for implementing and administering the strategies, policy and procedures to the Chief Finance Officer. The Council also seeks external advice through Link Asset Services under the outsourced Finance function.
- 2. Treasury Management Strategy 2018/19**
 - 2.1 The Council may wish to acquire property sites for strategic, operational and investment purposes but would have to borrow to achieve this.
 - 2.2 Property acquisitions prior to 2017/18 have been financed through surplus cash. However, this cash is intended to support reserves and General Fund in the longer term and the minimum liquidity has now been reached.

Appendix F

- 2.3 Following the 0.25% increase in Base Rate in November 2017, market indications suggest that there could be further base rate increases in the short term as the Bank of England seek to mitigate increases in inflation that is currently being experienced.

Economic Factors

- 2.4 Factors that influence the Council's Treasury Management Strategy include the Council's overall level of resources, medium term spending plans and the need to finance the future cost of services. It is also influenced by the state of the economy in general, the outlook for interest rates and the credit risk environment.
- 2.5 The Treasury strategy is linked to the Council's medium term financial plans, and are reflected in a net interest cost or yield in the Council's budget. The net cost/yield estimates are updated regularly through the budget setting process and in year forecasting.
- 2.6 The Council's investment strategy gives scope to invest in approved instruments outlined in the approved lending/borrowing list (Schedule 3), but investments in banks and building societies are limited to high quality counterparties only.

Prudential Indicators

- 2.7 The Prudential Indicators were established as part of the Local Government Act 2003 through the Prudential Code. The Code requires the Council to produce indicators to demonstrate that capital financing is prudent, sustainable and affordable. The indicators are set out at the end of this document.

MRP Policy

- 2.8 The Council is required to calculate an amount in relation to its borrowing, and charge this amount as Minimum Revenue Provision to its Income & Expenditure Account in respect of borrowing repayment. The Policy is set out at Schedule 4 to the Treasury Management Strategy.

Officer Approval Limits

- 2.9 The power to approve the acquisition of properties meeting the Council's investment criteria be delegated to any Executive Director, in consultation with the Leader and the section 151 Officer

Risk Management

- 2.10 Minimising risk is a key aspect of treasury management activity. Risk is proactively managed with advice from Link Asset Services (formerly Capita Asset Services) and property investment decisions are subject to detailed business cases. As the Council moves towards a net borrowing

Appendix F

position, interest rate exposure is an emerging risk and the timing of any move from short to long term borrowing is closely monitored.

- 2.11 The Finance Team carry out their duties in accordance with internal controls to ensure any day to day investment decisions are made in accordance with the Treasury Management Strategy.
- 2.12 The CFO reports on Treasury activity as part of the monthly financial monitoring.
- 2.13 The Governance Committee will be responsible for the scrutiny of Treasury Management activity & practises.

SCHEDULE 1 – TREASURY MANAGEMENT STRATEGY

The Authority has adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition (the CIPFA Code), which requires the Authority to approve a treasury management strategy before the start of each financial year. In addition, the Department for Communities and Local Government (CLG) issued revised Guidance on Local Authority Investments in March 2010 that requires the Authority to approve an investment strategy before the start of each financial year.

This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Guidance. The Authority is proposing to borrowed substantial sums of money and, as a result, may be exposed to financial risks arising from changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

As part of the Provisional Settlement the Government launched a consultation into potential updates on Prudential Code and Treasury guidance, specifically to update it to reflect increasing use of borrowing to finance investment purchases. Updated guidance will not be released in time for the 2018/19 strategy, however once the revised guidance is available it will be reviewed and, if necessary, a revised Treasury Strategy will be produced during the financial year.

Havant Borough Council's context

Havant Borough Council anticipates that, by 31 March 2018, £4m will be invested short term, and no longer term deposits maturing beyond 12 months There was external borrowing in place as at January 2018 of £3.7m, which represents the balance of PWLB borrowing for the refurbishment of the Plaza.

The underlying need to borrow is measured by the Council's Capital Financing Requirement (CFR). The Prudential Code recommends that total debt should be lower than the CFR and the Prudential Indicators at Schedule 2 of this Appendix F demonstrates that this recommendation has been complied with.

Borrowing Strategy

The Council will adopt a flexible approach to borrowing in consultation with Treasury Management advisors, and will keep under review the following borrowing sources:

- Internal borrowing (borrowing against future revenue budgets)
- PWLB
- Other Local Authorities
- Finance Leasing
- Brokers for short term borrowing

Exposure to short dated/variable rate borrowing will be reviewed by reference to the difference between variable rate and longer term borrowing costs. A significant change in this difference will trigger a review of borrowing strategy to determine whether a switch to longer term rates is made or whether exposure to short term rates is maintained.

Capital Finance can also be raised through other debt liabilities, including Finance Leases, Private Finance Initiatives, Sale & Leaseback, or LGA Bonds. Any decision to raise finance through these methods will be subject to appraisal and a separate report to Cabinet.

The Council may take advantage of debt rescheduling (the repayment of loans before maturity to allow replacement with new loans) where it is expected to create a cost saving or significantly reduce interest rate risk to the Council.

Investment Strategy

The Council's overriding objective in relation to the investment of cash is the security of the capital invested, followed by the liquidity of investment. The Council aims to maximise yield given these parameters.

Investments are categorised as specified or non specified investments. Specified investments are sterling denominated investments maturing within 1 year, and non specified investments are effectively anything else.

The CFO has discretion to make investments outside of the Lending list on the advice of Capita. Institutions may be added or removed from the list if credit ratings improve or deteriorate below the thresholds outlined on the List.

Overnight funds are held in an overnight fund provided by the Council's bank. Consideration will be given to Money Market Funds in 2018/19 as an alternative to the overnight account, and may be utilised if the CFO is satisfied with the level of risk.

Appendix F

The Council will arrange short term investments through brokers, in order to ensure transactional security and to promote competition to enhance returns. The approved brokers are:

- ICAP Europe Ltd
- Prebon Marshall Yamane UK Ltd
- Tradition UK
- RP Martin

Interest Rate Forecasts

The Council formulates a view on interest rates as part of the budget setting process. This view is formulated on the basis of the Office for Budgetary Responsibility forecasts used for the Autumn Statement. The current view is that interest rates are likely to increase in 2018, and that increases beyond this would be incremental. Although there are inflationary pressures, and the weakening of Sterling since 2016, there is also uncertainty as to how Brexit negotiations will affect the wider economy. The annual FT survey on base rate expectations demonstrates a mixed view over when interest rates will change over the next 12 months. The table below details interest rate forecasts provided.

	2018/19				2019/20			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
OBR Forecast	0.50%	0.75%	0.75%	0.75%	1.0%	1.0%	1.25%	1.25%

It is important to note that although the base rate has changed, the rates that we can get on our investments are based on the London Inter bank Offer rate, which fluctuates depending on other market factors. This explains the differing rates of return of our current investment portfolio.

Creditworthiness Policy

The Council monitors the creditworthiness of the counterparties used. The Council's lending list contains only counterparties of high credit quality. Credit quality is assessed through the size of the asset base of the counterparty, and the credit ratings awarded by independent credit rating agencies such as Fitch.

The asset base of counterparties is monitored on an annual basis when the Statement of Accounts for each counterparty is issued. Credit ratings are regularly monitored and are verified prior to investments being made.

Credit ratings of counterparties are available from credit agencies (Fitch, Standard & Poor, and Moody's). Advice on the credit worthiness of counterparties is also obtained from the Council's Treasury advisors.

Appendix F

If a counterparty on the current lending list is found to be of insufficient credit quality, the Council will not engage with that counterparty until it is satisfied that credit quality has improved. Treasury officers continue to monitor counterparties that are not currently on the lending list, and will add counterparties of high credit quality to the lending list in consultation with the Portfolio Holder for Finance.

The Council has not invested outside the United Kingdom since 2006, and currently no foreign counterparties are contained within the list (with the exception of Santander UK Plc, which is a UK bank under Spanish ownership). Foreign counterparties are monitored, and if sufficient credit quality is proved, may be added to the list in consultation with the Portfolio Holder for Finance.

Sole reliance will not be placed on credit ratings. The Council will continue to monitor reports in the press, market data and information on government support when reviewing credit worthiness. All counterparties on the long term lending list are also covered by the government's Credit Guarantee Scheme.

All Long Term Investments will be carried out in consultation with the Finance Portfolio Holder and the S151 Officer.

Treasury Limits and Prudential Indicators 2016/17 to 2022/23

The revised CIPFA Code of Practice on Treasury Management and the Prudential Code for Capital Finance, in accordance with Section 3 of the Local Government Act 2003, require the Council to determine and review the level of borrowing that it can afford.

The Codes require a number of indicators to be formally set, on a rolling basis, for 2016/17 actuals and forecasts for the following two years. Longer term forecasts, in line with the MTFS, have also been calculated. The Council must have regard to the following when setting these indicators:

- Service Objectives
- Stewardship of Assets
- Value for Money
- Prudence and Sustainability
- Affordability and Practicality

The purpose of these indicators is to ensure that total capital investments and, in particular, the effect of these investments on the Council Tax level is 'acceptable'.

The Prudential Indicators set for 2018/19 are shown in Schedule 2 below. An explanation is provided for each indicator.

SCHEDULE 2 - PRUDENTIAL INDICATORS

1) Ratio of Financing Costs to Net Revenue Stream

The actual ratio for 2016/17, and estimated ratios for 2017/18 to 2022/23 are provided below.

2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
4.8%	4.8%	0.9%	1.0%	1.1%	1.1%	1.1%

The ratio is calculated by comparing the financing cost of all borrowing with the revenue stream through Council Tax, general grants and Retained Business Rates. It is positive as there are existing and potential borrowing costs arising through the Capital Programme, while government grant and tax revenues reduce.

2) Estimated Incremental Impact of Capital Investment Decisions on Council Tax

Capital expenditure will impact on revenue expenditure in a number of ways. The main impact is on interest returns or borrowing cost, as cash is used up and interest income falls, or if borrowing costs are incurred on projects with no return through the Revenue Budget. The purpose of this indicator is to show the potential annual impact on a Band D Council Tax bill of the proposed Capital Programme for 2018/19 onwards.

2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
0.00	0.00	0.39	1.65	2.63	2.18	2.17

3) Approved Capital Expenditure

The Capital Expenditure estimates are summarised below. The estimates come from the approved schemes in the Capital Budget, and does not include unapproved or proposed schemes until they are agreed by the Cabinet.

2016/17 Actual £'000	2017/18 Estimate £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000	2021/22 Estimate £'000	2022/23 Estimate £'000
1,524	1,912	797	587	587	587	587

4) The Capital Financing Requirement

The Capital Financing Requirement (CFR) is used to assist in deciding whether capital expenditure is affordable, by measuring the underlying need to borrow. The indicator is calculated by matching fixed assets and projected capital expenditure to capital resources applied. The difference between the two, if positive, represents unfinanced capital expenditure to be financed by borrowing. The definition of unfinanced capital expenditure includes finance leases and PFI arrangements. Long Term borrowing should not exceed the CFR.

2016/17 Actual £'000	2017/18 Estimate £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000	2021/22 Estimate £'000	2022/23 Estimate £'000
3,895	3,595	5,230	7,833	7,681	7,524	7,361

The Capital Financing Requirement increases from 2019 as a result of anticipated capital requirements for coastal projects.

Appendix F

5) Authorised Limit for External Debt

To ensure good cashflow management, there is occasionally a need to borrow in the short term. Authority for any such borrowing is delegated to the S151 Officer. There are some circumstances where long term borrowing to support the Capital Programme is required to finance major capital projects or investment property purchases. The long term limits set in this report are based on the projected Capital Financing requirement over the period of the Medium Term strategy, and will be the maximum permissible amount of borrowing.

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Borrowing Authorised Limit	£10,000	£10,000	£5,141	£7,800	£7,665	£7,500	£7,400
Other Long Term Liabilities	0	500	500	500	500	500	500

TREASURY MANAGEMENT INDICATORS

1) Operational Boundary for External Debt

The purpose of this indicator is to serve as a warning that the authorised limit for external debt is close. It has been set at £200,000 below the authorised limit.

	2016/17 Actual £'000	2017/18 Estimate £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000	2021/22 Estimate £'000	2022/23 Estimate £'000
Borrowing Operational Limit (Up to 1 Yr)	£8,000	£8,000	£4,941	£7,600	£7,465	£7,300	£7,200
Other Long Term Liabilities	£0	£500	£500	£500	£500	£500	£500

2) Interest Rate Exposures

Setting upper limits for variable and fixed interest rates provides a range in which the authority manages exposure to fixed and variable interest rates. Although fixed rates bring security to long term returns, variable rate investments can give the flexibility to maximise returns when interest rates are expected to increase. The indicators set will allow this flexibility. Cash and investments maturing within 3 months are considered to be variable rate investments.

Upper Limit for Fixed Rate Exposure

2016/17 Actual	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Upper Limit for Variable Rate Exposure

2016/17 Actual	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Principal Sums Borrowed

Principal Borrowed	Outstanding balance	Notes
£4,000,000	£3,700,000	PWLB borrowing to support the refurbishment of the Plaza in 2012-2013. 30 year loan maturing 2042.

Appendix F

Schedule 3 - Borrowing and Lending List 2018/19

Sector Credit Rating	Institution	Maximum duration	Maximum amount (applies to group as well as individually)
	RBS Group		
Blue	Royal Bank of Scotland	364Days	Lower of £3 million or half of total investments
Blue	National Westminster Bank	364 Days	Lower of £3 million or half of total investments
	Lloyds Group		
Red	Bank of Scotland	6 months	Lower of £5 million or half of total investments
Red	Lloyds Bank	6 months	Lower of £5 million or half of total investments
	Other Institutions		
Orange	HSBC Bank	364 Days	Lower of £5 million or half of total investments
Red	Standard Chartered Bank	6 months	Lower of £5 million or half of total investments
Red	Barclays	6 months	Lower of £5 million or half of total investments
Red	Santander	6 months	Lower of £3 million or half of total investments
Red	Abbey National Treasury Services	6 months	Lower of £3 million or half of total investments
Red	Close Brothers	6 months	Lower of £5 million or half of total investments
Red	Goldman Sachs International Bank	6 months	Lower of £5 million or half of total investments
	Building Societies		
Red	Nationwide Building Society	6 months	Lower of £3 million or half of total investments
Red	Coventry Building Society	6 months	Lower of £5 million or half of total investments
Green	Leeds Building Society	100 Days	Lower of £5 million or half of total investments
Orange	UBS	364 Days	Lower of £5 million or half of total investments
Green	Skipton	100 Days	Lower of £3 million or half of total investments
Green	Yorkshire	100 Days	Lower of £5 million or half of total investments

Supplementary to the above, investments may be placed under the following criteria:

NatWest Call Account - Up to £5 million may be invested in the National Westminster SIBA account subject to the group maximum and the 50% rule (BLUE rated)

Central Government - Unlimited investments may be placed in the government's Debt Management Office

Local Authorities - Up to £5 million may be invested with any other Local Authority subject to the group maximum and 50% rule (assuming a RED rating for all LAs)

Long term investments will be at the discretion of the Chief Finance Officer.

NO INVESTMENT IS CURRENTLY UNDERTAKEN WITH FOREIGN BANKS

Key to Risk ratings used for Lending List:

Yellow = Stable Outlook, maximum recommended duration 60 months
Purple = Negative outlook maximum recommended duration 24 months
Blue = Negative watch maximum recommended duration 12 months
Orange = Positive watch maximum recommended duration 12 months
Red = Evolving Outlook maximum recommended duration 6 months
Green = Evolving Watch maximum recommended duration 100 Days
White = Rating withdrawn maximum recommended duration 0 months

Schedule 4 – Minimum Revenue Provision Policy 2018/19

MRP on Finance Leased assets prior to 2017

The Council holds assets which are financed through a Finance Lease, as defined by International Financial Reporting standards. Where assets are financed in this way, MRP is charged over the life of the asset or, where this is not practical, over the life of the lease.

Prudential Code debt incurred prior to the year 2018/19 and onwards in relation to operational assets

The Council will calculate the amounts for existing external borrowing using the annuity method, and for existing internal borrowing using the Depreciation method, whereby provision is made in accordance with the standard rules for depreciation accounting, until provision made equals the original amount of debt

Prudential Code debt incurred in the year 2017 and onwards in relation to income generating property acquisitions

The Council will calculate the amounts for MRP for 2018/19 by applying a annuity formula incorporating a PWLB long-term borrowing rate, commensurate in duration to the estimated life of the item purchased/built to the apportionment of the value attributed to each financial year's opening CFR in relation to such income generating capital expenditure where the item purchased/built is expected to have a life of up to 50 years or more.

Prudential Code debt incurred in the year 2017 onwards in relation to Operational assets

The Council will apply the following methodology for MRP in relation to operational assets:

- Borrowing where capital receipts are expected to repay borrowing prior to the project becoming operational; MRP will be charged in the year in which capital receipts are received
- Annuity method Asset life - Annuity method, which works on the basis of a mortgage type repayment. (MRP Commencement on operational properties can be postponed until the financial year after asset becomes operational)

Havant Borough Council

Schedule of Fees 2017/18 (Baseline for 2018/19)

	Price 17/18
	£
Customer Services	
Elections	
Basic Electoral Register Edited Data	1.50
Basic Electoral Register Full Data	1.50
Marked Electoral Register - Data	1.00
Basic Electoral Register Edited Paper	5.00
Basic Electoral Register Full Paper	5.00
Marked Electoral Register - Paper	2.00
Certificate of Residency	5.00
Electoral Register - Monthly updates	38.00
Environmental Services	
Allotments	
Allotment - Replacement key	10.50
Allotment per Sq Metre	0.37
Allotment per Sq Metre - non resident	0.74
Beach Huts	
Beach Hut Let (non-Resident)	1,700.00
Beach Hut Let (Resident)	850.00
Beach Hut Plot Licence Fee (Non-Resident)	1,200.00
Beach Hut Plot Licence Fee (Resident)	600.00
Beach Hut Plot Transfer of Licence	1,200.00
Sports	
Bowls - per person	7.30
Bowls - per person senior citizen	5.60
Cricket Pitch (Senior 18+) full facilities with attendant	194.00
Cricket Pitch (Senior 18+) full facilities without attendant	133.00
Football Pitch (Senior 18+) full facilities with attendant	84.00
Football pitch - Professional Clubs or non residents	POA
Football, rugby & cricket pitch (Junior <18) full facilities with attendant	44.00
Hockey/Volleyball (Senior 18+)	-
Rugby Pitch (Senior 18+) full facilities with attendant	84.00
Slipway - Key Deposit (Refundable)	75.00
Parks & Grounds	
Non profit making charitable events	Free
All other events and uses of public open spaces	POA
Pavilion/Clubhouse for non-match occasions	16.00
Circuses and funfairs non-trading day	300.00
Circuses and funfairs trading day	600.00
Refuse & Recycling	
Garden Waste Licenses (applied for before 28 February 2017)	
Early Bird - per sack (70 litre)	30.00
Early Bird - 1 bin (140 Litre)	40.00
Early Bird - 1 bin (240 Litre)	60.00
Garden Waste Licenses (applied for after 1 March 2017)	
Garden Waste Licence - 1 sack	32.00
Garden Waste licence 140 litre wheeled bin - full yr, 1 bin	42.00
Garden Waste licence 240 litre wheeled bin - full year, 1 bin	62.00
Bins & Sacks	
Purchase of additional or replacement wheeled bins- 140 litre	35.00
Purchase of additional or replacement wheeled bins- 240 litre	40.00
Replacement Garden Waste sack	5.00
Bulky Waste	
Hire of bulk waste bin for domestic use - 660l	150.00
Hire of bulk waste bin for domestic use - 940l	155.00
Hire of bulk waste bin for domestic use - 1100l	165.00
Household Bulky Waste Price per item	30.00
Household Bulky Waste oversized item	45.00
Household Bulky Waste - per cubic metre (Max 4 Cubic Metres)	55.00

	Price 17/18
	£
Cemeteries	
1. Person under 12 years.	No Charge
2. Persons of 12 years and over	-
a. New grave (single or double)	850.00
b. Re-open existing double depth grave	610.00
3. Children's Section	
Exclusive Right of Burial/earthen grave(including certificate):	-
a. 30 years	250.00
b. Five-year top-up fee	35.00
4. Adult Section	
Exclusive Right of Burial/earthen grave (including certificate)	-
a. 30 years	650.00
b. Five-year top-up fee	100.00
5. Interment of cremated remains	250.00
6. To transfer exclusive right of burial.	40.00
7. Right to erect a memorial in accordance with regulations including inscription, additional inscription, wedges, books, kerbs etc, for 10 years	150.00
8. Right to place a stone vase - one per interment (maximum of two) or other approved additions to existing memorial	60.00
9. Memorial + full kerb set (Havant Cemetery only)	175.00
10. Replacement of existing kerbing / memorial in traditional areas	125.00
11. Exhumation of remains	At cost
12. Interment of cremated remains	250.00
13. In Old Garden of Rest (Tablets only area/max. two interments)	
a. Interment of Cremated remains (First Casket) + 30 year Exclusive Right of Burial.	400.00
b. Exclusive Right of Burial for 30 years (where no internment takes place)	200.00
c. Five-year top-up admin fee	50.00
d. Right to place a plaque/cut an additional inscription	50.00
e. Interment of additional casket in an occupied space	250.00
14. New Garden of Rest (Section 3, max. four interments)	
a. Exclusive Right of Burial (including certificate) for burial of four caskets of cremated remains – 30 years	250.00
b. Right to erect a memorial for ten years (including certificate) in accordance with regulations - 10 years	150.00
c. Burial of subsequent cremated remains up to a maximum of four in any one plot	250.00
15. Natural Burial Area (Warblington Extension Only)	
a. Persons under 16 (see previous)	No Charge
b. Single depth grave only (includes chip for identification)	735.00
c. Interment of Ashes no casket	250.00
d. Contribution to planting in natural burial area (not for specific burial	-
Memorial Cleaning	20.00
Memorial Plaques	200.00

	Price 17/18
	£
Neighbourhood Support	
Enforcement	
Littering fines	80.00
Littering fine - failure to give name and Address	80.00
Flytipping fine	200.00
Flyposting fines	80.00
Graffiti fines	80.00
Abandoned Vehicles fine	200.00
Nuisance Parking fine	100.00
Failure to produce waste transfer note fine	300.00
Domestic Waste receptacle offences fines	80.00
Industrial and commercial waste receptacle offences fines	80.00
Licensing	
Hackney Carriage & Private Hire Vehicles	
Accessories - Number plate bracket	11.00
Accessories - Pair of pouches	3.00
Accessories - Universal bracket	5.50
Committee grant of 1 year Operator licence	137.00
Exemption Certificate	50.00
Hackney Carriage Licence/transfer (inc Plate)	170.00
Hackney Carriage Meter Test	12.00
Hackney/PHV Drivers Licence - Committee Grant	-
Hackney/PHV Drivers Licence Initial 3 Year	107.00
Knowledge Test	45.00
Operator Licence additional Address	448.00
Operator Licence Initial/5 Year renewal	448.00
Pre application vehicle mechanical inspection	90.00
Private Hire Vehicle Licence (Inc Plate)	150.00
Replacement - Copy Licences(where permitted)	12.00
Replacement - Identification Card	15.00
Replacement - Vehicle Licence Plate	18.00
Special vehicles and limousines mechanical inspection	135.00
Vehicle Inspection failure to keep appointment	45.00
Vehicle Mechanical inspection on application	90.00
Vehicle Mechanical subsequent re-inspection	50.00
Gambling Act 2005	
Adult gaming centre	800.00
Betting premises (non track)	480.00
Bingo premises	800.00
Family Entertainment Centre	400.00
Social Lotteries – new	40.00
Social Lotteries – renewal	20.00
Licensing Act 2003	
Personal licence	-
Premises licence	-
Temporary event notice	-
Statutory fees; see www.havant.gov.uk/law-and-licensing/licence-fees	
Street Trading consents	
Street Trading Licence 6 month consent (Min £600)	5.00
Street Trading Licence annual consent (Min £1000/Max £1800)	5.00
Temporary Street trading - Daily	120.00
Temporary Street trading - Mon-Sat	550.00
Other licence fees	
Control of Sex Establishments Licence Fee	4,400.00
Dangerous Wild Animals Licence	96.00
Animals boarding Establishment Act 1963	115.00
Breeding of Dogs Act	115.00
Pet Animals Act 1951	100.00
Riding establishments Licence	167.00
Skin Piercing Registration	115.00
Zoo Licences Act 1981	272.00

	Price 17/18
	£
Scrap Metal dealer Act 2013	
Collectors Licence	110.00
Site Licence	260.00
Vary from Collectors to Site Licence	180.00
Other variations (Site to Collectors, change of name or address)	30.00
Pest Control	
Agricultural	84.00
Bed Bugs - Domestic	52.00
Bed Bugs - Domestic Concessionary	-
Cockroaches - Commercial	84.00
Cockroaches - Domestic	52.00
Cockroaches - Domestic Concessionary	-
Rats - Commercial and Other Premises	84.00
Rats - Commercial and other Premises - Additional re-visits as required.	84.00
Rats - Domestic	38.00
Rats - Domestic Concessionary	-
Fleas - Commercial and Other Premises	84.00
Fleas - Domestic (1-3 bedrooms)	52.00
Fleas - Domestic (4-6 bedrooms)	84.00
Fleas - Domestic Concessionary (1-3 bedrooms)	26.00
Fleas - Domestic Concessionary (4-6 bedrooms)	42.00
Wasps - Commercial and Other Premises	72.00
Wasps - Domestic	68.00
Wasps - Domestic Concessionary	34.00
Private Sector Housing	
British Entry Clearance (Housing Inspections)	112.00
HMO Licence (5 or less occupants)	504.00
HMO Licence (6 to 10 occupants)	629.00
HMO Licence (11 to 15 occupants)	754.00
HMO Licence (16 to 20 occupants)	880.00
HMO Licence (Over 20 occupants)	1,007.00
Car Parking fees	
No changes to car parking charges proposed for 2017/18. Parking fees available at:	
http://www.havant.gov.uk/parking/car-parks	
<hr/>	
Traffic Management	
Emergency Road Closure by Order	600.00
Misc - Provision of Access Protection Lines	60.00
Misc - Traffic Cone Hire up to 5 cones	25.00
Misc - Traffic Cone Hire up to 10 cones	35.00
Misc - Traffic Cone Hire up to 20 cones	55.00
Parking Bay Suspension by Notice; per bay, per day	50.00
Section 115 Consent	450.00
Single Permanent Traffic Regulation Order (for a developer, standard parking restriction in a single road.	
(Additional TRO types to be charged separately at same rate)	3,000.00
Temporary Road Closure by Notice	400.00
Temporary Road Closure by Order	450.00
Tourism/Private Signing - Administration (including signing scheme design and documentation)	20% of cost
Tourism/Private Signing - Formal application (including vetting and definitive response)	125.00
Tourism/Private Signing - Maintenance (including cleaning and removal if no longer required)	10% of cost
Tourism/Private Signing - Provision of signs (including manufacture, supply and erection)	At cost
Tourism/Private Signing - Replacement (if costs cannot be recovered following accident, damage or theft)	At cost
Tourism/Private Signing - Supervision (including ordering work and inspection)	10% of cost

Animal welfare & environmental protection

Dog Kennelling	10.00
Drain Clearing - rodding method only	86.00
Environmental Searches - Commercial	Free
Environmental Searches - Domestic	Free
Local Air Pollution Control (LAPC)	<u>Prices set by Defra and available on their website</u>
Local Authority Integrated Pollution Prevention and Control	
Return of Stray Dog (Statutory Fee)	25.00
Safer Food Better Business	28.20

Planning**Planning Development**

Planning application fees are available through the planning portal

<http://www.planningportal.gov.uk/planning/usefultools>

Pre Planning advice - see <http://www.havant.gov.uk/planning-and-environment/planning-services/pre-application-advice-and-charges>

Planning Performance Agreements	POA
Accredited Agent subscription	250.00
COMMUNITY INFRASTRUCTURE LEVY (CIL)	-
DEVELOPMENT CONSULTATION FORUM	2,625.00
Hampshire Highways Pre-Application Charges	-
Havant Borough Local Plan (Core Strategy)	44.00
Havant Borough Local Plan (Core)	33.00
Planning Application Validation Check	50.00
Local Plan Policies Map Booklet	33.00
HIGH HEDGES LEGISLATION - Submission of Complaint	550.00

Section 106 Agreements

i) Unilateral Agreements - Bespoke	275.00
i) Unilateral Agreements - Template	POA
ii) Bi-Lateral Agreements - Major Applications	137.5 per hour
ii) Bi-Lateral Agreements - Minor Applications	731.00
ii) Bi-Lateral Agreements - Other Applications	283.00

The Council charges a fee to monitor all planning obligations and this is decided at a cost per head of term contained within the obligation and is in addition to the legal charge for drafting and checking the obligation.

POA

Civil Engineering & Landscape

Memorial Seat (applicant to pay cost of seat)	Cost of Seat
Cost of Plaque (applicant to pay cost of plaque)	Cost of Plaque
Memorial Seat & Plaque installation	60.00
Administration Charge - Memorial seats & plaques	150.00

Price 17/18
£

Programmes

Facilities

Additional hire charge (Saturday)	34.15
Additional hire charge (Sunday)	50.75
Additional hire charge after 8.00pm (Mon-Fri)	34.15
Copying price - Per A0 / A2 page	0.10
Copying Price - Per A3 / A4 page	0.10
Data Protection Act Subject Access request	10.00
Hire of Council Chamber/Hurstwood Room - Community Group	40.00
Hire of Council Chamber/Hurstwood Room - Standard	50.00
Hire of Hollybank Room - Community Group	30.00
Hire of Hollybank Room - Standard	40.00
Hire of Newlease Room/Tournerbury Room - Community Group	25.00
Hire of Newlease Room/Tournerbury Room - Standard	30.00
Other rooms = on request from	10.00
Provision of tea and biscuits	-

Land Charges

Note - certain Con 29 fees will be subject to VAT in 2017/18. Fees are currently under review and any revised fees will be agreed with the relevant portfolio holder.

Combined search and CON 29R by post First parcel of land	£130.00
Combined search and CON 29R by post Each additional parcel	£20.00
Combined LLC1 and CON 29R Search by post First parcel of land	£160.00
Combined LLC1 and CON 29R Search by post Each additional parcel	£20.00
Official Search of whole register by post First parcel of land	£80.00
Official Search of whole register by post Each additional parcel	£2.00
First parcel of land - Residential by post	£112.00
First parcel of land - Commercial by post	£142.00
Each additional parcel by post	£20.00
Each printed enquiry by post	£15.00
Each printed enquiry 19, 20 or 22 by post	£30.00
Each additional enquiry in applicant's own words by post	£20.00
Combined search and CON 29R Online First parcel of land	£110.00
Combined search and CON 29R Online Each additional parcel	£20.00
Combined LLC1 and CON 29R Search Online First parcel of land	£140.00
Combined LLC1 and CON 29R Search Online Each additional parcel	£20.00
Official Search of whole register Online First parcel of land	£15.00
Official Search of whole register Online Each additional parcel	£2.00
First parcel of land - Residential Online	£95.00
First parcel of land - Commercial Online	£125.00
Each additional parcel Online	£20.00
Each printed enquiry Online	£15.00
Each printed enquiry 19, 20 or 22 Online	£30.00
Each additional enquiry in applicant's own words Online	£20.00
Property Name Additions/Amendments - rename a road	300.00
Property Name Additions/Amendments - rename a house	100.00
Street Naming - Change of Address one property	90.00
Street Naming - Change of Address 2-10 property	67.00
Street Naming - Change of Address 11+ property	46.00

Development

Building Control

Building control fees are based on an hourly rate of:	£52.69 P/Hr
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STATEMENT ON THE GENERAL FUND BUDGET PROPOSALS BY THE CHIEF FINANCE OFFICER

1. Background

Section 25 of the Local Government Act 2003 requires the Chief Finance Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their precepts. Authorities are required to consider their Chief Finance Officer's report when setting precepts.

2. Summary Opinion

Having considered and taken into consideration the issues detailed within the report, I am able to give a positive opinion on the robustness of the estimates and the adequacy of financial reserves for 2018/19.

This opinion is based on the draft budget proposals to be presented to Cabinet in February 2018. Should any of the assumptions currently included within the proposals change substantially then this opinion will require review.

3. Robustness of the Estimates

Estimates Procedures and Processes

In providing a positive opinion on the robustness of the Estimates and Council Tax procedures I have relied on the assumptions and factors as detailed within the Budget report. These include well established and tested process and procedures and in this financial year a further layer of challenge and risk analysis has been introduced with the Challenge Boards. I can therefore confirm that I am satisfied that the Council has robust procedures in place.

These procedures will be reviewed regularly, in particular in light of the continuing public sector spending constraints.

4. Determination of the level of resources available.

This year is the final year of the Revenue Support Grant settlement and is in line with expectation, the New Home Bonus for 2018/19 exceeded expectation by £145,000.

5. Affordability of Spending Plans

In assessing this issue the following factors have been taken into account:

- The level of Council Tax considered acceptable both locally and nationally – the Government has uplifted the assumed increased to 2.99% and the Cabinet is making the recommendation for 2018/19

Appendix H

of implementing this uplift. For future years the assumption is that it will remain at 2018/19 levels.

- The budget process for 2018/19 has been based on council strategic priorities and service business plans.

6. Advice on the level of reserves

The estimated level of the General Fund Reserve at March 2017 is £2.559m. The General Reserve is set aside to smooth the impact of unexpected events and emergencies. The Council has robust monitoring and reporting in place and is key to managing any future financial risk which may arise.

An analysis of earmarked reserves held by the Council has shown that the level currently held in these reserves remains adequate to meet the commitments and forecast expenditure.

7. Key Budget Risks

There are a number of risks which have been highlighted within the main report and with Appendix B, the majority of these are associated with cost reductions and efficiency savings by departments. Robust monitoring and reporting will help to mitigate any risk of failing to deliver these financial targets.

Havant Borough Council

Appendix I

Analysis of Business Rates Income & Expenditure

	Projected Outturn 2017/18 £'000	Budget Estimate 2018/19 £'000
Business Rates Yield		
Base Yield	(34,571)	(36,151)
Transitional protection payment	1,052	750
Business Rate Yield	(33,519)	(35,401)
Distribution		
Central Government (0.50)	17,351	17,701
Hampshire County Council (0.09)	3,123	3,186
Hampshire Fire (0.01)	347	354
Havant Borough Council baseline (0.04)	13,880	14,160
Total	34,701	35,401
Reallocation of prior yr balance - HBC	(301)	(829)
Reallocation of prior yr balance - Other major preceptors	(453)	(1,243)
Total Distribution	33,947	33,329
Collection Fund (Surplus)/Deficit B/Fwd	751	1,179
In year movement on collection fund.	428	(2,071)
Collection Fund C/Fwd	1,179	(892)

Havant Borough Council Retained Business Rates calculation	Actual £'000	Actual £'000
Havant Borough Council baseline	(13,880)	(14,160)
Tarriff paid to Central Government	9,167	9,258
Levy for safety net paid to central Government	707	991
Retained Business Rates	(4,006)	(3,911)
Section 31 Grants	(656)	(655)
Retained Business Rates Prior year deficit	301	829
Total Business Rates Retention	(4,361)	(3,737)

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NON EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

7th February 2018

SOLENT RECREATION MITIGATION STRATEGY

Report by Lewis Ford (Planning Policy Officer)

FOR DECISION

Cabinet Lead for Planning & Place Making

Key Decision: No

1.0 Purpose of Report

- 1.1 The purpose of this report is to seek the Cabinet's approval of the Solent Recreation Mitigation Strategy. In doing so, this would allow the Council to implement the strategy's new guidance and charging schedule (collected as a developer contribution for planning applications) from 1st April 2018.

2.0 Recommendations

- 2.1 It is recommended that Cabinet:
- a) Approve the Solent Recreation Mitigation Strategy (Appendix 1);
 - b) Approve the Solent Recreation Mitigation Strategy's implementation from 1st April 2018;
 - c) Endorse the Council's continued membership of and engagement with the Solent Recreation Mitigation Partnership (SRMP).

3.0 Summary

- 3.1 The Council has an ambitious agenda for growth and development with the consultation on the Draft Havant Borough Local Plan 2036 being approved on 18th December and being taken forward this year. The Draft Local Plan recognises that the Solent has a wealth of natural habitats and an incredibly scenic coastline which are themselves part of the attractiveness of the area. Large sections of the coastline have been internationally recognised as Special Protection Areas (SPAs) and have significant legal protection as a result.
- 3.2 Research shows that a general increase in recreation and disturbance as a result of new development will affect the protected bird species which use the harbours. The Council has a legal obligation to consider this as part of the development process. If it cannot be shown that no harm would occur to the SPAs then it would be unlawful for the Council to grant planning permission for new housing or allocate sites in a Local Plan. This could have a significant impact on the Council's growth and development ambitions for the Borough.
- 3.3 As a result, the Council is part of the Solent Recreation Mitigation Partnership. The Partnership was formed to provide a solution to overcome this issue in the form of a

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strategic planning framework. The Solent Recreation Mitigation Strategy (available at appendix 1), would enable development to lawfully take place whilst also protecting the internationally important ecology of the harbours.

- 3.4 The Solent Recreation Mitigation Strategy was endorsed by the Partnership for Urban South Hampshire (PUSH) Joint Committee on 5th December 2017. The strategy is now being considered for approval by the various local planning authorities (LPAs) who form the Solent Recreation Mitigation Partnership (SRMP). If Cabinet approve the strategy's implementation in Havant Borough, this would take place from the start of the 2018/19 financial year.

4.0 Subject of Report

- 4.1 Over 90,000 coastal birds fly from as far as Arctic Siberia to feed and roost for the winter on the Solent. This includes 10% of the global population of Brent Geese. To safeguard them, three Special Protection Areas (SPAs) have been designated in the Solent in accordance with Article 4 of the EC Birds Directive. The SPAs are classified for rare and vulnerable birds (as listed in Annex I of the Directive) and for regularly occurring migratory species.
- 4.2 The Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) requires that there is no likelihood of a significant impact on the SPA before a development can proceed (either through its allocation in a local plan or the granting of planning permission). If necessary, avoidance and mitigation measures can be used to remove the likelihood of any significant effect which might have otherwise taken place.
- 4.3 The PUSH Spatial Position Statement plans for the development of around 64,000 new homes across South Hampshire in the coming years. This will lead to more people visiting the coast for leisure. This has the potential to result in greater disturbances to the birds. Research carried out between 2009 and 2013 has shown that disturbance to the SPA species can result in them using more energy to move away from the disturbance and spend less time feeding. Both of these result in less energy reserves which can result in mortality in the bird population.

The interim mitigation strategy

- 4.4 The research showed that the planned housebuilding across the Solent would be likely to lead to a significant effect on the SPA bird populations. As a result, avoidance and mitigation measures were found to be necessary in order to continue granting planning permission for new residential development.
- 4.5 The Solent Local Authorities formed the Solent Recreation Mitigation Partnership. In order to keep permitting residential development whilst the Solent Recreation Mitigation Strategy was put together, the Interim Mitigation Strategy was developed and implemented.
- 4.6 This has been successful and there has never been a need to refuse planning permission in Havant Borough solely because of the strategic impact on SPA species. The interim strategy has been an effective tool to make sure that housebuilding can continue to take place and has minimised the impact of this issue for housebuilders.

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The Solent Recreation Mitigation Strategy

- 4.7 However the Interim Mitigation Strategy is, as the name suggests, an interim solution. The Solent Recreation Strategy (available at appendix 1) would provide a definitive way forward for addressing the impact on SPA species as a result of recreation caused by new development. To do this, the strategy proposes a series of management measures which actively encourage all coastal visitors to enjoy their visits in a responsible manner rather than restricting access to the coast or preventing activities that take place.
- 4.8 The strategy provides full details of the proposed mitigation package, however in summary it includes:
- A team of coastal rangers to advise people on how to avoid bird disturbance, liaise with landowners, host school visits etc.;
 - communications, marketing and education initiatives;
 - initiatives to encourage responsible dog walking;
 - The preparation of codes of conduct for a variety of coastal activities;
 - Site-specific projects to help manage recreation at the coast and provide secure habitats for the birds;
 - The provision of new/enhanced greenspaces as alternatives to visiting the coast;
- 4.9 The implementation of the strategy and the monitoring of its effectiveness would be funded by developer contributions¹ which have been calculated according to the bedroom numbers of a property. On average this would be the equivalent of £564 per new dwelling, however a breakdown of the contribution of a new dwelling by size is:
- £337 for 1 bedroom dwelling;
 - £487 for 2 bedroom dwelling;
 - £637 for 3 bedroom dwelling;
 - £749 for 4 bedroom dwelling, and;
 - £880 for 5 bedrooms or more.
- 4.10 This contribution would be required for all new homes built within 5.6 kilometres of the SPAs. In practice this covers the entire Borough apart from a small section in the very north. The proposed policy on this topic in the Draft Local Plan (Policy E16) includes a map of the area it would apply to.
- 4.11 These developer contributions for new dwellings within Havant Borough's administrative boundary will be collected by Havant Borough Council (HBC) and transferred to the SRMP who will then implement the strategy. The contributions would be collected through a legal agreement. This would be a Section 106 agreement or, in situations where a Section 106 agreement would not otherwise be necessary, a Unilateral Undertaking. This process is already set up for the implementation of the Interim Mitigation Strategy and would not change. Administration fees are collected to cover the Council's administrative costs.
- 4.12 The public facing brand of the partnership is now Bird Aware Solent. This branding has been well received and is successful. The partnership's new website (www.birdaware.org), staff uniforms and documents all use this consistent branding. The branding was put together by the Council's Marketing and Graphic Design team and this has represented an income stream for the Council.

¹ These will be adjusted annually to take account of inflation.

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Proposed way forward

- 4.13 It is recommended that the Solent Recreation Mitigation Strategy is approved by Cabinet and is implemented in Havant Borough from 1st April 2018. The strategy provides a solution to make sure that there is no likelihood of a significant effect on the Solent SPAs whilst being able to lawfully permit the homes that are needed across the Borough.
- 4.14 As part of the preparation of the strategy public consultation has taken place and is reflected in the final strategy that was endorsed by the PUSH Joint Committee. A specific briefing also took place for housebuilders and developers. This confirmed that the costs involved were not substantial and would not affect the deliverability of housing development. As such, it is not considered likely that the strategy's approval and implementation would affect housing delivery in the Borough.
- 4.15 However if the strategy is not approved and implemented, the legal framework protecting the SPAs remains in place. This would force developers to look for bespoke solutions to overcome the issue. In reality, in all but the largest applications, this is not possible. As such, housebuilding in the Borough would dramatically slow down or stop completely. This would have significant implications for achieving the economic and social goals that the Council has set out in the 2017 Corporate Strategy.

5.0 Implications

5.1 Resources:

- 5.1.1 The developer contributions for new dwellings within Havant Borough's administrative boundary will continue to be collected by Havant Borough Council (HBC) and transferred to the SRMP who will then implement the strategy.
- 5.1.2 For the Interim Strategy, the Council has used a standard Unilateral Undertaking (UU) to secure the contribution from applicants if a Section 106 agreement was not needed (e.g. to secure provision of affordable housing). The administrative costs are covered through specific charges for arranging Section 106 agreements and unilateral undertakings. The approval of the new strategy will not alter this method of collection. As such, there will no further demand in terms of resources.
- 5.1.3 The Council's Marketing and Graphic Design Team has prepared the SRMP's public facing brand: Bird Aware Solent. This has presented an income stream for the council.

5.2 Legal:

- 5.2.1 Please see section 4 of this report.

5.3 Strategy:

- 5.3.1 The Solent Recreation Strategy is referenced heavily in the Adopted Local Plan and the Draft Havant Borough Local Plan 2036. It is key to the delivery of that strategy as set out in section 4 of this report.

5.4 Risks:

The implications of not approving the Solent Recreation Mitigation Strategy

- 5.4.1 The Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) requires the mitigation for any impact which a proposed development, in combination with other plans or projects, is likely to have on an SPA. As such, the regulations require

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LPAs, before they grant planning permission or allocate a site, to make sure that there is no likelihood of a significant effect on an SPA. In practice, this means that development proposals cannot be consented or proceed unless there are no impacts on the integrity of the SPAs. The Solent Recreation Mitigation Strategy provides a cost effect partnership approach to providing the necessary mitigation to protect the SPAs which is in line with the advice of Natural England, the Government's statutory advisor on nature conservation.

Environmental Risks

- 5.4.2 The Solent Recreation Mitigation Strategy does not deal with any other direct impacts on the SPAs such as loss of habitat, increased noise, effect on water quality etc. which may arise from new housing, or the potential impact of other types of development such as new employment sites. Similarly, it does not address the impact on other European sites, specifically Special Areas of Conservation (SACs) and Ramsar Sites. Separate mitigation may be required to address these additional impacts that could arise from new development. These will be assessed by the LPAs, with advice from Natural England through the Habitats Regulations Assessment on the Havant Borough Local Plan 2036.

5.5 Communications:

- 5.5.1 Part of the Solent Recreation Mitigation Partnership is to publicise the issues involved as much as possible. Communications is thus a key part of the strategy and the mitigation measures. Full details are in the strategy itself (appendix 1).

5.6 For the Community:

- 5.6.1 Public access to the coast provides benefits including health, education and general wellbeing. The strategy proposes a series of management measures which actively encourage all coastal visitors to enjoy their visits in a responsible manner rather than restricting access to the coast or preventing activities that take place. By maintaining public access but with measures to ensure that recreational activity and nature conservation interests are not in conflict, the coast can be managed for the benefit of both wildlife and the human public.

5.7 The Integrated Impact Assessment (IIA):

- 5.7.1 The Integrated Impact Assessment (IIA) has been completed and shows that the implementation of the Solent Recreation Mitigation Strategy will not lead to a disproportionate impact on any specific element of the community.

6.0 Consultation

- 6.1 The Solent Recreation Mitigation Strategy was subject to public consultation. This has informed the strategy which was endorsed by the PUSH Joint Committee on 5th December 2017.

Appendices:

Appendix 1: The Solent Recreation Mitigation Strategy

Background Papers:

The evidence base which has informed the Solent Recreation Mitigation Strategy is available at: <http://www.birdaware.org/research>

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Agreed and signed off by:

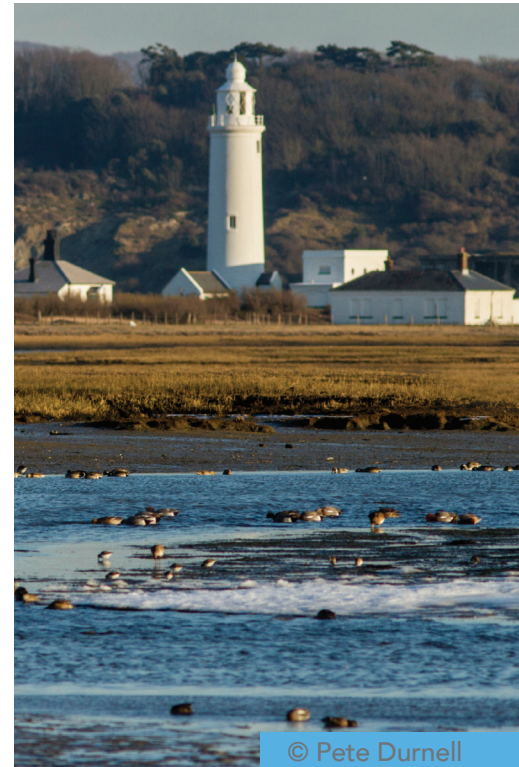
Head of Legal Services: 15th January 2018

Head of Finance: 25th January 2018

Relevant Head of Service: 29th January 2018

Cabinet Lead for Planning and Place-Making: 25th January 2018

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Solent Recreation Mitigation Strategy

Foreword by Cllr Seán Woodward - Chairman, PUSH



The value of good partnerships cannot be overstated. Clear thinking, practical application and professional commitment really can change the world.

The Partnership for Urban South Hampshire (PUSH) has been proud of its involvement with the Solent Recreation Mitigation Partnership (SRMP) from its very inception. True concern about protecting the coastline of the wider Solent region, backed up by valid research and a pragmatic approach to dealing with developers and the public alike has led to some ground-breaking progress, with the work of the SRMP being regarded nationally as best practice.

The existence of the SRMP means that our coastline can remain evolving and vibrant, benefitting from considered and relevant development whilst also ensuring ecological needs are duly met. With a public-facing brand - Bird Aware – the SRMP has achieved unprecedented success in engaging with the wider public and is developing into a major and positive force for behaviour change.

I am proud to present to you the Solent Recreation Mitigation Strategy – a document that embodies a progressive way of thinking and an opportunity to ensure our landscape is developed to meet the needs of society and our unique ecological assets. I look forward to seeing the many benefits that will arise as a result of this strategy and I invite you all to take steps to become more bird aware when visiting our beautiful coastline.

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The Solent Recreation Mitigation Partnership was established to formulate, implement and monitor the strategy using developer contributions transferred from the local planning authorities. The Partnership comprises the fifteen Solent local authorities, Natural England, the Royal Society for the Protection of Birds, Hampshire & Isle of Wight Wildlife Trust, and Chichester Harbour Conservancy. The authorities are: Chichester District Council, East Hampshire District Council, Eastleigh Borough Council, Fareham Borough Council, Gosport Borough Council, Hampshire County Council, Havant Borough Council, Isle of Wight Council, New Forest District Council, New Forest National Park Authority, Portsmouth City Council, Southampton City Council, South Downs National Park Authority, Test Valley Borough Council, Winchester City Council.

Further information about the Partnership and its work including answers to frequently-asked questions is available at: www.birdaware.org

Summary

Tens of thousands of coastal birds fly from as far as Arctic Siberia to spend the winter on the Solent. They need to be able to feed and rest undisturbed, if they are to survive the winter and fly back to their summer habitats. Three Special Protection Areas (SPAs) have been designated to safeguard the birds.

Over 60,000 new homes are planned around the Solent up to 2034. Research has shown that these will lead to more people visiting the coast for recreation, potentially causing additional disturbance to these birds.

The strategy set out in this document, aims to prevent bird disturbance from recreational activities. It seeks to do this through a series of management measures which actively encourage all coastal visitors to enjoy their visits in a responsible manner rather than restricting access to the coast or preventing activities that take place there. Prepared by the Solent Recreation Mitigation Partnership of local authorities and conservation bodies, the strategy was published for consultation in July 2017 and changes incorporated as a result.

The Strategy proposes:-

- a team of 5-7 coastal rangers to advise people on how to avoid bird disturbance, liaise with landowners, host school visits, etc;
- communications, marketing and education initiatives and an officer to implement them;
- initiatives to encourage responsible dog walking and an officer to implement them;
- preparation of codes of conduct for a variety of coastal activities;
- site-specific projects to better manage visitors and provide secure habitats for the birds;
- providing new/enhanced greenspaces as an alternative to visiting the coast;
- a partnership manager to coordinate and manage all the above.

Implementation of these measures and monitoring of their effectiveness, will be funded by 'developer contributions' calculated according to the bedroom numbers of the property, equivalent to an average of £564 per dwelling (increased annually to take into account inflation). This applies to new homes built within 5.6 kilometres of the SPAs. (This 5.6 kilometre zone is where the majority of coastal visitors live.) Some developments may require additional mitigation due to their size or proximity to a SPA.

The developer contributions will be collected by the local authorities and transferred to the Partnership which will implement the measures. Some of the money received will be set aside to fund the measures 'in-perpetuity' (calculated on an 80 years basis) after 2034.

Council leaders will steer and oversee the Partnership's activities and expenditure. Progress on implementation and financial accounts will be published in an annual report.

Further information about the Partnership is at: www.birdaware.org

Introduction

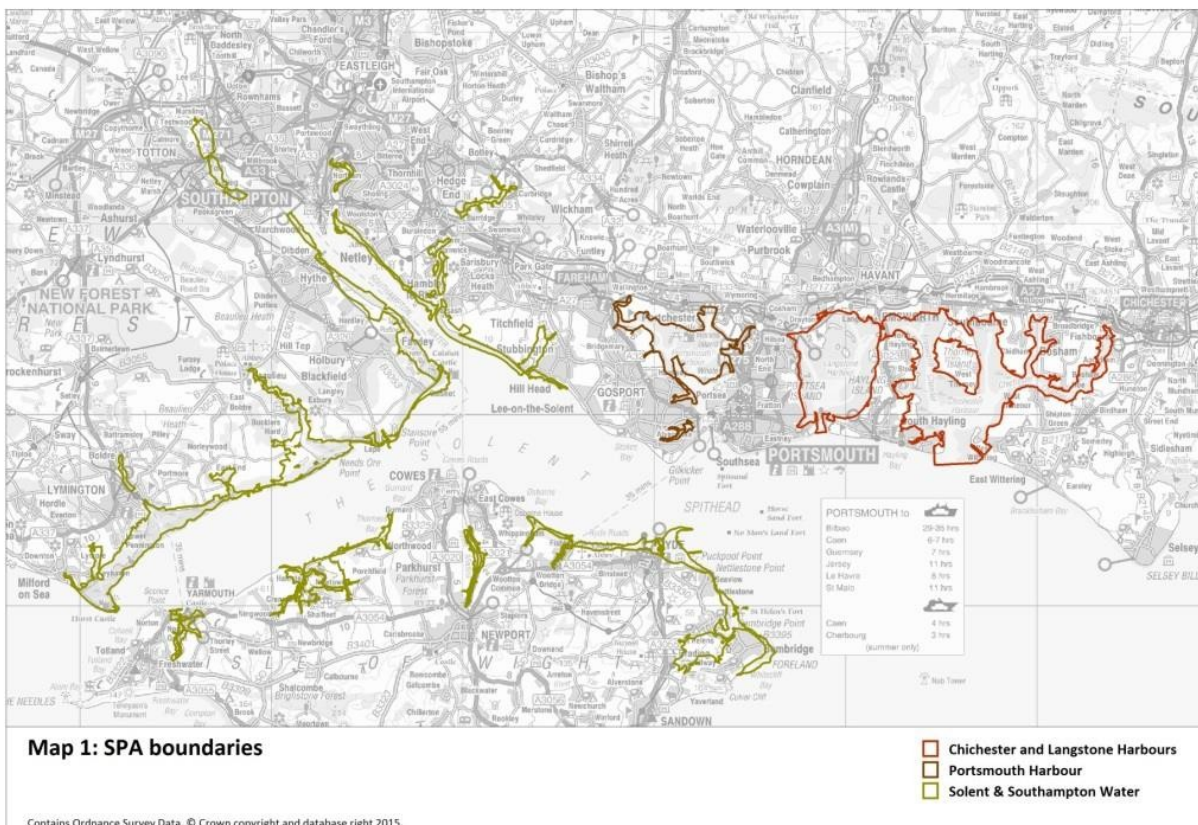
- 1.1. The Solent is internationally important for its wildlife. Each winter, the Solent hosts over 90,000 waders and wildfowl including 10 per cent of the global population of brent geese. These birds come from as far as Siberia to feed and roost before returning to their summer habitats to breed. Three Special Protection Areas (SPAs) were designated by the Government predominantly to protect these over-wintering birds (see map on page 6).
- 1.2. Legislation requires mitigation for any impact which a proposed development, in combination with other plans or project, is likely to have on a SPA. It requires local planning authorities before they grant planning permission for the project, to ensure the necessary mitigation will be provided. In practice this means that that development proposals cannot be consented or proceed unless there are no impacts on the integrity of European sites. If significant effects are predicted to occur, suitable measures for mitigation are required to reduce impacts to acceptable levels.
- 1.3. The Strategy provides a strategic solution to ensure the requirements of the Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) are met with regard to the in-combination effects of increased recreational pressure on the Solent SPAs arising from new residential development.
- 1.4. The Conservation of Habitats and Species Regulations 2017 consolidate all the various amendments made to the Conservation of Habitats and Species Regulations 2010 and the [Conservation \(Natural Habitats, &c.\) Regulations 1994](#) in respect of England and Wales. The 1994 Regulations transposed Council Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora (EC Habitats Directive) into national law. Further details are available [here](#).
- 1.5. The Strategy seeks to provide mitigation for the duration of the impact (in-perpetuity) in line with the Habitats Regulations. Throughout this period, regular strategic reviews will take place every 5 years or more frequently if changes in the legislation or evidence necessitate.
- 1.6. A development can have various impacts, but one which is likely to arise from all new housing around the Solent SPAs is the impact of additional recreational visits, and therefore potential bird disturbance to the SPAs. Although the developer has the legal duty to provide the mitigation, the local authorities and conservation groups have devised a strategic approach to the provision of the mitigation for recreational impacts in order to facilitate delivery and ensure a consistent approach.
- 1.7. This document sets out that strategic approach, the mitigation measures to be implemented, and the arrangements for governance, reporting, and monitoring. It provides mitigation for the impact of in-combination recreational visits arising from housing which is planned around the Solent up to 2034. It does not address the impact of existing activities, which is the role of the separate Solent European Marine Sites (SEMS) initiative. It should also be noted that the Strategy does not deal with any other impacts on the SPAs such as loss of habitat, increased noise, effect on water quality etc - which may arise from new housing, or the potential impact of other types of development such as new employment sites. Separate mitigation may be required to address these additional impacts on the SPAs that arise from new development. These will be assessed by the local planning authorities, with advice from Natural England, at the planning application stage.

1.8. The strategy enables a housebuilder to make a monetary 'developer contribution' for the strategic mitigation of recreational pressures that would otherwise occur over a wide area, instead of needing to provide bespoke mitigation themselves. A developer can still provide their own mitigation, if they have the ability to do so, but for the vast majority it will be simpler, quicker and less costly to make a contribution towards the Strategy. This approach provides clarity and certainty for both developers and local authorities. It helps to deliver coordinated and effective mitigation, whilst simultaneously speeding up the development approval process and reducing the costs for all parties. It also provides a means for mitigating the impact of small developments for which it would not be practical to provide bespoke mitigation for.

2 The need for mitigation

- 2.1. The Solent coast, particularly its mudflats, shingle and saltmarshes, provide essential winter feeding and roosting grounds for birds that spend the winter here. The wide range of recreational activities which take place on this coast can result in disturbance to the birds, albeit often unintentional.
- 2.2. Human disturbance of the birds can have several impacts. Birds may be more alert, resulting in a reduction in the amount of food eaten, or they may move away from the disturbance. A bird which moves away forgoes valuable feeding time whilst in the air and also uses energy in flying - a double impact on the bird's energy reserves. If the disturbance is substantial, then food-rich areas may be little used by the birds or avoided altogether, leading to other areas hosting a higher density of birds and intensifying the competition for the available food.
- 2.3. Ultimately, the consequence of human disturbance can be increased bird mortality or a reduction in the amount of energy which the individual bird has available at the end of the winter period to fly back to its breeding grounds. If as a consequence the birds are unable to complete their migratory journey or are not in sufficiently good condition to breed when they arrive, then this would lead to a reduction in the bird population.

The Solent Special Protection Areas



- 2.4. Extensive research was undertaken during 2009-2013 to assess the impact of recreational activity on wintering birds on the Solent coast. This work was known as the Solent Disturbance Mitigation Project and formed part of the Solent European Marine Sites (SEMS) Scheme of Management. The research was coordinated by the Solent Forum, who coordinated it. This work included recording the response of birds to disturbance, face-to-face surveys of visitors at the coast, and a postal survey of households living around the Solent. Computer modelling using that information predicted the number of additional recreational visits which would be generated by planned housebuilding.
- 2.5. By far the most popular activity taking place at the coast is walking, with jogging and cycling also proving popular. The research shows that these account for 91% of all recreational activity¹. The same research also highlighted that dogs off lead were a cause of 47% of all 'major flights' i.e. bird(s) flying more than 50 metres to escape disturbance². This is why understanding the needs of dog walkers and proactively working with them is a priority for the Partnership.
- 2.6. Although other types of recreational use such as surfing, horse riding and rowing only amount to a total of 9% of activities carried out, each occurrence can create substantial disturbance³. Therefore the Partnership has longer term goals to work with each of these groups too.
- 2.7. The research predicted a 13% increase in visitor numbers at the Solent coast as a result of planned new housing, with the change on individual sections varying from 4% to 84%⁴. This highlights that the planned new housing will mean a large increase in coastal visits with a likely impact on the birds unless mitigation measures are put in place.
- 2.8. The research showed that how people behave, and how access is managed at each location determines the extent of disturbance⁵.
- 2.9. On the basis of this research, Natural England - the Government's advisor on the natural environment - issued formal advice to the Solent local planning authorities in March 2013. Their letter⁶ stated: "*This follows the completion of Phase II of the Solent Disturbance and Mitigation Project (SDMP), which reported that there is a Likely Significant Effect associated with the new housing planned around the Solent. Natural England's advice is that the SDMP work represents the best available evidence, and therefore avoidance measures are required in order to ensure a significant effect, in combination, arising from new housing development around the Solent, is avoided.*"
- 2.10. Ecological consultants Footprint Ecology were then commissioned to recommend a package of appropriate mitigation measures. Drawing on an evaluation of measures used elsewhere in the UK and the expert opinion of leading academics and practitioners, they recommended⁷:-
- A delivery officer
 - A team of wardens/rangers
 - A coastal dog walkers project
 - A review of parking
 - A review of watersport zones/watersport access
 - Codes of conduct pack
 - Series of site specific projects
 - Watersport permits & enforcement
 - Suitable Alternative Natural Greenspaces/additional green Infrastructure/alternative roost sites.

- 2.11. Of these, the main recommendation (in terms of resource allocation) would be the team of wardens/rangers. Footprint Ecology recommended that around 5-7 rangers would form a core team, supplemented with casual staff if necessary⁸. The main ranger presence would be required from September through to the end of March, they advised, but that summer tasks - such as delivering projects, liaison with local landowners and stakeholders - might make it appropriate for some staff to be employed all year.
- 2.12. Suitable Alternative Natural Greenspaces (SANGs) are a key mitigation measure at some other Special Protection Areas, but Footprint Ecology recommended caution in using them for the Solent SPAs⁹. In large part this was because a survey showed that many people visit the Solent coast for the sea views and the feeling of 'being beside the sea': 34% of those surveyed stated that nothing could be done to make an alternative site more attractive to them¹⁰. A subsequent study¹¹ concluded that SANGs may have a role to play in providing mitigation if they are closely linked to management at the coast, are targeted in the right locations, and are accompanied by active promotion of their existence.
- 2.13. The evidence¹² showed that mitigation should be required from all dwellings built within 5.6 kilometres of the boundaries of the SPAs. This is the zone from which 75% of coastal visitors live. The zone boundary is defined by using straight line distances from the SPA boundary. This approach is the same as that adopted for Thames Basin Heaths and Dorset Heathlands SPAs.
- 2.14. Two research studies were commissioned to help identify which measures would be the most effective in encouraging responsible dog walking. The first was market research with dog walkers¹³ involving interviews at the coast and an on-line survey.
- 2.15. The second study¹⁴ reviewed measures which have been successfully used elsewhere in the UK and would be relevant to the circumstances of the Solent. It recommended the use of a website, social media and other initiatives to raise dog walkers' awareness of bird disturbance and to promote alternative inland greenspaces. The study emphasised that these initiatives would require adequate resourcing and this has been taken into account with the staffing numbers to carry out this Strategy. They allow for a full time dedicated resource to work with dog walkers and dog interest groups to achieve a way forward that fully considers their needs.

NB: References for the documents mentioned above are in Appendix E.

3 Overall approach and benefits

- 3.1. The aim of this strategy is to prevent any net increase in bird disturbance as a result of additional recreational pressures arising from the approximately 64,000 new dwellings which are planned around the Solent SPAs up to 2034 (see Appendix A for the derivation of this figure). This will be achieved by:-
- raising awareness and encouraging behavioural change of coastal visitors;
 - implementing projects to better manage visitors and provide secure habitats for the birds;
 - providing and promoting new/enhanced greenspaces in less sensitive areas as an alternative to visiting the coast.
- 3.2. This overall approach of better managing visitors at the coast, rather than attempting to restrict access through bylaws, permits, etc, reflects the research (paragraph 2.4 above) which found that the level of disturbance is determined more by peoples' behaviour than purely by the number of visitors.
- 3.3. Public access to the coast provides benefits including health, education, inspiration, spiritual and general well-being. Visitor access is also important in the management of the sites for nature conservation, because people are more likely to want to be involved with and protect local sites if they have close links with them. So by maintaining public access but with measures to ensure that recreational activity and nature conservation interests are not in conflict, the coast can be managed for the benefit of both wildlife and the public.
- 3.4. Based on the findings on the level of disturbance caused by various recreational activities (paragraphs 2.5 and 2.6 above), this strategy places a particular focus on walkers, cyclists, and dog walkers, but with proportionate mitigation measures for other recreational activities. So the package of mitigation measures comprises:-
- A team of rangers
 - Communications, marketing and education initiatives
 - Initiatives to facilitate and encourage responsible dog walking
 - Codes of conduct
 - Site-specific visitor management and bird refuge projects
 - New/enhanced strategic greenspaces
 - A delivery officer (called 'Partnership Manager' from here on)
 - Monitoring to help adjust the mitigation measures as necessary.
- 3.5. These measures are described in more detail in the next section. The package echoes the recommendations of consultants Footprint Ecology (paragraph 2.10 above) except for their proposal for watersport permits and enforcement. The latter would be contrary to the Partnership's overall approach which is aimed at managing rather than preventing activity at the coast. The consultants' recommendations for a review of watersports zones and parking may be considered again if monitoring of the Strategy's effectiveness suggests additional steps are required and these actions are judged likely to assist with providing further mitigation.
- 3.6. Implementation of these measures will help avoid disturbance to the birds which fly thousands of miles to spend the winter here. There will be benefits for people too, with a wider range of greenspaces and better facilities at many of them. It will be a win-win outcome: an enhanced range of quality recreational opportunities **and** safeguarding of the birds which are such an important feature of our shores.

4 The mitigation measures

4.1. This section sets out the mitigation measures required. How they will be resourced is dealt with in section 5.

Rangers

4.2. The rangers are the key mitigation measure. A small interim team was established in late 2015. They have begun to establish themselves and their presence has generally been well received. However, a larger team is needed in order to a satisfactory minimum Ranger presence along the 250 kilometer Solent coastline and build the necessary profile amongst people who regularly visit the coast, local communities, land owners and partner organisations.

4.3. During the winter period (1 October - 31 March), a team of seven rangers will focus their time on engaging with visitors at the coast, explaining the vulnerability of the birds, and advising people how they can avoid bird disturbance.

4.4. Five of the seven will be employed all-year. During the summer period (1 April - 30 September), the five will undertake tasks for which there is insufficient time during the winter period or which are best done during better weather. Those tasks will include meeting with landowners and stakeholders, installing/maintaining signs and interpretation panels, assisting with dog walking initiatives, staffing a stand at outdoor shows/events; hosting school visits, and preparing codes of conduct in consultation with local clubs (see paragraph 4.9 below). Once the enlarged ranger team is in place, they will prepare the Access Management Assessments described in paragraph 4.18 below.

4.5. The Ranger programme seeks to bring positive changes in behavior through promoting a better understanding and appreciation of the Solent's birds and the threats they face. If the monitoring or new research suggests that this approach is not working or needs to be adjusted, the Ranger programme will be adapted to improve its effectiveness.

Communications, marketing and education initiatives

4.6. The overall approach of this strategy is to secure behavioural change through awareness raising. Communications, marketing and education are central to that mission. The 'Bird Aware Solent' brand name, a presence on Twitter and Facebook, and a high quality website provide sound foundations for further communications and education initiatives. Those further initiatives are likely to include further development of the website, regular press releases, longer articles for magazines, educational materials for schools, and a range of leaflets targeted at different coastal visitor groups. A gazebo or a mobile display vehicle would enable key messages to be disseminated at local events/shows events.

Initiatives to encourage responsible dog walking

4.7. Key messages for dog walkers will be part of the general communications, marketing and education initiatives described above, but online and printed materials specifically targeted at dog walkers will also be produced.

4.8. A dedicated member of staff for dog walker engagement will roll out a series of positive measures to actively work with this group and will draw from measures that have been successful in other areas.

Codes of conduct

- 4.9. Codes of conduct will be developed, in conjunction with user groups, as the mitigation measure for activities such as horse-riding and water-based recreation (sailing, rowing, kite surfing etc). This measure is proportionate to the impact of these activities which is small compared to walking, jogging and cycling.
- 4.10. Codes of conduct are particularly effective for club-based activities, but their availability - via smartphone access to the Partnership's website for example - can also be promoted to casual visitors through signs at locations where the activities take place. Preparing the codes in conjunction with local clubs/user groups will ensure that appropriate language is used and will help secure buy-in as a result of the clubs being signatories to the codes.

New/enhanced strategic greenspaces

- 4.11. The research showed that some coastal visitors would be prepared to visit alternative greenspaces for at least some of their recreational trips. That would help moderate the predicted increase in visitors at the coast and thus the potential for bird disturbance. It will be done through a combination of an enhanced portfolio of alternative greenspaces plus increased promotion of them by the rangers and through on-line/printed media.
- 4.12. The creation of two completely new strategic greenspaces and enhancements to other existing greenspaces is already underway^a. In the medium-longer term, there may be a need for additional strategic greenspaces - known as Suitable Alternative Natural Greenspaces (SANGs). These could be created by a developer as part of a very large housing scheme or alternatively will be implemented through the Solent Recreation Mitigation Partnership. (NB: funding for these will not be from developer contributions – see paragraph 5.12 below.) Whether delivered by developers or the Partnership, new SANGs should be sited and be laid out in accordance with the guidelines in Appendix B.

Site-specific visitor management and bird refuge projects

- 4.13. These projects could include small scale minor works which are designed to help manage the impact of recreational visits on the coast: signs and interpretation boards, provision of a low wall/fence/planting to discourage coastal users from accessing particularly sensitive spots, screening to reduce visual and noise disturbance to birds (but low enough to enable people to still see the birds and the sea), bird roosts to make them more secure, improving an inland footpath to encourage walkers to skirt around a vulnerable site. Such measures may reduce the need for the rangers to visit the stretches of coast so frequently where they have been implemented.
- 4.14. Any party wishing to suggest a project within an identified site should make the local authority within which it is sited aware of the project and ask that they assess it and consider putting it forward for potential funding.
- 4.15. The projects put forward by local authorities are then assessed on their proposal in relation to the mitigation objectives of the Strategy and the evidence base that supports their ability to alleviate pressure on sensitive parts of the coast. Assessment factors relate

^a At Alver Valley Country Park; Manor Farm Country Park; Horsea Island Country Park; Shoreburs Greenways.

to the project scale, deliverability, effectiveness, monitoring and cost. Projects are assessed by a team that includes representatives from Natural England, the RSPB, Hampshire and Isle of Wight Wildlife Trust, the New Forest National Parks Authority and the Partnership Manager.

- 4.16. Once assessed, the projects are then prioritised based on their overall score for the factors listed above and where possible funding will be recommended for those with the highest scores, in the annual budget report to PUSH.
- 4.17. The Partnership has evaluated an initial tranche of potential projects for implementation. These projects were identified by Partnership members as having the potential to contribute to the mitigation aims of the Strategy. This work will be refreshed/reviewed closer to the funding being available (anticipated to be 2020) and repeated annually thereafter. Once funding is available, the site specific projects and their scores will be published annually on the Bird Aware website.
- 4.18. Further projects will emerge from a detailed assessment of each section of coast, of the recreational uses, bird numbers, and what might be done to resolve any current and future potential bird disturbance. This work will form an Access Management Assessment. The first of those Access Management Assessments will be undertaken during 2017/18: the rest will follow once the enlarged ranger team is in place.
- 4.19. The Access Management Assessments will seek to review the activities of all coastal users and make recommendations about how their needs can be accommodated without causing recreational pressures and disturbance on the overwintering birds. These will include the identification of site specific projects (such a screening and creating all weather surfaces, re-routing of small stretches of footpath) as well as further establishing links with stakeholders.

Monitoring

- 4.20. Monitoring will help confirm that mitigation measures are working as anticipated, and whether refinements or adjustments are necessary. Monitoring is therefore integral to the mitigation 'package'. In the longer term, it will establish whether the mitigation strategy is being effective. The monitoring is explained further on the Partnership's website at <http://www.birdaware.org/article/28103/Monitoring>

5 Resource costs and funding

5.1. Implementation of the mitigation measures set out in the preceding section will require resources - a mix of staff and funds for projects, communications, monitoring etc.

Rangers

5.2. The cost of the ranger team (five all-year and two winter-only rangers - see section 4) is based on the rangers who are currently employed on the Partnership's behalf. It also includes the higher salary which will be paid to the lead ranger who will manage the team and reflects the cost of vehicles. Further details are in Appendix C.

Other staff and operating budget

5.3. The volume of communications, marketing and education initiatives and the specialist skills required justify a dedicated part-time communications post.

5.4. Drawing on the experience of the other established projects (see paragraph 2.13 and 2.14 above), a dedicated full-time officer will liaise with dog walkers to devise initiatives to encourage responsible dog walking.

5.5. A dedicated Partnership Manager post is crucial to successful delivery of this mitigation strategy. The post will coordinate implementation of the mitigation measures, procure and manage the required staff and other resources, and provide the necessary reporting.

5.6. An operating budget will fund the procuring of graphic design skills, IT staff time to maintain/expand the website, leaflet printing etc. and any consultancy support which may be needed from time to time. A small contingency is provided for the possibility of some unforeseen essential but incidental expenditure.

Site-specific visitor management projects

5.7. The site-specific visitor management projects will be implemented through a rolling five-year programme with a budget of £400,000 per year. The completed projects will need routine maintenance: a 5% per annum figure for ongoing maintenance is included in the £420,000 figure in the table below.

5.8. It should be noted that a number of local planning authorities in the zone of influence of the New Forest Special Protection Area (SPA) / Special Area of Conservation (SAC) have adopted habitat mitigation strategies in place; and are liaising to explore opportunities to develop a co-ordinated strategic approach in the future to ensure significant adverse effects on these New Forest designated sites are avoided. In the vicinity of the New Forest, Bird Aware site-specific projects will provide mitigation for the Solent designated sites, but some may be able to also give some additional benefit to the New Forest SPA/SAC.

In-perpetuity

5.9. This strategy mitigates the recreational impact of new housing up to 2034, but the mitigation measures need to be in place for the duration of the impact. The Partnership has decided that this 'in-perpetuity' payment should be calculated on an 80 year basis and this has been accepted by Natural England. This is the same time period as that adopted for South East Devon European Site Mitigation Strategy for example.

- 5.10. So this strategy includes a mechanism for funding the mitigation measures after 2034 when the developer contributions from those planned new homes will come to an end. That mechanism is described in more detail in Appendix D, but in summary, a proportion of the money received each year from developer contributions will be transferred into an investment fund. That 'in-perpetuity fund' will grow each year through those annual cash transfers and the interest earned. By 2034, the fund will be sufficiently large to fund the mitigation measures in-perpetuity.
- 5.11. Some of the mitigation measures will not continue after 2034 or will be resourced at a reduced level. The programme of site specific visitor management projects will end, the dog walking initiatives post and the communications & education post will be combined, the operating budget will reduce, monitoring will continue at a reduced scale, and the Partnership Manager post will cease. The work of the latter will be much diminished after 2034; the local authorities have agreed to take on the remaining tasks in-perpetuity.

Funding

- 5.12. The current strategic greenspace projects (paragraph 4.12 above) are funded through the Solent Local Growth Deal with complementary local funding from the local authority which is implementing it. Funding for the further strategic greenspaces will be sought from future local growth deals or other similar sources, unless the greenspace is provided as part of a large housing scheme in which case the developer will fund it. PUSH has produced a Green Infrastructure Strategy which may be able to help secure funding for further greenspace enhancements.
- 5.13. The other resource costs need to be funded from developer contributions. Those costs are summarised in the table below and are set out in greater detail in Appendices C and D.

Summary of annual costs up to the year 2034

	£thousands per annum
Rangers	272
Other staff	93
Operating budget and monitoring	90
Site specific visitor management projects	420
Contingency	10
In-perpetuity funding	1111
Total annual cost	1996

All figures are at 2016 prices because the developer contribution is index linked and will automatically rise with inflation.

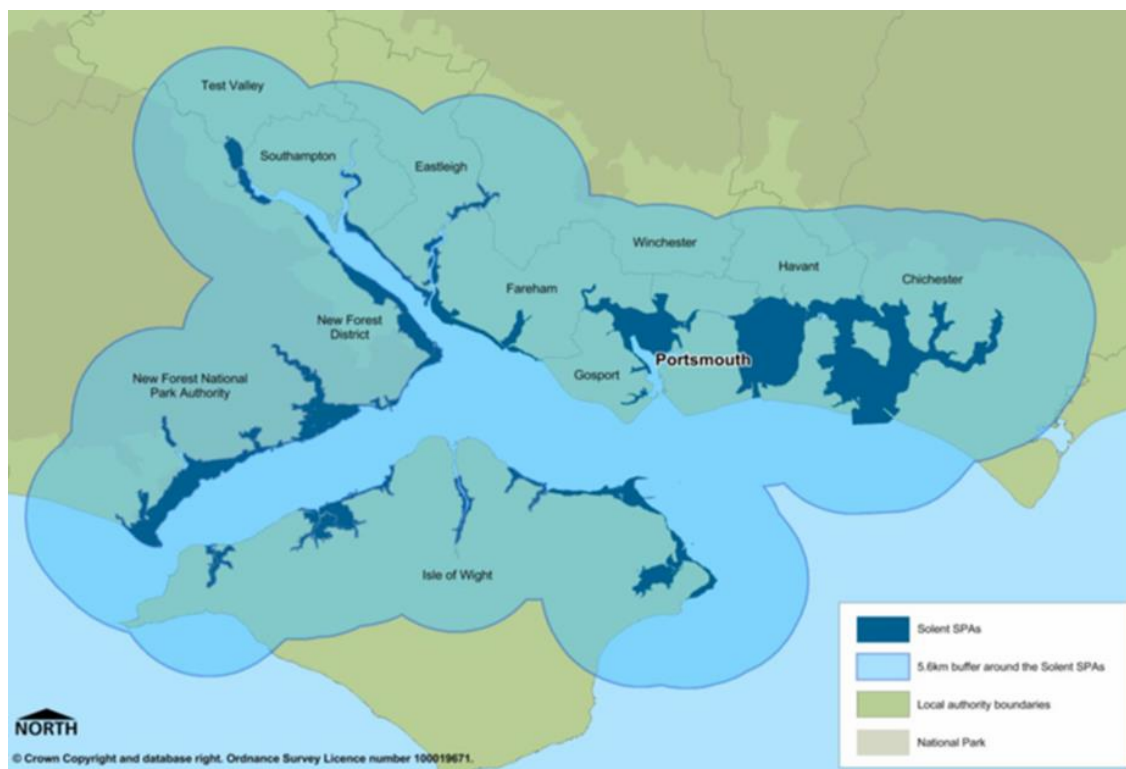
- 5.14. This total cost when divided amongst the number of new dwellings to be mitigated each year (estimated as 3,538 - see Appendix A), means that an average developer contribution of £564 per dwelling is required (These figures will be increased on 1 April each year in line with the Retail Price Index (RPI) rounded to the nearest whole pound.)
- 5.15. Although that figure is the best estimate of the number of planned new homes, the number actually constructed could be different to the estimate. However, the package of mitigation measures in this strategy is 'scalable', which means that the amount of mitigation can be increased or decreased in line with actual housebuilding.

6 Developer contributions

- 6.1. As explained in the previous section, the baseline developer contribution is the equivalent of £564 per dwelling (though in practice this will be charged on a sliding scale based upon bedroom numbers per dwelling). These figures will be increased on 1 April each year in line with the Retail Price Index (RPI) rounded to the nearest whole pound.
- 6.2. Immediately following the adoption of the Strategy by a given local authority, the new developer contribution rate will apply to all relevant applications within the 5.6km zone, determined after that date within the authority's area. It is anticipated that all Solent local authorities will have adopted the Strategy by the end of March 2018.
- 6.3. That developer contribution will be required for every net additional dwelling within 5.6 kilometres of the boundaries of the Solent Special Protection Areas (see map below) unless the developer can demonstrate to the satisfaction of the local planning authority and Natural England that it will provide alternative 'bespoke mitigation' which will fully mitigate the recreational impact of the development.
- 6.4. In this context, 'dwelling' includes net new dwellings created through the sub-division of existing dwellings, second homes, dwellings to be used as holiday accommodation, self-contained student accommodation, and new dwellings created as a result of approval granted under the General Permitted Development Order e.g. change of use from office to residential (including houses and flats). It includes permanent accommodation for gypsies and travellers; temporary/transit pitches will be assessed on a case-by-case basis by the local planning authority in consultation with Natural England.
- 6.5. In the case of self-contained student accommodation, a case by case approach is taken because it is recognised that due to the characteristics of this kind of residential development, specifically the absence of car parking and the inability of those living in purpose built student accommodation to have pets, the level of disturbance created, and thus the increase in bird disturbance and associated bird mortality, will be less than dwelling houses (use class C3 of the Use Classes Order^b). The SDMP research showed that 47% of activity which resulted in major flight events was specifically caused by dogs off of a lead. As such, it is considered that level of impact from purpose built student accommodation would be half that of C3 housing and thus the scale of the mitigation package should also be half that of traditional housing.
- 6.6. Whilst these units of accommodation are assessed on a case by case basis, not purely on their numbers of bedrooms, a general model for calculation follows: As the average number of study bedrooms in a unit of purpose built student accommodation is five, for the purposes of providing SPA mitigation, every five study bedrooms will be considered a unit of residential accommodation and charged accordingly (i.e. 50% of the rate of the 5 bedroom property charge). However, the final figure will be derived in consultation with Natural England and the local planning authority and developers are urged to hold early discussions with them on this matter.

^b https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

The 5.6 kilometre zone around the Solent Special Protection Areas



6.7. Some housing schemes, when accounting for their scale or relationship with the SPAs, may need to provide bespoke mitigation measures in addition to making the financial contribution in order to ensure effective avoidance/mitigation of impacts on the SPA. A very large scheme could have a disproportionate impact on particular sections of coast compared to the dispersed impact of smaller schemes providing the same overall number of new homes. Similarly, mitigation in addition to the standard developer contribution may be needed for new dwellings which are close to the SPAs because the occupants are much more likely to visit the coast with the potential for a greater impact.

6.8. Other influencing factors that might be considered in the need for additional mitigation could include (but are not be limited to), existing access to inter-tidal areas, type of frontage - beach, sea wall, adjacent habitats - deep mud or shingle/sand, the height of the site in relation to the inter-tidal level and proposed design of the new scheme. Therefore even very modest housing schemes could have a greater impact, whilst some larger schemes may have less of an impact due to their specific location. The assessment as to whether a particular scheme will require additional mitigation is complex and will depend on a range of factors so it is not possible to say, as part of Strategy, when development will need to provide further measures. The local planning authority, with advice from Natural England, will consider the mitigation requirements for such housing proposals on a case-by-case basis. Developers are encouraged to hold early discussions with Natural England and the local planning authority on the mitigation which will be needed for such schemes.

6.9. The need for mitigation for the recreational impact of other types of residential accommodation will be assessed on a case-by-case basis by the local planning authority. The key 'test' is based around the likelihood of the proposed development generating additional recreational visits to the SPA(s). For example, in respect of residential

accommodation designed specifically for elderly people, a developer contribution (or bespoke mitigation) will be required for apartments for the active elderly, but not for secure accommodation such as a residential nursing home for people who are unable to independently leave that accommodation and which does not provide residents parking or allow pets (this would also apply to people living with conditions that limit their mobility). However, mitigation may be required for any staff living on-site. Retirement properties designed for independent living with parking provision and which allow pets will be treated the same as C3 residential properties.

- 6.10. New hotels and other holiday/tourist accommodation - defined as both wholly new establishments and extensions of existing ones - is a residential-related use with the potential to generate additional recreational visits to the SPA(s). The need for mitigation for new hotel accommodation will be assessed on a case-by-case basis by the local planning authority in relation to the 'tests' set out in the paragraph above. Mitigation is unlikely to be required for new hotel accommodation in a city centre for example, if the guests will predominantly be business people or those visiting the built heritage rather than the coast. On the other hand, mitigation is more likely to be required for new hotel accommodation close to a SPA where guests will probably spend some time walking or pursuing other recreational activities at the coast.
- 6.11. Where mitigation is deemed to be necessary for new hotel and other holiday/tourist accommodation, the mitigation may take the form of a developer contribution calculated on the basis of the number of new bedrooms and the monetary contributions (or a proportion thereof) in paragraph 6.1 above. Such contributions will be pooled and spent on mitigation measures in the same way as developer contributions from new dwellings.
- 6.12. This scope of this strategy is mitigating the recreational impact of new residential-related accommodation on the Solent Special Protection Area(s). Separate mitigation may be required for other impacts which may arise from new housing, e.g. impacts on water quality, noise disturbance, high buildings obstructing bird flight lines, loss or damage to supporting habitats. Those will be assessed by the local planning authorities, with advice from Natural England, at the planning application stage to identify whether, and if so what, mitigation is required. However, developers are encouraged to hold early discussions with Natural England and the Local Planning Authority

A sliding scale of developer contributions?

- 6.13. Currently, the same developer contribution is paid irrespective of property size - a 'flat rate' contribution. However, larger properties can accommodate more people, with the potential for a larger number of visitors to the coast, creating a higher level of impact so a sliding scale of contributions has been developed to reflect this. There are practical difficulties with trying to vary it by floorspace or sale price, but for some SPA mitigation strategies elsewhere in the UK, it has been determined fairest that the developer contribution varies according to the number of bedrooms in the new property.
- 6.14. So instead of a £564 flat rate, the Partnership will use a sliding scale of contributions. This will be:-
- £337 for 1 bedroom dwelling
 - £487 for 2 bedroom dwelling
 - £637 for 3 bedroom dwelling
 - £749 for 4 bedroom dwelling
 - £880 for 5 bedrooms or more

6.15. The figures above are based on an estimate of the mix of housing that will be proposed and the need to secure a total income level that is equivalent to that which would be raised through charging a flat fee. The methodology used to calculate the figures is based on that developed by LPA's within the Thames Basin Heaths mitigation scheme. It accounts for the existing occupancy of properties and the projected mix going forward based on a sample of authorities within this area. These will be reviewed every two years throughout the duration of the Strategy.

7 Implementation, governance and reporting

Implementation

- 7.1. The developer contributions are paid to local planning authorities. Each authority decides which legal mechanisms to use to secure the developer contributions from schemes in its area and the potential for phased / staged payments in relation to specific proposals.
- 7.2. The authorities pool the developer contributions received and implement the mitigation measures through the Solent Recreation Mitigation Partnership. The contributions received by the authorities are transferred quarterly to the Partnership.
- 7.3. The Partnership sets a budget for each year, including the amount to be transferred that year into the in-perpetuity fund (see paragraph 5.13). Some money will be held in reserve at all times to cushion against variations in the amount of developer contributions received each quarter: such variations are inevitable due to market-driven fluctuations in the number of sites/development phases on which construction begins. The value of the contributions received by the Partnership each year and details of all expenditure, are set out in an annual statement of accounts.
- 7.4. The higher developer contribution will mean increased funding for mitigation. However, many developer contributions are only paid on the commencement of development, so there is a time delay between a planning permission being granted and the money being paid to the authority. For some schemes this can be a matter of weeks; for others it can be several years. So that time delay will mean that the amount of money received by the Partnership will increase only gradually over the next 2-3 years. This will constrain the implementation of mitigation measures in the short term: so, for example, it will probably not be possible to have the full ranger team in place until 2019 or 2020.

Governance

- 7.5. The Partnership's management structure comprises a small Project Board of senior officers and a Steering Group which includes an officer from each of the nineteen partner organisations. The Project Board sets the Partnership's overall direction and budget. Working within those, the Steering Group manages the operational tasks. The Partnership Manager has delegated responsibility for managing day-to-day activities.
- 7.6. Further details of the composition and roles of the Project Board and Steering Group are in the Partnership's Terms of Reference, which can be seen at: <http://www.birdaware.org/CHttpHandler.ashx?id=27311&p=0>
- 7.7. The governance, political steer and oversight of the Solent Recreation Mitigation Partnership (SRMP) is provided by the Partnership for Urban South Hampshire (PUSH) with the involvement of representatives of the three local planning authorities which are not members of PUSH - Chichester District Council, New Forest National Park Authority, and South Downs National Park Authority. This is done through reports to the PUSH Joint Committee, which comprises the Leader of each PUSH authority supported by their Chief Executive. A representative from each of the three non-PUSH authorities is invited to participate in the Joint Committee meeting whenever there is discussion of a SRMP-related matter.

Reporting

- 7.8. Normally, the SRMP presents two reports each year to the PUSH Joint Committee: one to seek approval for the proposed SRMP budget and Project Board membership for the ensuing year, and the other to seek approval of the SRMP's Annual Report. Those reports to the PUSH Joint Committee can be seen at: http://www.push.gov.uk/work/latest_joint-committee.htm
- 7.9. The Annual Report records the progress made in implementing the mitigation measures and summarises the conclusions of completed monitoring. It also contains the statement of accounts for the preceding year and the budget for the coming year. It is published immediately after approval by the PUSH Joint Committee.
- 7.10. Partnership reports on research and monitoring are published as soon as they have been completed.
- 7.11. All those reports, this strategy, and a range of other documents/information can be seen on the SRMP's website at: www.birdaware.org

Review

- 7.12. The Strategy seeks to provide mitigation for development planned until 2034. In order to keep the Strategy relevant throughout this period, regular strategic reviews will take place every 5 years from implementation (or more frequently if changes in legislation or evidence necessitate). This will allow for lessons learnt, new best practices and variations over time to be incorporated into the Strategy, making it more relevant for longer. Following each review, an update report will be made available on the website.

Appendix A: Calculation of number of new dwellings mitigated

- A1. This strategy has been prepared to mitigate the 63,684 new dwellings which are planned between 2016 and 2034 - an average of 3,538 per annum. This estimate is derived from the PUSH Spatial Position Statement which looks to 2034^c and an assumed continuation to 2034 of the currently planned building rate in the three non-PUSH authority areas.
- A2. The PUSH Spatial Position Statement envisages an average of 4,537 new dwellings each year in the whole PUSH area. It is estimated that around 3,195 of these could be located within 5.6km of the Special Protection Areas. This estimate is based on information provided by the local planning authorities for a sub-regional transport model which uses localised zones and thus provides a reasonably good basis for calculating development within 5.6km. Working from these figures has provided the best available estimate.
- A3. In the three non-PUSH authority areas - Chichester District, New Forest National Park, South Downs National Park - the currently planned building rate is a combined 343 dwellings per annum. The adopted Local Plans for those three areas only look ahead to varying dates between 2026 and 2031, so for the purpose of this strategy it is assumed that the currently planned rate of 343 dwellings per annum will continue to 2034.
- A4. Therefore, the figure for the whole Partnership area is 3,538 per annum - a total of 63,684 between 2016 and 2034.

^c View at: www.push.gov.uk/work/planning-and-infrastructure/push_spatial_position_statement_to_2034-2.htm

Appendix B: Criteria for Suitable Alternative Natural Greenspaces (SANGs)

The following guidelines have been created to reflect responses to Solent specific research and may further evolve over time as more research is undertaken.

These guidelines are focused towards strategic SANGs, rather than bespoke mitigation packages for individual developments and include locational criteria for siting wholly new sites, and criteria for their design and facilities. The latter criteria are also relevant to projects to enhance existing strategic sites: they set out the priorities for new facilities to be provided, and the improvements to be made to the layout and design. The guidelines take account of the research findings¹³ on the features/facilities which would make an alternative site attractive to people seeking places for recreation. Monitoring is being undertaken at the strategic SANGs which will further inform future SANG design.

Locational criteria

Essential

- a wholly new site or an enhancement of existing public open space if the site is currently underused and has substantial capacity to accommodate additional recreational activity or could be expanded, taking into account the availability of land and its potential for improvement;
- be in a location where it will divert visitors especially dog walkers away from sections of SPA coast which are sensitive to additional human disturbance and where a significant increase in visitors is predicted;
- be located where it will attract visitors who would otherwise have gone to those sections of coast ^d;
- be large enough to include a variety of paths which enable at least one circular walk of at least 5 km (approx. a 60 min walk);
- be in a location where a SANG would be acceptable in terms of planning policy and traffic generation, and would not have an unacceptable impact on biodiversity e.g. a nature conservation site protected under a local or national designation;
- be sufficiently large to be perceived as a cohesive semi-natural space, offering tranquility, with little intrusion of artificial structures (except in the immediate vicinity of car parks) and with no unpleasant intrusions of other kinds e.g. wastewater treatment odours;

Desirable

- has views of the sea which are not too distant or includes a sizeable water feature;
- has a varied topography with some gentle slopes, a mix of open and wooded areas, and a focal point such as a viewpoint, monument etc.

Criteria for design and facilities

Essential

- includes a variety of paths which enable at least one circular walk of at least 5km (approx. a 60 min walk);

^d Generally, proposals will be within the Partnership area but sites located just outside might be considered.

- includes adequate car parking for visitors with that car parking being well located in relation to the road network;
- be clearly signed at access points and at key junctions on the surrounding road network, with an information panel at each access point which explains the layout of the SANG and the routes available to visitors.
- access points for visitors arriving on foot must be well located in relation to nearby residential areas;
- designed so that the SANG is perceived by users as a cohesive semi-natural space which is safe and easily navigable;
- paths must be clearly discernible, well signposted/waymarked, and have firm, level, well drained surfaces (albeit unsealed to avoid any 'urban feel') in order to be useable throughout the winter;
- movement within the SANG must be largely unrestricted, with plenty of space away from road traffic;
- Dogs are welcome and the majority of the sites is suitable for safe off-lead dog exercise.
- Dog swimming area.
- Dog waste bins.

Desirable

- car parking would be free of charge in the winter and preferably all year round;
- has multiple access points and with car parking at each rather than in a single location;
- incorporates innovative and attractive dog walking facilities such as dog activity trails, agility courses, enclosed off-lead training/exercise areas, dog washing facilities.

Appendix C: Resource costs

The table below sets out the estimated annual costs of each expenditure item, for the period up to 2034 and during the in-perpetuity period thereafter.

Expenditure item	Up to 2034	After 2034	Notes
All-year rangers	200,000	200,000	5 posts @ £40k pa ^e
Extra salary payment for Lead Ranger	5,000	5,000	
Branded vehicles for all-year rangers	25,000	25,000	£5k pa each (all-year rangers only)
Winter-only rangers	42,000	42,000	2 posts @ £21k pa
Sub-total	272,000	272,000	
Communications & education post and Dog Walking Initiatives Post	63,000	-	Total of 7.5 days per week
Combined communications, education and dog walking initiatives post	-	21,000	2.5 days per week
Partnership Manager	30,000	-	3 days per week
Operating budget	60,000	30,000	
Monitoring	30,000	15,000	
Site specific visitor management projects	400,000	-	
Maintenance of capital projects	20,000	20,000	5% of the £400k projects funding
Contingency	10,000	5,000	
Total expenditure	885,000	363,000	
In-perpetuity funding for expenditure beyond 2034	1,111,000		See Appendix D
Grand total	1,996,000		
Divided by number of new dwellings	3,538		See Appendix A
Developer contribution - £ per dwelling	564		

Notes

All the figures are at 2016 prices: the developer contribution is index linked, so that annual increase will cover inflation-related rises in the above figures.

The winter-only rangers costs provide for their employment for seven months from 1 September, in order to allow one month for training and familiarisation ahead of winter patrols between 1 October and 31 March.

Each all-year ranger will have a small van to transport equipment for displays to local events etc. The seasonal rangers will use their own vehicles to get to sites.

All the staff cost figures include the employer's national insurance and pensions contributions, office accommodation, IT costs, as well as the individual's salary.

The operating budget will cover website development and maintenance, graphic design and printing costs, display/exhibition materials, consultancy support. for all communications/education, dog walking initiatives and generic Partnership activities.

^e This cost does not represent the Rangers salary level as it also includes other employment costs such as uniform, office space, national insurance and pension contributions.

Appendix D: In-perpetuity funding

D1. Paragraphs 5.9 - 5.10 explained the need to fund the key mitigation 'in- perpetuity' - defined in agreement with Natural England as 80 years beyond 2034 i.e. to the year 2114. In summary, a proportion of the money received each year from developer contributions will be transferred into an investment fund. That 'in- perpetuity fund' will grow each year through those annual cash transfers and the interest earned, such that by 2034 it will be sufficiently large to fund the mitigation measures every year thereafter. This Appendix provides more details of methodology and assumptions used in the in-perpetuity funding calculations.

Creating the in-perpetuity fund

D2. The amount of money which needs to be transferred into the in-perpetuity fund each year to 2034 is determined by the annual cost of the mitigation measures during the ensuing in-perpetuity period (£363,000 - see Appendix C) and predicted interest rates during that same period. Capita - a leading expert body which provides financial advice to many of the Solent local authorities - predicts that interest rates will rise from 0.25% in 2018/19 to 2.50% in 2024/25, and thereafter remain at 2.50%.

D3. As explained in paragraph 7.4, the amount of money received by the Partnership will only increase gradually over the next 2-3 years. Taking that into account, the £122,000 which was transferred into the in-perpetuity fund in 2016/17 needs to rise to £1,110,000 in 2020/21 and each year thereafter, in order that the value of the fund in 2034 is sufficiently large to fund the planned expenditure during the ensuing in-perpetuity period.

D4. The table below shows the situation in 2016/17 and 2017/18, and the predicted situation in the final year 2033/34. All the figures are at 2016 prices because the developer contribution is index linked and will rise with inflation. There is only space here to show three years, but full calculation for all 18 years is in an Excel spreadsheet which can be seen at: www.birdaware.org/faqs

		2016/17	2017/18							2033/34
a	Fund value at year start	£0	£122,000							£18,790,302
b	Interest rate	0.25%	0.25%							2.50%
c	Interest generated	£0	£305							£469,758
d	Money transferred in	£122,000	£267,000							£1,111,000
e	Fund value at year end	£122,000	£389,305							£20,370,060

row (a) = (e) of previous year row

(b) = forecast interest rate row (c) =

row (a) x row (b)

row (d) = amount transferred into the fund in that year rom

(e) = (a)+(c)+(d)

Funding the mitigation measures during the in-perpetuity period

D5. At the start of the in-perpetuity period in 2034/35, the fund is predicted to have a capital value of around £20million. Spending on mitigation measures during the 80 year in-perpetuity period will be funded partly by drawing on that capital and partly from the interest earned on the remaining balance. So at the end of the in-perpetuity period in 2113/14, the capital will have reduced to around zero.

D6. This calculation incorporates an assumed inflation rate of 2% per annum during the in-perpetuity period. (That 2% rate is based on the latest OECD forecast which looks to 2060.) Factoring in that 2% assumption over an 80 year period has a big impact on the calculations. The planned spending during the in-perpetuity period is £363,000 at 2034 prices. Increasing that figure by 2% per annum means it becomes £1.74million by 2113/14.

E7. The table below shows the first and last years of the 2034-2114 in-perpetuity period. The full calculation for all 80 years is in an Excel spreadsheet which can be seen at: www.birdaware.org/strategy

		2034/5						2113/4
a	Fund value at year start	£20,370,060						£1,888,146
b	Spent during year	£363,000						£1,735,083
c	Amount left in fund	£20,007,060						£153,064
d	Interest earned	£500,176						£4,592
e	Fund value at year end	£20,507,236						£157,656

row (a) = (e) of previous year

row (b) is the cost of the in-perpetuity mitigation measures, increased by 2% each year to allow for inflation

row (c) = (a) - (b)

row (d) = (c) x 2.5%

row (e) = (c) + (d)

Appendix E: References

1. Liley D, Stillman R & Fearnley H (2011) Solent Disturbance & Mitigation Project Phase II Results of bird disturbance fieldwork 2009/10. Paragraph 3.7
2. Ibid. Paragraph 3.15
3. Ibid. Figure 8
4. Liley D & Tyldesley D (2013) Solent Disturbance & Mitigation Project Phase III Towards an Avoidance and Mitigation Strategy. Paragraph 2.9
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14. Jenkinson S (2016) Mitigation options for influencing the behaviour of walkers with dog in the Solent area
15. Ibid. Paragraph 9.4.2.1

All these documents can be accessed via:

<http://www.birdaware.org/article/28102/Research>