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COUNCIL AGENDA

Membership: Councillor P Bains (Mayor)

Councillors Jenner, Inkster, Patel, Thain-Smith, Robinson, Bains, Bowerman, Briggs, Branson, Carpenter, Crellin, Davis, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Lowe, Lloyd, Milne, Patrick, Pike, Raines (Deputy Mayor), Rennie, Robinson, Satchwell, Sceal, Scott, Mrs Shimbart, Smith K, Thomas, Turner, Wade, Weeks and Wilson

Meeting: Council

Date: Wednesday 24 February 2021

Time: 5.00 pm

Venue: Skype for Business - Skype for Business

The business to be transacted is set out below:

Gill Kneller
Chief Executive

16 February 2021

Contact Officer: James Harris 01730 234098
Email: DemocraticServices@havant.gov.uk

PART 1 (Items open for public attendance)

**1 Apologies for Absence, Confirmation of Attendance and
Declarations of Interest**

2 Minutes

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1 - 8

To confirm the minutes of the last meeting held on 27 January 2021.

3 Mayor's Report

9 - 12

4 Provisional Appointment of the Mayor for 2021/22

5 Provisional Appointment of the Deputy Mayor for 2021/22

6 Public Questions under Standing Order 13.4(f)

To receive questions from, and provide answers to, the public, provided they have been submitted in accordance with the requirements of Standing Order 13.4(f).

7 Budget Speeches

- The Leader will give his speech to the Council
- Reply by the Leader of the Opposition
- Leader's reply to the Opposition
- Questions of Clarification to the Leader

8 2021-22 Revenue Budget, Capital Budget, Reserves and Balances, Capital Strategy, Treasury Management Strategy and Medium-Term Financial Strategy (MTFS) 13 - 86

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on this item.

9 Cabinet/Board/Committee Recommendations 87 - 102

Recommendation arising from the meeting of the Cabinet held on 10 February 2021

- (a) Community Infrastructure Levy (CIL): Proposed Spending of Neighbourhood Portion.

10 Appointments to Committees 103 - 104

Following the adoption of the new Constitution by Council on 27 January 2021 and the associated revised committee structure to take effect from 1 March 2021, it is recommended that the Council:

- (i) Notes the political balance of the Council, as set out in Appendix A;
- (ii) Reviews the representation of the different political groups on each of the Committees set out in Appendix B and determines:
 - (a) the allocation of seats on each of those bodies to each of the political groups into which the Council is divided and

(b) the membership of those bodies in accordance with the wishes of those groups; and

(v) Approves:

- 1 the appointment and functions of the various Committees and Boards
- 2 the appointment of Councillors to those Committees and Boards
- 3 the appointment of Chairs and Vice-Chairs (as appropriate) to those Committees and Boards all as set out in Parts B and C of Appendix B;
- 4 All appointments at (v)(1) to (3) to take effect from 1 March 2021 and remain in place until the next Annual meeting of the Council.

11 Calendar of Meetings for 2021/22 105 - 106

RECOMMENDED that the draft Calendar of Meetings for 2021/22 be approved.

12 Leader's Report 107 - 110

13 Cabinet Lead Reports 111 - 142

14 Cabinet Leads and Chairmen's Question Time

- (i) the Leader and Cabinet Leads to answer questions on matters within their respective reports.
- (ii) Chairmen to answer questions on minutes since the last Council meeting

15 Questions Under Standing Order 23

To receive questions from Councillors in accordance with the requirements of Standing Order 23.4(a).

16 Urgent Questions Under Standing Order 23

To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 23.4(b).

17 Notices of Motion - ITEM WITHDRAWN

The following motion, signed by the Mayor and Cllr Rennie, has been submitted in accordance with Standing Order 14:

The default position of this Council is to be paperless, with all copies of paperwork only being sent digitally from March 1st 2021. If any Councillor wishes to receive a manual copy of paperwork for a specific meeting from that point onwards, they can request to do so in writing to Democratic Services. With benefits from both a financial and environmental standpoint, it enables us to do what's right on behalf of the residents we serve.

18 Acceptance of Minutes

The Council to receive the minutes of Committees held since the last meeting of the Council:

Site Viewing Working Party – 7 January 2021

<https://havant.moderngov.co.uk/documents/g11272/Printed%20minutes%2007th-Jan-2021%2016.00%20Site%20Viewing%20Working%20Party.pdf?T=1>

Site Viewing Working Party – 12 January 2021

<https://havant.moderngov.co.uk/documents/g11274/Printed%20minutes%2012th-Jan-2021%2016.00%20Site%20Viewing%20Working%20Party.pdf?T=1>

Cabinet – 13 January 2021

<https://havant.moderngov.co.uk/documents/g11266/Printed%20minutes%2013th-Jan-2021%2014.00%20Cabinet.pdf?T=1>

GENERAL INFORMATION

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Internet

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Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

- Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that:
 - 48 hours written notice is given; or
 - 2 hours written notice in relation to urgent matters

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- 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

At a meeting of the Council held on 27 January 2021

Present

Councillor P Bains (Mayor)

Councillors Inkster, Patel, Thain-Smith, Robinson, Bains, Bowerman, Briggs, Branson, Carpenter, Crellin, Davis, Francis, Guest, Hart, Howard, Hughes, Keast, Lloyd, Milne, Patrick, Pike, Raines (Deputy Mayor), Rennie, Satchwell, Sceal, Scott, Mrs Shimbart, Smith K, Thomas, Turner, Wade, Weeks and Wilson

20 Apologies for Absence, Confirmation of Attendance and Declarations of Interest

Apologies were received from Councillors David Jenner, Richard Kennet, Jo Lowe and Gary Robinson.

There were no declarations of interest from the members present.

21 Minutes

Proposed by Cllr Wilson and seconded by Cllr Hughes it was RESOLVED that the minutes of the previous meetings of the Council held on 9 September 2020 and 26 September 2020 be confirmed as correct records.

22 Mayor's Report

The Mayor did not wish to add anything to his published report and there were no questions from members in relation to the Mayor's report.

23 Public Questions under Standing Order 13.4(f)

No questions from the public had been received under the provisions of this Standing Order.

Mr Daniel Toohey, Head of Legal Services, left the meeting for the following item.

24 Appointment of Monitoring Officer

Proposed by the Leader and seconded by Cllr Sceal, it was RESOLVED that in accordance with Article 8.2 of the Council's Constitution, Mr Daniel Toohey, Head of Legal Services, be appointed as the Council's Monitoring Officer.

Mr Daniel Toohey, Head of Legal Services, re-joined the meeting.

25 Cabinet/Board/Committee Recommendations

Recommendation from the Governance, Audit & Finance Board held on 7 October 2020 - Code of Conduct Review

Following an introduction by Cllr Bowerman, the relevant Cabinet Lead, Cllr Briggs presented the item in his capacity as the Governance, Audit & Finance Board and proposed the Board's recommendation to Council.

The recommendation was duly seconded by Cllr Crellin.

Following a vote, it was RESOLVED that Council agreed:

- (i) the Code of Conduct recommended by the Governance, Audit & Finance Board;
- (ii) the supporting procedures as approved by the Governance, Audit & Finance Board; and
- (iii) Delegated to the Governance, Audit & Finance Board authority to make any minor amendments to the Code of Conduct and to correct inconsequential typographical or other errors.

Recommendation from the Cabinet meeting held on 13 January 2021 - Council Tax Support Scheme 2021/22

Proposed by Councillor Inkster and seconded by Councillor Turner, following a vote, it was RESOLVED that the 2020/21 Council Tax Support Scheme be retained for 2021/22, 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 this report;
- (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of this report; and
- (iii) that the necessary amendments 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)

26 Adoption of a New Constitution for the Council

Council received a deputation from Mr Philip Munday on behalf of the St Faiths & Emsworth Labour Party.

Cllr Bowerman introduced the item as the relevant Cabinet Lead and addressed the matters raised by Mr Munday in his deputation.

Cllr Bowerman proposed the recommendation to adopt the new Constitution with an effective date of 1 March 2021.

This recommendation was duly seconded by Cllr Rennie.

Cllr Francis proposed the following amendment to the recommendation:

“The new Constitution be adopted with an effective date of 1 March 2021, with the following amendment to Standing Order 57:

Councillors will be entitled to attend the confidential/exempt part of meetings of Committees, Sub Committees and public meetings of the Cabinet unless a resolution is passed (after consultation with the Monitoring Officer) to exclude the PRESS, the PUBLIC and COUNCILLORS.

In addition, they have a right to remain and have access to documents if they demonstrate that they have a," need to remain," as listed in S.O. 57.2. Omit S.O.57.3, S.O. 57.4, S.O. 57.5 and S.O.57.6.”

Cllr Francis' amendment was duly seconded by Cllr Hart.

In debating the amendment it was highlighted that Standing Order 57 had been considered carefully, as some exempt matters were legally privileged or commercially confidential in nature. To protect members and the Council it was therefore important that a robust process existed to ensure that only those who had demonstrated a need to know were given access to such material or allowed to stay within the exempt part of a meeting where such material was discussed.

Whilst unable to support the amendment, several councillors sympathised with its sentiments. Council noted that the Constitution was a live document and that the consideration and recommendation to Council of any changes fell within the Terms of Reference of the Standards Committee

Following a vote, the amendment was declared LOST.

Council debated the substantive motion and in doing so commended the work of the Constitution Sub-Committee, Councillors, Bevan Brittan and the Head of Legal Services. Councillors supported the new Constitution, although highlighted the change in deadline for the submission of questions to Council, which some members felt should be reviewed by the Standards Committee along with the wording for Standing Order 57.

Following a vote, it was RESOLVED that the new Constitution be adopted, with an effective date of 1 March 2021.

27 Report of the Independent Remuneration Panel in respect of Councillor Allowances

Mr John Thompson MBE, Chairman of the Independent Remuneration Panel, introduced the panel's report and outlined the options available to Council.

Cllr Briggs, Chairman of the Governance, Audit & Finance Board presented the Board's report and recommendations.

The Leader opened the debate and thanked the Independent Remuneration Panel and the Governance, Audit & Finance Board for their work.

Given the current national situation he did not believe that it would be appropriate for Councillors to award themselves an increase in allowances and proposed the following motion:

- (i) Council adopt the Members' Allowance Scheme as attached as Appendix 2, as compiled by the Governance, Audit and Finance Board and supported by Cabinet during the setting of the budget, which includes the following changes to the Council's Special Responsibility Allowances:

Allowance	Current	Recommended
Basic Allowance	£5,430	£5,579
Modernisation Expense Allowance	£461	£461
Leader	£14,800	£17,901
Deputy Leader	£10,018	£10,293
Cabinet Member	£8,425	£8,656
Governance Audit & Finance Board Chairman	£6,831	£7,018
Scrutiny Board Chairman	£5,692	£5,848
Development Management Committee Chairman	£5,009	£5,146
Licensing Committee Chairman	£1,116	£1,147
Joint HR Committee Chairman	£3,643	£3,743
Group Leader	£911-£3,643	£936-£3,743

- (ii) the adopted Members' Allowance Scheme at (i) to come into effect from 1 April 2022; and
- (iii) The Council appoints and maintains an Independent Remuneration Panel for a period of four years to allow the panel to be consulted on proposed changes to the Members' Allowance Scheme during this period.

This motion was duly seconded by Cllr Crellin.

During the debate members were supportive of the motion, believing that agreeing an increase in allowances at the current time, when some residents were experiencing severe hardship, would not be appropriate.

Following a vote, it was RESOLVED that the motion proposed by the Leader and seconded by Cllr Crellin be AGREED.

28 Leader's Report

There was nothing further that the Leader wished to add to his published report.

29 Cabinet Lead Reports

There were no further matters that the Cabinet Leads wished to add to their published reports.

30 Cabinet Leads and Chairmen's Question Time

In response to a question from Cllr Pike regarding the delivery of housing in the Borough, the Leader confirmed that there were specific reasons as to why the delivery of housing was difficult within the region and both he and the Chairman of the Solent LEP had written to Ministers about these issues. In respect of housing on the Council's own land, it was the Council's aspiration to provide homes for residents and that the Regeneration Strategy was currently being reviewed as to how this could be provided sooner rather than later.

In response to a question from Cllr Francis regarding the corporate strategy and transformation, the Leader explained that the events of the past year had caused the council to focus on protecting residents and administering the various grants available to businesses whilst also maintaining services. The corporate strategy had however continued to be looked at and it was important for the Council to maintain a direction as the pandemic passed.

With regard to the business of the Council, Cabinet meetings remained open for people to attend and the new Overview & Scrutiny Committee would he hope prove to be an effective vehicle for members to obtain information and challenge council policy.

In response to a question from Cllr Francis, Cllr Bowerman confirmed that she was happy to investigate with Cllr Rennie the potential for laptops to be loaned to councillors.

In response to a question from Cllr Weeks, Cllr Bowerman confirmed that procurement and exchequer services had been brought back in house from Capita and the negotiated settlement included costs associated with bring the service back in house which were primarily project costs to ensure a smooth transition of these key services. There are also costs associated with recruitment, however even with these costs, the reprovision of the exchequer service would remain within budget.

In response to a question from Cllr Pike, Cllr Satchwell agreed to investigate why the minutes of the 10 September 2020 Development Management Committee had yet to be published.

31 Questions Under Standing Order 23

Question from Cllr Davis to Cllr Turner

Can you please tell us what the situation is at the moment regarding the Breach in the sea wall at Southmoor Nature reserve? Is this Breach to be allowed to be permanent and if so at what point is the remaining wall to be re-enforced if at all. Will it be allowed to just get bigger and bigger?

Reply from Cllr Turner:

HBC Officers are monitoring the situation but not promoting any response or action. Our position is unchanged since our previous response. As this land is not owned by HBC, the Council will not be taking action as this is a matter for the landowner.

Questions from Cllr Davis to Cllr Bowerman

(i) Why does the Council need to recruit four extra solicitors at a time when we are told our Council Budget is in deficit and getting worse? (This year the Budget is in small profit only because of the extra covid payments)

Reply from Cllr Bowerman:

These are not extra posts but are existing vacancies presently being filled by locum staff. The recent recruitment exercise will fill these as permanent roles which represent a cost saving for the Council.

(ii) Why do we need a new post of Senior Democratic Services Team Leader.? This is another extra expense which we have not had before, in the face of a rising budget deficit to this council.

Reply from Cllr Bowerman:

The Senior Democratic Services Officer role will provide improved support for Scrutiny and member development in keeping with feedback from members. This new post is part of a full review of the Democratic Services structure which has been undertaken to ensure that it

is appropriately resourced. The former Democratic Services Assistant and Democratic Services Officer positions have been merged into career graded Democratic Services Officer posts to enable career progression and the overall budget for providing the new shared service doesn't represent an increase over that of the existing structure when fully staffed.

Question from Cllr Pike to Cllr Rennie

Could the Cabinet Lead please confirm how much the Council currently spends on maintaining play areas, and how much he believes would need to be budgeted so that the current level of play equipment is maintained without further reductions?

Reply from Cllr Rennie

Since 2019/20 we have managed an annual £70k capital budget for small scale play area refurbishment. This budget is utilised for the replacement of items of play equipment that are coming to, or are, at the end of their usable life and also looks at a bigger picture of how this investment can have the largest impact for children in terms of the play value, inclusivity and welcome that a play area provides. Given this and the standards for modern equipment, it's not always the case that like for like replacements are sourced.

The general maintenance of play areas is managed by Norse. This includes safety inspections and subsequent repairs to equipment, surfacing, gates, fencing etc and the removal of play items if deemed unrepairable.

We are reliant on external grant funding, CIL and community group fundraising to realise any larger refurbishment works. For example, the full refurbishment of Emsworth Recreation Ground, due to be completed this year, is funded by £45k CIL and £45k of charity fundraising by Veritys Gift and similarly in 2018, the full refurbishment of Hayling Park Play area, at £85k was funded by S106 and community fundraising by Play Parks for Hayling.

If any Member wishes to bring forward ideas for the refurbishment of a local playpark or has identified problems with equipment, I'd be very happy to host a meeting with officers to discuss in more detail.

In response to a supplementary question from Cllr Pike, Cllr Rennie believed that there was some scope to look at additional capital funding within the budget for the replacement of tired or missing play equipment.

32 Urgent Questions Under Standing Order 23

There were no urgent questions received under the provisions of this Standing Order.

33 Acceptance of Minutes

Proposed by Cllr Briggs and seconded by Cllr Branson it was


RESOLVED that the minutes of Committees held since the last meeting of Council be received.

The meeting commenced at 5.00 pm and concluded at 7.29 pm

.....
Mayor



Mayor's Report
Wednesday 24th February 2021



My last report took us up to January 17th when Sarah Talbot won our inaugural photo competition with Gosport, congrats once again Sarah! Although primarily celebrated in America, I thought it very important to recognise MLK Day on January 18th. Today on #MLKDAY we celebrate the achievements and legacy of Dr. Martin Luther King, Jr. King drove the civil rights movement and worked alongside others to promote a non-violent activism approach; marches, boycotts and sit ins remain as relevant today as we have seen across the UK with the Black Lives Matter movement. King's 'I have a dream' speech is the most iconic in history and the issue of racial equality remains at the forefront of conversation today. In 2012 in the UK, the EHRC looked at section 60 stops by Police officers and found that black people were up to 28 times more likely to be stopped and searched than those from a white background. Hate crime has also doubled in the UK since 2013. We look back at MLK's huge strides in desegregation, rights to vote and non-violent activism that all helped to progress the worldwide civil rights movement. The BLM movement has highlighted to us again that although huge strides have been made, we need to continue the fight for equality in our modern society and build on the foundation that King and others have laid for us. "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy" - Dr. Martin Luther King, Jr.

January 19th, Emsworth strolls  Our latest lockdown walk took us to the Emsworth coastline, as well as having some stunning views the town also has a long history, here's 3 things pretty cool things that I found out –

- Queen Victoria visited Emsworth in 1842
- Pub crawls in the 19th century must have been tough, with over 30 pubs once in the town!
- Emsworth was granted the right to hold a market in 1239

There are also lots of small independents in Emsworth, so when you can support small businesses and #shoplocal

January 20th saw most of us watching the Presidential inauguration in Washington. A massive congrats to Kamala Harris on becoming the first female Vice President and to Joe Biden on becoming the 46th President of the United States. It's so refreshing to see a woman from a diverse background taking on this role, I can't wait to see the strides she's going to make  

January 21st - RACHEL MADOCKS RAINBOW WEEK  On this 21st Day, of this 21st year, of this 21st century, it was brilliant to be at Rachel Madocks School virtually to celebrate their fabulous Rainbow Week. This week the children and staff have celebrated the equality and diversity we find across our brilliant community. The themed week took its inspiration from the book 'Mixed' and also highlights the different make up of local families and households. The children worked really hard in creating rainbow shortbread, flowers for their rainbow garden and took part in rainbow musical lessons too! Niki, the headteacher at the school told me how much the children loved taking part in the week and really embraced it fully. When speaking about the rainbow flowers Niki summed it up brilliantly, "they are all in the same garden, but are all beautifully unique". This really tells us what this week is about, the equal celebration of every individual no matter who they are, who they love, or where they are from - equality brings us all together. I have always supported Rachel Madocks, regularly popping into the school that I'm lucky enough to have in my ward, and really believe in their vision moving forward. The school have also taken part in my initiatives such as Think Pink Week raising an incredible £126.70 for my Mayoral Charity, Hannah's Holiday Home and also designed my Mayor's Christmas card for this year! The leadership and staff are incredible and my wholehearted thanks goes out to each of those staff members for their selfless dedication to our local children during this pandemic, where a massive 60% of children are still attending the school daily - thank you for all you are doing 

January 22nd - It was really good to chat with the High Sheriff of Hampshire, Revd. Sue Colman today, who is the Queen's representative in the County for all things judicial - It was pretty cool meeting a real High Sheriff as the only one I'd come across before was in Robin Hood! 🇬🇧 The role of High Sheriff dates back to 1070 and is in real life far more charitable than our old friend the Sheriff of Nottingham! Sue has really supported early intervention drives for children across Hampshire, working with stakeholders like the Police, Prison service, court staff and judges along the way. I spoke to her about my experiences in mentoring young people, my time as a trustee at Y Services for Young People and my role working with younger people in my day job and we had some really positive discussions and I look forward to welcoming Sue to my ward to show her in person, when we can, the amazing work happening to support younger people in places like the Acorn Community Centre 🍷

On January 23rd I gave my weekly update to residents: Havant cases continue falling 🇬🇧📈 Following the trend of my last update, this week's data has shown our cases have dropped to 427 cases per 100k, down from 604 last week. There have been 539 new cases this week which is still high but down 225 from last week. Over 5 million vaccines have now been administered with over 2 million in the past week alone, well on the way to getting the top 4 priority groups vaccinated by mid Feb. In Havant we've seen thousands of people receive their first dose, putting us ahead of the national average. You can see on both graphs of daily cases and cases by age group, the line is now heading downwards, something we've all been waiting for, for a long time. Over 200 vaccinations are happening every minute, 400,000 happened on Thursday alone. The government has aimed to offer every adult a vaccine by September. These are all really positive signs and show us that many of us are doing our bit to drive figures down, we need to carry on during this home straight and protect those around us 👍

January 25th - Toasting Burns Night the right way 🇸🇪🍷 The following day on the 26th January I joined billions of others to wish a Happy Republic Day to all my family and friends in India 🇮🇳 I've been so lucky to have grown up always visiting family in India, on my socials you'll see a big throwback to my 2010 trip where as you will see yellow crocs were 'in' 😄 Republic Day celebrates the day the Constitution of India came into effect on January 26th 1950, enabling India to rightfully regain in full her sovereignty and independence 🇮🇳

On January 27th I chaired Full Council, for the first time ever in an entirely virtual format. Being on my own in a room without physical support was a very different experience, however I am grateful to James and Dan especially for their support from start to finish. I thought that the meeting went very well and again highlights that even when we do revert to being back in person, we should continue to stream our meetings live, enabling true accessibility for all. Today also marks Holocaust Memorial Day. 🕯️ I marked Holocaust Memorial Day by laying a wreath on behalf of our Borough at our memorial. On the anniversary of the liberation of Auschwitz, we commemorate the millions of people that lost their lives during the Holocaust. It's vital that we remember the atrocities that were witnessed only decades ago and continue to mark this day for future generations to understand the worst of what can be done to fellow men, women and children and to ensure that nothing like this ever happens again. This year's theme is #lightthedarkness. At Havant we marked the day by compiling a service, with contributions from local schools, my Mayor's cadets, Freemasons, Cllr Turner, my reading of 'Protest' by Zofia Kossak-Szczucka and an interview with Paul Sved - a Holocaust survivor whose words as you can imagine are incredibly moving. Link to our service is here: <https://fb.watch/3iMdtUUjXA/>

On January 29th I gave my weekly update to our residents: Havant cases falling quickly 🇬🇧📈 Following the trend of my last update, this week's data has shown our cases have dropped to 299 cases per 100k, down from 427 last week and 604 the week before - we've finally changed colour on the map! There have been 377 new cases this week which is still a worry but crucially down 207 from last week. Nearly 8 million vaccines have now been administered, well on the way to getting the top 4 priority groups vaccinated by mid Feb. In Havant we've seen thousands of people continuing to receive their vaccine, putting us ahead of the national average. You can see on both graphs of daily cases and cases by age group, the line is quickly heading downwards, a big positive sign - It show us that many of us are doing our bit to drive figures down, we need to carry on during this home straight and protect those around us 👍

February 1st - Armed Forces Covenant signing 🍷 It was such an honour to sign the Armed Forces covenant today on behalf of Havant. This commitment ensures we are doing all we can to support the Armed Forces community across the Borough and that no member of the Armed Forces past or present is at a disadvantage as a result of their selfless service to our nation. We have committed to ensuring any veteran that applies for a job at the Council will be guaranteed an interview if they meet the essential criteria and identify as a veteran. We have also appointed an Armed Forces Champion to ensure that every member of the Forces community living in the Borough is able to get the support they

need. Havant has a very deep connection with the Armed Forces and we are privileged to have members of the Armed Forces community working and living in the Borough. We have seen first-hand the incredible military response to the pandemic, helping to ensure testing is rolled out and vaccines are in the right place at the right time. By signing this covenant we renew our firm commitment to members of our Armed Forces across Havant that we will do all we can to support them and their families. My thanks to Cllr Thaine Smith for organising the event and to Wg Cdr Chrissie Miller MA RAF (CO RAF Swanwick), Lt Col Christopher Lane MBE RA (CO 16th Regt Royal Artillery) and to Cdr Michael Dreelan RN (Naval Base Commander Portsmouth Executive Officer) for each representing the Royal Air Force, British Army and Royal Navy as part of our binding covenant.

February 2nd – My thoughts are with the family and friends of Captain Sir Tom Moore who has today sadly passed away aged 100.

In Havant we are marking LGBT history month by flying a flag to acknowledge not only the struggles the LGBT community have faced, but also the progress that has been made in ensuring our society becomes a fairer place - one in which whoever you chose to love is accepted and however you identify is embraced 🏳️‍🌈

February 3rd - Waterlooville Toad Crossings open! 🐸 In Waterlooville every Spring common toads make the treacherous journey across the new Berewood site from the woodland areas where they live during most of the year, to find ponds and drainage ditches across the site where they can breed safely. They usually head back to their breeding ponds in the lead up to Valentines 💖 Their main crossing point is at the Berewood entrance across Grainger Street, which of courses poses a big threat with road traffic. It's estimated across the UK 20 tonnes of toads are killed on the road every year. With more than 1000 toads known to hop across the Berewood site in certain places, there are now officially marked toad crossings! (Thanks to Grainger for installing these!) Please do keep an eye out especially in the early evening when on the roads and make sure we keep good care of our local toad population! 🐸 If you'd like to become a local toad patroller please visit - <http://www.froglife.org/.../how-to-become-a-toad-patroller>

On February 4th I made a video for Children's Mental Health week that can be found on my socials. This video was shared with local schools and their pupils.

On February 5th I gave my weekly update to residents: Havant cases rapidly falling 📉👉 Thankfully the trend of decreasing figures continues across Havant, this week's data has shown our cases have dropped to 187 cases per 100k, down from 299 last week - we've changed colour again on the map to yellow! There have still been 236 new cases this week, but this is crucially down 95 from last week. Some further good news, if you recall last month I pushed for our area to have access to rapid lateral flow testing to help drive down cases further and this Wednesday again asked the Director of Public Health Hampshire for this to be delivered for our residents. In the coming weeks, community testing and access to rapid tests is due to be rolled out locally and we will be working in close partnership with Public Health to ensure this is delivered for the benefit of our residents. Nearly 11 million vaccines have now been administered, bringing us closer to the completion of the top 4 priority groups. In Havant we continue to see thousands of people receiving their vaccine and new vaccination centres popping up across the Borough like the one in Leigh Park, all putting us ahead of the national average. Again you can clearly see on both graphs of daily cases and cases by age group, the line is rapidly heading downwards, a huge positive sign - It shows us that many of us are doing our bit to drive figures down, we need to carry on during this home straight and protect those around us 👍

February 7th - Staunton is something special #lockdownwalks 🌿

February 8th - Talking Mental Health with Mind 🗣️ In my latest catch up with the team at Havant and East Hants Mind, I thought it would be good to introduce them to local business owner and fundraiser Ellie, who's raised around £1500 for the charity. I thought it would be a brilliant opportunity for both the team and Ellie to hear about each other's work and for us all to learn more about where money raised for the charity goes at a local level. With mental health at the forefront of conversation, Mind have been able to help more children and adults than ever before. With the crisis line and the safe haven open, Mind have continued to provide their front line service throughout the pandemic. I have also put Julie the CEO in touch with our induction lead at Havant, where I hope to see them delivering mental health sessions to new members at the Council. Ellie, who runs her Salon in Bedhampton has got a Triathlon coming up on the 13th Feb to help raise even more money for Mind, check out the link to her just giving to hear more about it below - <https://www.justgiving.com/fundraising/ellessalon...>

February 9th - Heart-warming idea in Cowplain 🥰 Leading up to Valentine's Day, we often think about our loved ones. Many of us may not have seen our loved ones for long periods of time and sadly some of us may have lost those we loved during the past year. St Wilfrid's Cowplain on Padnell Road are inviting anyone local to make and place a heart on the front lawn or to hang onto the hedges to show the amount of love we have for those we care about. It might be for a loved one you're unable to see at the moment, for a loved you may have lost, or for someone special - an NHS worker, teacher or key worker for example. The message is clear - Know that you are loved. The message highlights that you are loved by family, friends, neighbours and by your community. Even if you're just walking by, know that you are loved by someone. St Wilfrid's is also open for some 'you' time all day on Mondays and Thursdays from 830-5pm where you can pop in taking some time for you. Sophie and I contributed to this amazing idea by making our heart and placing it onto the hedge. We'd love it if you would make a heart of your own and on your daily walk head down to the Church and add it to the display 🥰 Thank you so much Ian Snares and St Wilfrid's for your brilliant community idea 🙏



On February 12th I gave my weekly update to our residents: Havant cases fall again (real news not fake news) 🇬🇧👉 After some fake news has been seen online this past week I thought it helpful in this week's update to clear things up for figures across Havant. Thankfully again the trend of decreasing figures continues across Havant, this week's data has shown our cases have dropped to 145 cases per 100k, down from 187 last week. There have still been 183 new cases this week, but this is crucially down 56 from last week. 14 million vaccines have now been administered, bringing us very close to the completion of the top 4 priority groups. In Havant we continue to see thousands of people receiving their vaccine and the new vaccination centres are doing an incredible job, all of this putting us ahead of the national averages. Again you can clearly see on both graphs of daily cases and cases by age group, the line is rapidly heading downwards, a huge positive sign - It shows us that many of us are doing our bit to drive figures down, we need to carry on during this home straight and protect those around us 👍 Also wishing everyone celebrating a very happy #chinesenewyear

February 14th - Happy Valentine's Day, sending our love to each and every one of you ❤️

I will continue to engage with and support our local businesses, charities and organisations promoting our Borough at every step. The vast majority of my ward work and invitations have continued to come in via social media, enabling Sophie and I to continue our civic duties across the Borough, engaging with and using to our advantage, the virtual world we are surrounded by. I am pleased to say the Instagram page is growing day by day, now over 680 followers, which is being used alongside my main social media tool, my Cllr Prad Bains Facebook page. Over half my ward work comes via my social media pages..

Since being elected as Mayor on July 22nd, I'm incredibly proud to say that my 111 organic posts on my Facebook page alone have reached 516,104 people. Over half a million times my initiatives and ventures across the Borough have appeared on people's screens since taking office, Havant is truly being put back on the map.

Thank you.

 [Cllr Prad Bains](#)
 [@mayorofhavant](#)

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Full Council

24 February 2021

2021-22 Revenue budget, Capital budget, Reserves and Balances, Capital Strategy, Treasury Management Strategy and Medium-Term Financial Strategy (MTFS)

FOR DECISION

Portfolio Holder: Cllr Mark Inkster

Key Decision: Yes

Report Number: [HBC .../20]

1. Purpose

1.1. This paper is submitted to Full Council with the proposed 2021-22 Revenue budget, Capital budget, Reserves and Balances, Capital Strategy, Treasury Management Strategy and Medium-Term Financial Strategy (MTFS).

2. Recommendation

2.1. That Full Council:

- a. Agrees the proposed Revenue and Capital budgets for 2021-22 including a Council Tax rate of £214.48 at Band D, representing a £5 increase on the current charge;
- b. Agrees the proposed Medium Term Financial Strategy, Capital Strategy, Treasury Management Strategy and Prudential Indicators.
- c. Agrees the Fees & Charges schedule for 2021-22.
- d. Agrees the Council Tax Resolution

3. Executive Summary

3.1. The 2021-22 budget position for next year is as follows:

	Forecast £'000
Net Cost of Services	13,593
Council Tax, Business Rates & Grant Income	(13,593)
(Surplus) / Deficit	-

3.2. The budget 2021-22 has been prepared in the context of the ongoing Covid-19 pandemic. As a result of the pandemic, Central Government postponed the multi-year Spending Review settlement in favour of a one-year Spending Review which has further created uncertainty in the medium and long term on local Government finances.

3.3. Ahead of the Local Government Financial Settlement the budget was prepared on the assumption that no further central Government financial assistance would be provided. Following the Local Government Financial Settlement new funding has been provided which has enabled the Council to set a balanced budget.

4. Additional Budgetary Implications

4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

Revenue budget

5.1. The revenue budgets are set on an incremental approach, identifying areas of pressure and potential areas of savings compared to the previous year budget. Staffing and contract costs are our two major expenses and are subject to yearly inflationary increases. The revenue budget 2021-22 is included at Appendix A.

5.2. The budget has been built to support and deliver the Corporate Strategy, including the supporting strategies of Digital Strategy, Homelessness & Rough Sleeper Strategy and Regeneration Strategy.

5.3. During the budget process for 2021-22 services were challenged to find savings within services. Heads of Services were asked to review their budgets and identify

any pressure commitments and realisable savings. Fees and Charges were reviewed and increased where services managers felt this was appropriate.

- 5.4. Budget Challenge Review sessions were held in late November and early December 2020 with Cabinet to review proposals from Heads of Service and these resulted in identified savings of £0.490M. As a result of the Local Government Financial Settlement additional funding has been provided which has allowed the Council to set a balanced budget.
- 5.5. The key implications as a result of the 2020 Spending Review and 2021-22 Local Government Financial Settlement are:
- a. Ability for Borough Council's to raise Council Tax by 2% or £5 (whichever is the highest) without the need to hold a referendum.
 - b. A further funding allocation of un-ringfenced monies to response to Covid-19 – £0.743M
 - c. A new un-ringfenced Lower Services Tier Grant - £0.200M
 - d. An extension of the lost sales, fees and charges income recovery scheme for the first three months of the next financial year
 - e. Additional funds of un-ringfenced grant funding to enable Council to continue reducing Council Tax bills for those least able to pay, including households affected by Covid-19.
 - f. A new scheme to cover collection fund (council tax and business rates) losses of upto 75% of irrecoverable losses.
 - g. New Homes Bonus to continue for a further year, however there will be no new legacy payments and there is a commitment to reform the scheme going forward - £0.347M.

Medium Term Financial Strategy to 2025-26

- 5.6. The Council's Medium Term Financial Strategy (MTFS) has been updated using the results of the budget process as a revised baseline and assumption on future Government funding. This is included at Appendix B.
- 5.7. The projections show that by 2025/26 the Council could be facing an annual budget deficit of £2.635M. This is a result of the reducing New Homes Bonus which is projected to end in 2022/23 and assumption of no further central Government funding. The MTFS assumes inflationary growth on our contracts of 2% and salary inflation at 3%. Council Tax is assumed to rise by 2% each year.

- 5.8. A great deal of work has been done to maintain the financial stability of the Council in the short term. However, the medium to longer term financial position is not sustainable for the Council and the Chief Finance Officer will start engaging with Members and Officers early in the new financial year to develop options for 2022-23 onwards to maintain financial stability over the medium and longer term.

Capital Budget and proposals received

- 5.9. The current approved Capital programme is shown at Appendix C and shows a forecast spend of £3.027M in 2020-21 and a proposed budget spend of £4.171M in 2021-22.
- 5.10. A number of capital bids have been received in addition to existing unapproved capital bids and these are attached at Appendix D for reference. Detailed business cases will be brought forward to Cabinet for approval for the unapproved capital bids, following which, if they are approved, they will be added to the approved capital programme.

Reserves

- 5.11. A summary of the reserves position is provided at Appendix E.
- 5.12. The reserves position is finalised as part of year end accounting. The reserves position includes the following:

Revenue reserves: reserves would total an estimated £13.019M at the end of the MTFS. Revenue reserves are used to support initiatives identified within the revenue budget and will change year on year dependent on when the initiatives are approved and spend is authorised.

Capital reserves: reserves would total an estimated £23.885M at the end of the MTFS. Capital reserves are used to support the current approved capital programme and will inevitably change year on year as and when new capital schemes are approved.

Treasury Management Strategy

- 5.13. The Treasury Management Strategy sets out 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 strategy to be agreed annually. The latest Treasury Management Strategy can be found at

Appendix G for approval.

Capital Strategy

5.14. The Capital Strategy sets out the approach for the approved capital programme, providing an overview of the governance process, longer term capital expenditure plans and expectations around debt and use of internal borrowing to support capital expenditure. The latest Capital Strategy can be found at Appendix H for approval.

6. Options considered

6.1. The 2021-22 budget has been prepared on the following basis which has guided the recommendation.

Council Tax: The budget proposals assume that Council Tax will increase by £5 for 2021-22 representing £214.48 at Band D. This also includes a small increase to reflect growth in housing numbers year on year.

Grants: The New Homes Bonus is included within the budget. The updated MTFs projects the grant ceasing after 2022-23. In addition, central Government has provided two new un-ringfenced grants for 2021-22 that include a Covid grant (£0.743M) and a Lower Services Tier Grant (£0.200M). Both these grants are assumed to be one-off 2021-22 grants and have not been carried forward into subsequent years.

Retained Business Rates: Since 2013/14, the Council has been allowed to retain a portion of business rates. The budget estimate for 2021-22 is based on the Council's final NNDR1 return. Risks around business rates are detailed below.

Fees & 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 Leader or the Cabinet is empowered to make changes to the Borough Council's fees and charges and to determine the Fees & Charges schedule, provided the changes and schedule are within the budget framework set annually by the Council. The Full Council approves the Fees and Charges schedule annually. Non-statutory Fees and Charges have been increased by 2%, where service managers felt it appropriate fees and charges have been increased above 2% reflecting cost of delivery. Details are provided in Appendix I.

Salary budgets: As previously mentioned the 2021-22 budget assumes an overall increase of 3% for pay award, the living wage uplift and those who are entitled to pay increment. Pension contributions have been maintained at the level set by the Hampshire Pension Fund. The MTFS includes increases of 3% per annum in uplifts in salary costs going forward.

7. Resource Implications

- 7.1. Financial Implications – the budget reflects the aspirations of the organisations for 2021/22 as per the Corporate Strategy and has been built on the basis for delivering the Council services with the resources required to deliver those plans.
- 7.2. Human Resources Implications - None
- 7.3. Information Governance Implications - None

Section 151 Officer comments

Date: 15 February 2021

All comments from the CFO (s151) are contained within the reports and appendices in particular Appendix F – CFO Statement.

- 7.4. Other resource implications - None

8. Legal Implications

- 8.1. It is a Borough function to approve the budget framework and the Council Tax amount annually. The February Full Council meeting formally exercises this power. Governance, Audit & Finance Board are provided the draft budget ahead of February Cabinet and Council in order to feed back any recommendations for Cabinet to consider within the budget.

Monitoring Officer comments

Date: 16 February 2021

No further comment to the legal implications comments above.

9. Risks

9.1. The 2021/22 budget preparation has identified the following key corporate risks:

Covid-19 pandemic – during 2020-21 the Council has been faced with the additional responsibilities of the pandemic. The Council has had to act quickly to respond to the needs of the residents and businesses while ensuring the organisation remains in a strong financial position. Going forward, the Council remains in response phase to the pandemic with ongoing support to residents through the Local Resource Centre and support to businesses through the timely distribution of grants during business closures. During 2021-22 uncertainty around the impact of Covid will remain and once the pandemic passes there will be considerable work on the recovery of the area and likely financial pressures as a result of the expected recession.

Funding – The Government will not be currently be proceeding with the implementation of the Review of Relative Needs and Resources (formerly the Fair Funding Review) and 75% Business Rates Retention in 2021-22. In order to provide further stability, the reset of accumulated business rates growth will not now take place in 2021-22. The Government has acknowledged that the reasoning behind this is to allow for Councils to focus on meeting the immediate public health challenges posed by the Covid-19 pandemic. However, it should be noted that once the pandemic is through further decisions on Local Government finance reform will be taken in the context of next year's Spending Review.

The Government has set out its intention to hold a consultation on the future of the New Homes Bonus, with a view to implementing reform in 2022/23 and therefore the assumption is that the current scheme will end next year.

10. Consultation

10.1. The budgets have been built in consultation with Directors, Heads of Service, budget holders and Portfolio Holders.

- 10.2. On 25th November and 2nd December 2020 Budget review sessions were held with Cabinet members to review service budgets and consider any potential additional savings.
- 10.3. An all member budget briefing took place on 20 January 2021 for Councillors to be briefed on the outline draft budget ahead of discussion at Full Council.
- 10.4. Governance, Audit & Finance Board reviewed the draft budget at their meeting on 1 February 2021 and were invited to provide any comments for Cabinet to consider.

11. Communication

- 11.1. Subject to approval by Full Council the finalised budgets will be published on the Council website.

12. Appendices

- Appendix A – Revenue Budget
- Appendix B – Medium-Term Financial Strategy
- Appendix C – Capital Budget
- Appendix D – Capital bid and unapproved projects
- Appendix E – Reserves
- Appendix F – CFO Statement
- Appendix G – Treasury Management Strategy
- Appendix H – Capital Strategy
- Appendix I – Fees and Charges Schedule
- Appendix J – Analysis of Business Rates Income and Expenditure 2021/22
- Appendix K – Cabinet Recommendation & Council Tax Resolution

13. Background papers

- 13.1. None

Agreed and signed off by:

Portfolio Holder: Cllr Inkster (16.02.21)

Director and Section 151 Officer: Lydia Morrison (15.02.21)

Monitoring Officer: Daniel Toohey (16.02.21)

**Havant Borough Council
General Fund Summary**

	2021/22 Draft Budget £ (000)
Director of Corporate Services	
5 Councils Staff and Contract	287
Head of Legal	913
Head of Organisational Development	724
Head of Programmes Redesign	3,039
Head of Customer Services	3,700
Head of Strategic Commissioning	3,855
Head of Finance	1,040
Director of Regeneration and Planning	
Head of Coastal Partnerships	417
Head of Neighbourhood Support	(486)
Head of Housing	454
Head of Planning	560
Head of Community Engagement	584
Head of Property	(1,858)
Head of Regeneration (South)	562
Total Cost of Services	13,791
Regeneration Investments	(198)
Net Cost of Services	13,593
Funding	
Business Rates Retention	(4,496)
Section 31 grant	(1,953)
Levy payment	996
Business Rates Collection fund (surplus)/Deficit	1,439
Council Tax	(8,890)
Council Tax Collection Fund (surplus)/Deficit	(136)
General Grants	
New Homes Bonus Grant	(347)
Other Financing	
Covid 2021-22 allocation	(743)
Lower Tier Services Grant	(200)
Contributions to/(from) Earmarked Reserves	737
Contributions to/(from) General Fund Balance	
Total Deficit/(Surplus)	0

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Havant Borough Council
General Fund Summary
2021/22 to 2025/26 Medium Term Financial
Strategy

	2021/22 Draft Budget £ (000)	2022/23 Estimate £ (000)	2023/24 Estimate £ (000)	2024/25 Estimate £ (000)	2025/26 Estimate £ (000)
Director of Corporate Services					
5 Councils Staff and Contract	287	287	287	287	287
Head of Legal	913	913	913	913	913
Head of Organisational Development	724	724	724	724	724
Head of Programmes Redesign	3,039	3,039	3,039	3,039	3,039
Head of Customer Services	3,700	3,700	3,700	3,700	3,700
Head of Strategic Commissioning	3,855	4,064	4,277	4,495	4,717
Head of Finance	1,040	1,040	1,040	1,040	1,040
Director of Regeneration and Planning					
Head of Coastal Partnerships	417	417	417	417	417
Head of Neighbourhood Support	(486)	(486)	(486)	(486)	(486)
Head of Housing	454	454	454	454	454
Head of Planning	560	560	560	560	560
Head of Community Engagement	584	584	584	584	584
Head of Property	(1,858)	(1,858)	(1,858)	(1,858)	(1,858)
Head of Regeneration (South)	562	562	562	562	562
Total Cost of Services	13,791	14,000	14,213	14,431	14,653
Regeneration Investments	(198)	(198)	(198)	(198)	(198)
Salary inflation (cumulative)		383	777	1,183	1,601
Other cost inflation (cumulative)		250	500	750	1,000
Net Cost of Services	13,593	14,435	15,292	16,166	17,056
Business Rates Retention	(4,496)	(4,293)	(4,379)	(4,467)	(4,556)
Section 31 grant	(1,953)	(1,992)	(2,032)	(2,072)	(2,114)
Levy payment	996	1,016	1,036	1,057	1,078
Business Rates Collection fund (surplus)/Deficit	1,439				
Council Tax	(8,890)	(9,113)	(9,341)	(9,576)	(9,816)
Council Tax Collection Fund (surplus)/Deficit	(136)				
General Grants					
New Homes Bonus Grant	(347)	(91)	0	0	0
Other Financing					
Covid 2021-22 allocation	(743)				
Lower Tier Services Grant	(200)				
Contributions to/(from) Earmarked Reserves	737	987	987	987	987
Contributions to/(from) General Fund Balance					
Total Deficit/(Surplus)	0	949	1,562	2,095	2,635

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	YTD	5 YEAR CAPITAL PROGRAMME				
Havant Borough Council Capital Programme Summary Project	2020/21 Revised Forecast £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Housing						
Disabled Facilities Grants	1,628	1,628	1,628	1,628	1,628	1,628
IT Equipment						
Design and System Implementation Programme		204				
Asset Maintenance Management System	0	35				
Building Control - Software	15	0				
Southern Coastal	0	0				
Vehicles and Equipment						
Pest Control Vehicles						
Refurbishment of HBC equipped play areas	70	70				
Land and Buildings						
Developer contributions / CIL		1,044				
Hayling Island Goose Refuge	0					
Nutrient Neutrality Mitigation	216					
Hayling Island BMA	620	426				
Hayling Island Strategy	231	263	65			
Broadmarsh Feasibility	48					
Langstone FCERM	199	501	132	2,233	1,125	
Grand Totals	3,027	4,171	1,825	3,861	2,753	1,628
Projected Capital Financing						
REFCUS (Revenue funded as Capital under Statute)	1,628	1,628	1,628	1,628	1,628	1,628
External Grants & Contributions	1,314	2,234	197	2,233	1,125	0
Use of Specific Reserves	85	309	0	0	0	0
Use of Capital Receipts						
Borrowing Requirement						
Revenue Funding						
Total Projected Funding	3,027	4,171	1,825	3,861	2,753	1,628

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HBC capital bids 2021/22

Unapproved bids from previous years

Project	(£000s)
Bus shelter replacement	70
Beach huts	150
Animal warden vehicle	32
Electric vehicle charge points at Plaza	15
Pest Control vehicles	48
New parking vehicles	35
Digital transformation	220
Plaza replacement payment kiosk	20
Total	590

New bids 2021/22

Project	
Regeneration – Plaza Plus	
Regeneration – Hayling Seafront Capital Projects	
Regeneration – Regeneration Investment <i>(potential schemes to be identified)</i>	
Neighbourhood Quality – Regeneration of Hayling Seafront	30
Total	30

All Regeneration bids to be defined and project costs included upon business case

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Havant Borough Council

Analysis of Reserve Balances 2021/22 to 2025/26

General Fund Earmarked Reserves Movements 2020-21 & 2021-22	Balance 01/04/2020	Transfers In	Transfers out	Balance 31/03/2021	Transfers In	Transfers out	Balance 31/03/2022
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund - earmarked	22	0	0	22	0	0	22
Legal Reserve	0	0	0	0	0	0	0
Insurance Reserve	653	0	0	653	0	0	653
Restructuring Reserve	418	0	0	418	0	0	418
Financial management Reserve	3,867	789	(127)	4,529	789	0	5,318
Meridian Reserve	431	339	0	770	198	0	968
Leisure Contingency Reserve	950	0	0	950	0	0	950
Externally Funded Reserve	609	269	0	878	0	(250)	628
Service Support Reserve	114	0	0	114	0	0	114
Total Earmarked Reserves	7,064	1,397	(127)	8,334	987	(250)	9,071

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General Fund Earmarked Reserves	Balance 01/04/2020	Estimated Movements in Reserves 2020/21	Estimated Movements in Reserves 2021/22	Estimated Movements in Reserves 2022/23	Estimated Movements in Reserves 2023/24	Estimated Movements in Reserves 2024/25	Estimated Movements in Reserves 2025/26	Balance 31/03/2026
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Fund - earmarked	22	0	0	0	0	0	0	22
Legal Reserve	0	0	0	0	0	0	0	0
Insurance Reserve	653	0	0	0	0	0	0	653
Restructuring Reserve	418	0	0	0	0	0	0	418
Financial management Reserve	3,867	662	789	789	789	789	789	8,474
Meridian Reserve	431	339	198	198	198	198	198	1,760
Leisure Contingency Reserve	950	0	0	0	0	0	0	950
Externally Funded Reserve	609	269	(250)	0	0	0	0	878
Service Support Reserve	114	0	0	0	0	0	0	114
Total Earmarked Reserves	7,064	1,270	737	987	987	987	987	13,019

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 2021/22.

This opinion is based on the draft budget proposals presented to Cabinet in February 2021. 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.

Confirmation of central Government funding as follows:

- New Homes Bonus: £0.347M
- Lower Services Tier Grant: £0.200M
- Covid-19 Grant: £0.743M

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 agreed Councils can uplift Council Tax by the higher of 2% or £5 and the Cabinet is making the recommendation for 2021/22 of implementing a £5 uplift.
- The budget process for 2021/22 has been based on council strategic priorities.

6. Advice on the level of reserves

The estimated level of the General Fund Reserve at March 2021 is £3.5M. 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, 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

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 Prudential and Treasury Management Codes 2017. The code was updated to respond to an increase in the level of Commercial investment by Local Authorities and concerns raised that Councils should define risk appetite and assess the risks and rewards of significant investments on a long-term basis, rather than the three to five-year time frames that were typically used for decision making.
- 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 three 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 Prudential Code expresses concern that commercial activities should be proportional to a local authority's overall resources and that Local authorities should also engage appropriate expertise to ensure that members are well-informed before making such investment decisions.
- 1.5 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.
- 1.6 The Council is required to produce an annual Capital strategy which should specifically set out parameters around Investment.
- 1.7 The Council delegates responsibility for the monitoring and scrutiny of treasury activity to the Audit Committee, and delegates responsibility for implementing and administering the strategies, policy and procedures to the Chief Finance Officer.

2. Treasury Management Policy 2021/22

- 2.1 The Council may acquire property sites for strategic, operational and investment purposes, any expenditure outside existing capital receipts available may require the Authority to borrow further money. The proposed policy for managing borrowing to finance such expenditure is to borrow short term, or through the Public Works Loan Board (PWLB), monitoring interest

rates closely in order to switch to longer term fixed rate borrowing where analysis of market rates suggests this may be appropriate. If borrowing is required from the PWLB this will be considered against the PWLB rules following the recent consultation and guidance issued at the end of 2020.

- 2.3 Forecasts are that the Bank of England base rate is to remain at 0.1% for the next three years and it is likely that borrowing rates will also remain low, with small gradual increases over the next three years. Investment rates are likely to be reflective of bank rates and therefore will remain at ultra-low levels. The global pandemic is the major factor which will impact on the kind of recovery that is achieved.
- 2.4 Following the PWLB consultation and issuance of guidance in late 2020 borrowing rates for general fund have been reduced by 1% with a 25 year loan at 1.70%. However, the rules around PWLB now require confirmation that borrowing is not for the purpose of buying investment assets purely for yield.

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. The outcome of Brexit could lead to changes in the rating assessments of UK financial institutions and it may be prudent for the Council to revisit the approved lending/borrowing list should strategic investment decisions change

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. Local authorities must undertake financial planning for periods longer than the three years required for prudential and treasury indicators. The Capital Programme provides the basis for this. 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 is delegated to the Cabinet in consultation with the Section 151 Officer.

Risk Management

- 2.10 Minimisation and mitigation of risk is a key aspect of treasury management activity. Capital expenditure bids are subject to detailed business cases and lending and investment lists are updated during the financial year.
- 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 and Audit Committee will be responsible for the scrutiny of Treasury Management activity & practices.

SCHEDULE 1 – TREASURY MANAGEMENT STRATEGY

1. The Authority has adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 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 of Communities and Local Government (CLG) issued revised Guidance on the Local Authority Investments in February 2018 that requires the Authority to approve an investment strategy before the start of each financial year.
2. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and CLG Guidance. The Authority is proposing to borrow substantial sums of money and, as a result, may be exposed to financial risks arising from changing interest rates.
3. The successful identification, monitoring and control of risk are therefore central to the Authority's treasury management strategy.

Havant Borough Council's context

4. Havant Borough Council anticipates that, by 31 March 2021, £43m will be invested in short term accounts, with no longer term deposits maturing beyond 12 months. There was external borrowing in place as at January 2021 of £3.5m, which represents the balance of PWLB borrowing for the refurbishment of the Plaza.
5. The underlying need to borrow is measured by the Council's Capital Financing Requirement (CFR). The CFR is anticipated to remain at the current level over the period of the MTFS.

Borrowing Strategy

6. 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 financing
7. 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.

8. Capital Finance can also be raised through other debt liabilities, including Finance Leases, Sale & Leaseback, or LGA Bonds. Any decision to raise finance through these methods will be subject to appraisal and a separate report to Cabinet.
9. 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

10. 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.
11. Investments are categorised as specified or non-specified investments. Specified investments are sterling denominated investments maturing under 1 year, and non-specified investments are effectively anything else.
12. The CFO has discretion to make investments outside of the Lending list on the advice of appropriate Treasury Advisors. Institutions may be added or removed from the list if credit ratings improve or deteriorate below the thresholds outlined on the List.
13. Overnight funds are held in an overnight fund provided by the Council's bank. Consideration will be given to Money Market Funds in 2021/22 as an alternative to the overnight account, and may be utilised if the CFO is satisfied with the level of risk.
14. 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

15. The Council formulates a view on interest rates as part of the budget setting process. This view is formulated on the basis of advice from Treasury Management advisors (Link Asset Services) and Bank of England forecasts. The current view is that interest rates are likely to remain at the current level of 0.1% of the next three years. There remains uncertainty around the pandemic and the impact and recovery over the next few years will be kept under review.
16. 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 Interbank Offer rate, which

fluctuates depending on other market factors. This explains the differing rates of return of our current investment portfolio.

Creditworthiness Policy

17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. All Long Term Investments will be carried out in consultation with the Finance Portfolio Holder and the S151 Officer.

Treasury Limits and Prudential Indicators 2021/22 to 2024/25

24. 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.
25. The Codes require a number of indicators to be formally set, on a rolling basis, for 2021/22 and the following three years. 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

26. 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'.

27. The Prudential Indicators set for 2021/22 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 ratio for 2020/21, budgeted ratio for 2021/22 and estimated ratios for the remainder of the Medium Term Financial Strategy.

	2020/21 Budget	2021/22 Budget	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£'000	£'000	£'000	£'000	£'000
Interest Payable	134	130	126	122	121
Interest Receivable	(55)	(55)	(55)	(55)	(55)
Investment Income	(1846)	(1846)	(1882)	(1919)	(1,957)
MRP (include finance leases)	240	244	247	251	253
	(1,536)	(1,527)	(1,564)	(1,601)	(1,638)
RSG/NNDR	5,605	4,013	5,269	5,375	5,482
Collection Fund	8,642	8,889	9,113	9,341	9,576
Other non-ringfenced grants	0	943	0	0	0
New Homes Bonus Grant	902	347	91	0	0
	15,149	14,192	14,473	14,716	15,058
Ratio as a Percentage	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)

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.

The cost of finance associated with this borrowing is more than covered by the revenues attached to investment income.

2. Approved Capital Expenditure

The Capital Expenditure estimates are summarised below. The estimates come from approved schemes in the Capital Budget, which is to be agreed by Council in February 2021.

Capital Expenditure	2020/21 Forecast Estimate £'000	2021/22 Estimate £'000	2022/23 Estimate £'000	2023/24 Estimate £'000	2024/25 Estimate £'001
Capital Expenditure	3,027	4,171	1,825	3,861	2,753
Capital Financing	3,027	4,171	1,825	3,861	2,753
Borrowing Requirement	-	-	-	-	-

3. Maturity Structure of Fixed Rate Borrowing

The below table demonstrates the value of principal repayments repayable.

	31/03/2020 Actual
	£'000
Under 12 months	97
12 months to 2 years	206
2 years to 5 years	342
5 years to 10 years	668
Over 10 years	2,031

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 total capital expenditure financed by borrowing. The definition of unfinanced capital expenditure includes finance leases and PFI arrangements. Long Term borrowing should not, except in the short term, exceed the CFR.

Capital Financing Requirement (CFR)	2020/21 Budget	2021/22 Budget	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Opening CFR	13,858	13,858	13,858	13,858	13,858
Unfinanced Capital	-	-	-	-	-

Expenditure					
MRP	(241)	(244)	(247)	(251)	(253)
Closing CFR	13,617	13,614	13,611	13,607	13,605
Long Term Borrowing	8,753	8,652	8,547	8,438	8,329
Over/(Under) Borrowing	(4,864)	(4,962)	(5,064)	(5,169)	(5,276)

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 total borrowing. Other Long-Term Liabilities are deposits held by the Council and relate to the Woolmer industrial estate.

	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
Borrowing Authorised Limit	115,000	145,000	145,000	145,000	145,000
Other Long Term Liabilities	748	748	748	748	748

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 £2M below the authorised limit.

	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
Borrowing Operational Limit (Up to 1 Yr)	113,000	143,000	143,000	143,000	143,000
Other Long Term Liabilities	748	748	748	748	748

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.

Upper Limit for Fixed Rate Exposure

2020/21 Budget	2021/22 Budget	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
100%	100%	100%	100%	100%

Upper Limit for Variable Rate Exposure

2020/21 Budget	2021/22 Budget	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
100%	100%	100%	100%	100%

3. Total Principal Sums invested

The Prudential Code requires authorities to establish long term limits on principal sums invested in long term investments. The purpose of this indicator is to ensure that a good maturity profile of investments is maintained.

Term of Investment	Total Value £M
Within 1 Years	£43
Between 1 and 2 Years	0
2+ Years	0

Schedule 3 - Borrowing and Lending List 2021/22*Fitch Ratings*

Short Term: Investments will only be made in institutions which, if rated F3 or above. Building Societies not rated are included on the basis of asset size, of a minimum of £500M

Long Term: Investments will only be made in institutions which, if rated are rated at BBB+ or above. Building Societies not rated are included on the basis of asset size, of a minimum of £1BN.

Long Term investments maximum investment not to exceed £5M for a maximum term of 5 years; all investments to be carried out in consultation with the Portfolio Holder for Finance

Clearing Banks & Subsidiaries	Fitch Rating	
	ST	LT
Barclays Bank	F1	A+
HSBC	F1+	AA-
Lloyds Bank	F1	A+
Royal Bank of Scotland	F1	A+
Nat West Bank	F1	A+
Other UK Banks		
Santander UK plc	F1	A+
Close Brothers Ltd	F1	A
Abbey National Treasury Services Plc	F1	A
Goldman Sachs Group	F1	A
Local Authorities		
Central Government		

Building Societies (Assets over £1bn)	Rating by asset size	Fitch Rating	
		ST	LT
Nationwide	1	F1	A
Yorkshire	2	F1	A-
Coventry	3	F1	A
Skipton	4	F1	A-
Leeds	5	F1	A-
Principality	6	F2	BBB+
West Bromwich	7	-	-
Newcastle	8	B	BB+
Nottingham	9	-	-
Progressive	10	-	-
Cumberland	11	-	-
National Counties	12	-	-
Saffron	13	-	-
Cambridge	14	-	-

Short term lending list

For investments:

- Maximum investment: £3,000,000
- Maximum duration: 364 days.

Clearing Banks & Subsidiaries	Fitch Rating	
	ST	LT
Barclays Bank	F1	A+
HSBC	F1+	AA-
HSBC Private Bank	-	-
Lloyds Bank	F1	A+
Royal Bank of Scotland	F1	A+
Nat West Bank	F1	A+
Other UK Banks		
Santander UK plc	F1	A+
Clydesdale Bank	F2	BBB+
Close Brothers Ltd	F1	A
Abbey National Treasury Services Plc	F1	A
Local Authorities		
Central Government		

Building Societies (Assets over £500m)	Rating by asset size	Fitch Rating	
		ST	LT
Nationwide	1	F1	A
Yorkshire	2	F1	A-
Coventry	3	F1	A
Skipton	4	F1	A-
Leeds	5	F1	A-
Principality	6	F2	BBB+
West Bromwich	7	-	-
Newcastle	8	B	BB+
Nottingham	9	-	-
Progressive	10	-	-
Cumberland	11	-	-
National Counties	12	-	-
Saffron	13	-	-
Cambridge	14	-	-
Monmouthshire	15	-	-
Leek United	16	-	-
Furness	17	-	-
Newbury	18	-	-
Hinckley and Rugby	19	-	-
Ipswich	20	-	-
Darlington	21	-	-

Long Term borrowing

Long term borrowing is for capital project. Long term borrowing will be from PWLB, UK Sterling based institutions and to include Local Authorities.

Short Term borrowing

Short term borrowing is for temporary cash shortfalls. Short term borrowing will be from UK Sterling based institutions, including Local Authorities. Short term borrowing will not exceed 364 days.

Schedule 4 – Minimum Revenue Provision Policy 2021/22

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 in relation to income generating property acquisitions

The Council will calculate the amounts for MRP by applying an 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.

Capital Strategy

Havant Borough Council

2021/22 to 2025/26

1.0 Introduction

- 1.1 The Capital Strategy is a key policy document for the Council and provides guidance on the Capital Programme and the use of capital resources and Asset Management Plans. The strategy reflects the links to other Council plans, in particular the Regeneration Strategy as well as the Medium Term Financial Strategy (MTFS). The Capital Strategy is written following guidance included in the Prudential Code (2018) and is required to be approved by Full Council.
- 1.2 The objectives of the Capital Strategy are to:
- Provide an overview of the governance process for approval and monitoring of capital expenditure;
 - Provide a longer-term view of capital expenditure plans;
 - Provide an overview of asset management planning;
 - Provide expectations around debt and use of internal borrowing to support capital expenditure;
 - Define the authority's approach to commercial activities including due diligence and risk appetite;
 - Defines the available knowledge and skills to the authority in relation to capital investment activities.
- 1.3 Capital spending is strictly defined and is principally incurred in buying, constructing or improving physical assets such as buildings, land and vehicles, plant and machinery. It also includes grants and advances to be used for capital purposes. The Council's policy on capitalisation is included in the Accounting Policies of the Statement of Accounts. The policy states that only assets with a value over £15,000 will be capitalised and therefore expenditure under these limits is deemed to be a revenue cost.

Evaluation and Monitoring of Capital projects

- 1.4 The Council has a Strategy Projects Board whose purpose is:
- to act as the Corporate Board for strategic//key corporate projects contributing to the delivery of the Corporate Strategy;
 - to monitor the progress of the council's strategic/key corporate projects; including governance arrangements;
 - to review and consider resourcing issues on project.

- 1.5 The function of the board is to be accountable for the success of the key projects which contribute to the delivery of the Corporate Strategy. A “Strategic Project (also known as a “Key Corporate Project”) is defined as – any project which Executive Board have deemed to require strategic oversight and is tracked on the “Strategic Project” list maintained by the Board.
- 1.6 Project Board will be responsible for ‘live’ projects. Any Corporate Project that requires approval will go through the usual mechanism of Executive Board – Cabinet – and/or Council. Once a Corporate Project is approved (including funds) then a decision will be made by Executive Board on whether the project should be managed through Project Board.
- 1.7 In line with Prince-2 management standards, the Strategic Project Board will:
- Consider recommendations from the projects and provide strategic oversight to ensure continued fit with the business strategy for the Council
 - Approve major plans and any major changes on key projects including invocation of Exception status where projects are not progressing to plan
 - Allocate corporate funding and resources to key projects
 - Ensure corporate-wide communication relating to key projects is relevant and timely.
 - Ensure appropriate governance and project assurance is in place for key projects and risks are being appropriately monitored and escalated where necessary.
- 1.8 The Strategic Project Board will link with the project management structures for each key project. The Business Solutions Unit will ensure appropriate and complementary project governance structures are in place, in line with Prince-2 management standards, to avoid confusion regarding roles and responsibilities. Prince 2-based templates for projects and programmes will be the standard reporting tools for all projects.
- 1.9 The Strategic Project Board will comprise of Senior Leaders within the organisation including Chief Executive, Director of Corporate Services (s151), Director of Regeneration & Place and Head of Programmes, Redesign & Quality.

Current Asset Portfolio

1.10 The Council holds assets split across three categories as detailed below:

- **Investment Property (Non-Operational)**

These assets include Industrial Estates, land held for capital appreciation and rental income.

- **Property, Plant & Equipment**

These are operational properties, land, vehicles, infrastructure and community assets that are used to deliver council services and include Council

1.11 The Council holds an investment portfolio that supports both its operational activities and non-operational activities from which it receives an element of rental income. For the year ended 31 March 2020 the value of investment property rental income £1.406M which represents a gross yield of 4.58% on the value of the investment property assets held.

Asset Category	Valuation 31/03/20 £000	Rental Income £000
Investment Property	30,679	1,406
Property Plant and Equipment	68,199	
Assets Under Construction		
TOTAL	98,878	

2.0 Financial Principles supporting the Capital Strategy

2.1 Capital expenditure is to be incurred in line with Financial Procedure Rules as follows:

- The Chief Finance Officer is responsible for ensuring that a capital programme is prepared for consideration by the Cabinet before submission to Full Council. New Capital projects should be identified by Heads of Service to the Chief Finance Officer, as part of the Budget Planning Process, for inclusion in the Capital Programme.

- Capital schemes may only be committed after:
 - An assessment in the agreed standard format including an estimate of the associated revenue expenditure and income has been approved by the Cabinet; and
 - Appropriate finance has been made available.
- Where it appears that any scheme in the capital programme will be overspent by a sum of £50,000 or more a report shall be made to the Cabinet. The Chief Finance Officer will advise the Cabinet whether or how requests for additional capital finance can be achieved within the overall capital programme. The Chief Finance Officer is authorised to approve virements within the capital programme as outlined in Standing Order 63.

2.2 The key principles to be applied to the Capital Strategy are set out below:

- Capital resources are held corporately and are allocated according to the priorities set out in the Corporate Strategy (i.e. there is no automatic ring-fencing of resources for specific purposes);
- Capital receipts will be allocated in accordance with Council priorities;
- The Council will seek to maximise the use of grants and external funding;
- The Council is committed to deliver capital investment with partners to maximise benefits where this fits with Council priorities;
- Redirection of capital resources from one project to another will be contained within existing budgets, unless increases can be justified through the budget process;
- Capital budgets are generally cash-limited i.e. no provision is made for inflation which effectively means that over time there is a real reduction in the value of resources allocated to specific capital projects;
- Review of capital financing decisions which will likely have a revenue budget impact due to lack of capital resources (E.g. through reprofiling of capital receipts and borrowing);
- Revisit the Asset Management Plan to see if any asset can be sold;
- In order to reduce the exposure of the council to a borrowing requirement the following steps should

continue to be examined:

- Fundamental review of existing capital programme to ensure that schemes are still required and are accurate;
- Maximisation of the use of grants and contributions from external sources;
- Providing a recurring revenue contribution to the capital programme;
- Invest to save schemes that can repay the capital investment over a period of time.

Capital Investment Assumptions:

- The current capital programme uses a combination of financing including capital receipts, grants & contributions, reserves and borrowing.
- The proposed Capital programme includes potential projects as outlined in the Regeneration Strategy, approved at Council. The Strategy covers key regeneration areas in the borough:
 - Town Centre redevelopments
 - Borough strategic employment sites
 - Hayling Island seafront

2.3 The Corporate Strategy forms part of the Policy and Budgetary Framework for the Council. These frameworks work together to create the strategic framework.

2.4 The Capital Strategy must both support and inform the Council's vision for the Havant area and the strategic direction set out in the Corporate Strategy. This is to enable resources to be matched against the agreed priorities and any other supporting needs.

2.5 The Capital Strategy takes account of other Council Plans and Strategies of the Council, which have a potential impact on the use of resources by the Council. Particularly consideration is given to the following key strategies:

- The Medium Term Financial Strategy, which provides information on the proposed revenue budget and considerations that will impact on future budgets.

- The Treasury Management Strategy, Investment Strategy and Minimum Revenue Provision Strategy, which sets out the assumptions for financing requirements and interest rates and their effect on the revenue budget.
- Local Plan/Local Development Framework.
- Regeneration Strategy
- There are also a number of other strategies, which set out policy direction for other key Council priorities.

3.0 Capital Expenditure

Capital Investment Priorities

- 3.1 The Capital Strategy needs to ensure that any capital investment decisions are both affordable and achieve the priorities as set out in the Havant Corporate Strategy; any such investment in assets is likely to have implications on the revenue budget.
- 3.2 The Capital Strategy must therefore recognise the implications of capital investment decisions and ensure that they are in line with Council priorities and financing requirements are robustly evaluated and understood.
- 3.3 The capital programme does not currently include provision for investment to progress the regeneration in the Havant borough as it will be subject to individual business case approval. However, other capital investment opportunities may present themselves over the lifetime of the MTFs, and each will be subject to further business cases on investment opportunities and the benefits that could be made from those investments. The Council has in place a regeneration team in order to deliver the regeneration priorities and these are reviewed on an annual basis as part of budget setting.
- 3.4 All business cases will be subject to the usual due diligence to ensure that they afford the best value for money for the Council, align with its core priorities and do not expose the Council to unnecessary risk that could put future delivery of services in jeopardy.

Capital Expenditure Forecasts

- 3.5 The Council's forecasts for the period 2021/22 to 2025/26 are shown below. Note that this does not include new capital bids for 2021/22

onwards which are still subject to approval.

	YTD	5 YEAR CAPITAL PROGRAMME				
Havant Borough Council Capital Programme Summary Project	2020/21 Revised Forecas t £'000	2021/2 2 £'000	2022/2 3 £'000	2023/2 4 £'000	2024/2 5 £'000	2025/2 6 £'000
Housing						
Disabled Facilities Grants	1,628	1,628	1,628	1,628	1,628	1,628
IT Equipment						
Design and System Implementation Programme		204				
Asset Maintenance Management System	0	35				
Building Control - Software	15	0				
Southern Coastal	0	0				
Vehicles and Equipment						
Pest Control Vehicles						
Refurbishment of HBC equipped play areas	70	70				
Land and Buildings						
Developer contributions / CIL		1,044				
Hayling Island Goose Refuge	0					
Nutrient Neutrality Mitigation	216					
Hayling Island BMA	620	426				
Hayling Island Strategy	231	263	65			
Broadmarsh Feasibility	48					
Langstone FCERM	199	501	132	2,233	1,125	
Grand Totals	3,027	4,171	1,825	3,861	2,753	1,628

Current Resource Forecasts

- 3.6 The Council's capital programme will be financed (or paid for) through a variety of sources and the Chief Finance Officer will make recommendations on the most effective way of financing the Capital programme to optimize the overall use of resources. The table below shows the proposed capital financing at this time.

Projected Capital Financing	2020/21 Revised Forecast £'000		2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
REFCUS (Revenue funded as Capital under Statute)	1,628		1,628	1,628	1,628	1,628	1,628
External Grants & Contributions	1,314		2,234	197	2,233	1,125	0
Use of Specific Reserves	85		309	0	0	0	0
Use of Capital Receipts							
Borrowing Requirement							
Revenue Funding							
Total Projected Funding	3,027		4,171	1,825	3,861	2,753	1,628

Capital grants

- 3.7 The Council receives one primary capital grant from central Government to support its role in providing Disabled Facilities Grants; for 2021/22 the Council has been allocated £1.628M. There have been changes to the way the grant is now distributed with the funding being provided to the County Council as the Better Care provider who then allocate funding to the Councils. Future year's allocations may therefore be subject to change as part of this change in procedure.

Revenue contributions and reserves

- 3.8 The capital programme can also be financed through the use of reserves (both capital and revenue) although revenue contributions will have an overall effect on the General Fund revenue budget.

Capital receipts

- 3.9 Capital receipts arise principally from the sale of Council capital assets. The sales of assets are utilized to support the Capital programme in the Capital Strategy. The usable capital receipts reserve contained a current balance of £10.522M

Borrowing requirement

- 3.10 The borrowing requirements have been updated to reflect the potential financing needs to support the HBC Regeneration Strategy.

4.0 Treasury Management Strategy

- 4.1 The Capital Strategy is an accompaniment to the Treasury Management Strategy. The latter sets out the required Prudential Indicators for Treasury Management and Capital Expenditure, and includes a Policy Statement for the Minimum Revenue Provision (MRP) for borrowing.

5.0 Commercial activity

- 5.1 Whilst the Council does currently receive income from investment properties it does not actively seek to generate additional revenue income through the purchase of investment properties.

6.0 Knowledge and Skills

- 6.1 The Council utilises the knowledge and skills of its internal officers when considering capital investment decisions and where necessary it also relies on the expert knowledge of specialist external advisors.
- 6.2 The Council employs professionally qualified legal, finance and property officers who are able to offer advice and guidance when considering any capital investment decisions.

Finance

- 6.3 The Section 151 Officer and Head of Finance are professionally qualified to advise the Council on all financial aspects of capital decisions. They also have the numerous years of experience of how Councils work, and also undertake Continuous Professional Development. In addition, they maintain knowledge and skills through regular technical updates from appropriate bodies. Capita Local Government Business Services are contracted to provide a full range of financial services to the Council including treasury management services, financial management and

technical accounting support and advice.

Property

- 6.4 The Council's in-house property team is made up of a number of Chartered Surveyors who advise the Council on all property matters. They are all members of the Royal Institution of Chartered Surveyors (RICS) and comply with the RICS's rules in relation to Continuing Professional Development. The Property Services Manager is also an RICS Registered Valuer.

Legal

- 6.5 Legal Staff are professionally qualified as either solicitors or legal executives and are regulated by their respective professional bodies (Solicitors Regulation Body/Institute of Legal Executives). The staff undertake Continuing Professional Development and their rules of conduct require that they have an appropriate level of skill and expertise to deal with the particular matter with which they are dealing. All staff are aware of the operational structure of the Council. They maintain knowledge and skills through regular technical updates from appropriate bodies. The Council will also use external specialist legal advice on more complex transactions as and when required.

External Advice

- 6.6 The Council uses external advisors where necessary in order to complement the knowledge its own officers hold. Some of these advisors are contracted on long term contracts or are appointed on an ad-hoc basis when necessary.

HBC Fees and Charges 2021-22

Department/	Charge item	20/21 price	21/22 price
service			
Cemeteries	Persons under 16 years	-	-
Cemeteries	Persons 16 years or over - new grave (single)	913.00	931.00
Cemeteries	Persons 16 years or over - new grave (double)	913.00	931.00
Cemeteries	Persons 16 years or over - reopen existing grave	655.00	668.00
Cemeteries	Children's Section - exclusive right of burial/earthen grave for 50 years (inc certificate)	306.00	312.00
Cemeteries	Adult Section - exclusive right of burial/earthen grave for 50 years (inc certificate)	816.00	833.00
Cemeteries	Adult Section - interment of cremated remains	268.00	274.00
Cemeteries	Adult Section - transfer of exclusive right of burial	43.00	44.00
Cemeteries	Adult Section - right to erect a memorial	161.00	164.00
Cemeteries	Adult Section - right to place a stone vase	65.00	66.00
Cemeteries	Adult Section - memorial and full kerb (HM only)	188.00	192.00
Cemeteries	Adult Section - replacement of existing kerb set	135.00	138.00
Cemeteries	Adult Section - exhumation of remains - charged at cost	Variable	Variable
Cemeteries	Old Garden of Rest - interment of cremated remains	429.00	438.00
Cemeteries	Old Garden of Rest - exclusive right of burial for 50 years	306.00	312.00
Cemeteries	Old Garden of Rest - right to place a plaque	53.00	54.00
Cemeteries	Old Garden of Rest - interment of additional casket	268.00	274.00
Cemeteries	New Garden of Rest - exclusive right of burial	268.00	274.00
Cemeteries	New Garden of Rest - right to erect memorial for 10 years	161.00	164.00
Cemeteries	New Garden of Rest - burial of subsequent cremated remains	268.00	274.00
Cemeteries	Natural burial area - under 16 years	-	-
Cemeteries	Natural burial area - single depth grave	790.00	806.00
Cemeteries	Natural burial area - interment of ashes (no casket)	268.00	274.00
Cemeteries	Natural burial area - memorial cleaning	23.00	24.00
Cemeteries	Natural burial area - memorial plaques	215.00	219.00
<i>Cemeteries additional information</i>	<i>Double charges will be made for fees to non-residents of the Borough (after five years outside the Borough)</i>		
Pest Control	Agricultural - hourly rate	88.00	89.80
Pest Control	Bed bugs - domestic	62.00	220.00
Pest Control	Bed bugs - domestic concessionary	16.00	16.00
Pest Control	Cockroaches - commercial - hourly rate	89.00	90.80
Pest Control	Cockroaches - domestic	56.00	57.20
Pest Control	Cockroaches - domestic concessionary	-	-
Pest Control	Rats - commercial and other premises - hourly rate	88.00	89.80
Pest Control	Rats - domestic	41.00	76.00
Pest Control	Rats - domestic concessionary	-	-
Pest Control	Fleas - commercial and other premises	88.00	89.80
Pest Control	Fleas - domestic (1-3 bedrooms)	56.00	95.00

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Pest Control	Fleas - domestic (4-6 bedrooms)	88.00	120.00
Pest Control	Fleas - domestic concessionary (1-3 bedrooms)	28.00	28.00
Pest Control	Fleas - domestic concessionary (4-6 bedrooms)	44.00	44.00
Pest Control	Wasps - single treatment for either domestic or commercial premises	56.00	75.00
Pest Control	Wasps - treatment for additional nests	19.00	30.00
Pest Control	Wasps - single treatment for domestic concessionary	28.00	28.00
Pest Control	Wasps - treatment for additional nests for domestic concessionary	9.00	9.00
Pest Control	Drain clearing - rodding method only	91.00	92.90
Stray Dogs	Handling charge for dealing with stray dog	25.00	25.00
Stray Dogs	Out of hours charge for the acceptance of stray dog	11.00	11.00
Stray Dogs	Kennels - dog taken in but not kept overnight	24.00	24.50
Stray Dogs	Kennels - dog kept for up to two days in kennels	48.00	49.00
Stray Dogs	Kennels - dog kept for up to three days in kennels	72.00	73.50
Stray Dogs	Kennels - dog kept for up to four days in kennels	96.00	98.00
Stray Dogs	Kennels - dog kept for up to five days in kennels	120.00	122.50
Stray Dogs	Kennels - dog kept for up to six days in kennels	142.00	147.00
Stray Dogs	Kennels - dog kept for up to seven days in kennels	166.00	171.50
Stray Dogs	Kennels - dog kept for up to eight days in kennels	192.00	196.00
Stray Dogs	Emergency medical treatment of dogs in care of the Council (recovery of costs)	Variable	Variable
Stray Dogs	Call out fee for the support of bailiffs (per visit, per officer)	47.50	48.50
Animal Welfare Licensing	Zoo applications (charged at hourly rate, will include interim and full inspections and work undertaken to reinspection, excludes vet inspections which will be recharged separately at cost price)	Hourly rate	Hourly rate
Animal Welfare Licensing	Animal boarding (dogs or cats) - application fee	191.00	194.90
Animal Welfare Licensing	Animal boarding (dogs or cats) - compliance fee	58.00	71.00
Animal Welfare Licensing	Home boarding or daycare for dogs - application fee	194.00	197.90
Animal Welfare Licensing	Home boarding or daycare for dogs - compliance fee	65.00	71.00
Animal Welfare Licensing	Commercial dog day care - application fee	191.00	194.90
Animal Welfare Licensing	Commercial dog day care - compliance fee	65.00	71.00
Animal Welfare Licensing	Dog breeding - application fee (excludes vet inspections which will be recharged separately at cost price)	210.00	214.20
Animal Welfare Licensing	Dog breeding - compliance fee	65.00	71.00

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Animal Welfare Licensing	Horse riding establishment (1-9 horses) - application fee (excludes vet inspections which will be recharged separately at cost price)	300.00	306.00
Animal Welfare Licensing	Horse riding establishment (1-9 horses) - compliance fee	65.00	82.00
Animal Welfare Licensing	Horse riding establishment (10-19 horses) - application fee (excludes vet inspections which will be recharged separately at cost price)	320.00	326.40
Animal Welfare Licensing	Horse riding establishment (10-19 horses) - compliance fee	65.00	82.00
Animal Welfare Licensing	Horse riding establishment (20+ horses) - application fee (excludes vet inspections which will be recharged separately at cost price)	381.00	388.70
Animal Welfare Licensing	Horse riding establishment (20+ horses) - compliance fee	65.00	82.00
Animal Welfare Licensing	Performing and exhibiting animals - application fee	256.00	261.20
Animal Welfare Licensing	Pet shop - application fee	208.00	212.20
Animal Welfare Licensing	Pet shop - compliance fee	65.00	71.00
Animal Welfare Licensing	Dangerous Wild Animal Act - application for 2 year license (excludes vet inspections which will be recharged separately at cost price)	190.00	210.80
Animal Welfare Licensing	Any variation or amendment to licenses (£30 minimum + £25.50 per hour for additional work as agreed)	Variable	Variable
Animal Welfare Licensing	Request for re-rating	100.00	102.00
Animal Welfare Licensing	Appeal costs associated with unsuccessful appeal	89.00	90.80
Environmental Protection	Environmental information request - hourly rate	25.00	25.00
Environmental Protection	Contaminated land enquiries - per property or plot - hourly rate	45.00	45.90
Environmental Protection	Environmental enquiry on domestic property	60.00	61.20
Environmental Protection	Environmental enquiry on non-domestic property	60.00	61.20
Environmental Protection	Pre-application planning service for contaminated land - desk advice	125.00	127.50

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Food Safety	Export certificate - new business request	139.00	141.80
Food Safety	Export certificate - repeat request (minimum three days' notice)	81.00	82.70
Food Safety	Export certificate - repeat request (additional charge for less than three days' notice)	40.00	40.80
Food Safety	Export certificate - charge for additional site visits	89.00	90.80
Food Safety	Reinspections under NFHRS	180.00	183.60
Food Safety	Surrender of unsound food - each	26.00	26.60
Food Safety	Safer Food Better Business - catering pack	11.00	11.30
Food Safety	Safer Food Better Business - retailer pack	9.00	9.20
Food Safety	Safer Food Better Business - childminders' pack	5.00	5.10
Food Safety	Safer Food Better Business - diary pack	5.00	5.10
Taxi Licensing	Vehicles - Hackney carriage licence	219.00	219.00
Taxi Licensing	Vehicles - Private hire licence	157.00	157.00
Taxi Licensing	Vehicles - Exemption certificate	53.00	53.00
Taxi Licensing	Vehicles - Temporary vehicle licence	68.00	68.00
Taxi Licensing	Vehicles - Transfer of vehicle proprietor	39.00	39.00
Taxi Licensing	Vehicles - Change vehicle registration	54.00	54.00
Taxi Licensing	Vehicles - Replacement licence	14.00	14.00
Taxi Licensing	Vehicles - Replacement vehicle plate	28.00	28.00
Taxi Licensing	Operators - Operator licence (5 years)	347.00	347.00
Taxi Licensing	Operators - Operator licence (1 year)	143.00	143.00
Taxi Licensing	Drivers (combined PH/HC) - New driver (3 years)	210.00	210.00
Taxi Licensing	Drivers (combined PH/HC) - New driver (1 year)	150.00	150.00
Taxi Licensing	Drivers (combined PH/HC) - Driver - renewal (3 years)	169.00	169.00
Taxi Licensing	Drivers (combined PH/HC) - Driver - renewal (1 year)	145.00	145.00
Taxi Licensing	Drivers (combined PH/HC) - Knowledge test	43.00	43.00
Taxi Licensing	Drivers (combined PH/HC) - Replacement ID badge	19.00	19.00
Taxi Licensing	Drivers (combined PH/HC) - Replacement licence	14.00	14.00
Taxi Licensing	Drivers (combined PH/HC) - Change of address	21.00	21.00
Taxi Licensing	Drivers (combined PH/HC) - Change of address and/or name	29.00	29.00
Taxi Licensing	Accessories - pair of pouches	12.00	12.00
Taxi Licensing	Accessories - universal bracket	12.00	12.00
Taxi Licensing	Accessories - number plate bracket	20.40	20.40
Licensing Act 2003	Premises and club premises fees - main fees - https://www.gov.uk/government/publications/alcohol-licensing-fee-levels/main-fee-levels	Listed on gov.uk	Listed on gov.uk
Licensing Act 2003	Additional fees - https://www.gov.uk/government/publications/alcohol-licensing-fee-levels/additional-and-other-fees	Listed on gov.uk	Listed on gov.uk
Gambling Act 2005	Regional casino - Application fee for new premises	12,000.00	12,000.00
Gambling Act 2005	Regional casino - Annual fee	12,000.00	12,000.00
Gambling Act 2005	Regional casino - Fee for application for provisional statement	12,000.00	12,000.00
Gambling Act 2005	Regional casino - Fee for application to reinstate licence	5,200.00	5,200.00

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Gambling Act 2005	Regional casino - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Regional casino - Fee for application to vary licence	6,000.00	6,000.00
Gambling Act 2005	Regional casino - Fee for application to transfer licence	5,200.00	5,200.00
Gambling Act 2005	Regional casino - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Large casino - Application fee for new premises	8,000.00	8,000.00
Gambling Act 2005	Large casino - Annual fee	8,000.00	8,000.00
Gambling Act 2005	Large casino - Fee for application for provisional statement	8,000.00	8,000.00
Gambling Act 2005	Large casino - Fee for application to reinstate licence	1,720.00	1,720.00
Gambling Act 2005	Large casino - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Large casino - Fee for application to vary licence	4,000.00	4,000.00
Gambling Act 2005	Large casino - Fee for application to transfer licence	1,720.00	1,720.00
Gambling Act 2005	Large casino - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Small casino - Application fee for new premises	6,400.00	6,400.00
Gambling Act 2005	Small casino - Annual fee	4,000.00	4,000.00
Gambling Act 2005	Small casino - Fee for application for provisional statement	6,400.00	6,400.00
Gambling Act 2005	Small casino - Fee for application to reinstate licence	1,440.00	1,440.00
Gambling Act 2005	Small casino - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Small casino - Fee for application to vary licence	3,200.00	3,200.00
Gambling Act 2005	Small casino - Fee for application to transfer licence	1,440.00	1,440.00
Gambling Act 2005	Small casino - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Converted (existing) casino - Application fee for new premises	N/A	N/A
Gambling Act 2005	Converted (existing) casino - Annual fee	2,400.00	2,400.00
Gambling Act 2005	Converted (existing) casino - Fee for application for provisional statement	N/A	N/A
Gambling Act 2005	Converted (existing) casino - Fee for application to reinstate licence	1,080.00	1,080.00
Gambling Act 2005	Converted (existing) casino - Fee for notification of change of details	50.00	50.00

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Gambling Act 2005	Converted (existing) casino - Fee for application to vary licence	1,600.00	1,600.00
Gambling Act 2005	Converted (existing) casino - Fee for application to transfer licence	1,080.00	1,080.00
Gambling Act 2005	Converted (existing) casino - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Bingo premises - Application fee for new premises	2,800.00	2,800.00
Gambling Act 2005	Bingo premises - Annual fee	800.00	800.00
Gambling Act 2005	Bingo premises - Fee for application for provisional statement	2,800.00	2,800.00
Gambling Act 2005	Bingo premises - Fee for application to reinstate licence	960.00	960.00
Gambling Act 2005	Bingo premises - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Bingo premises - Fee for application to vary licence	1,400.00	1,400.00
Gambling Act 2005	Bingo premises - Fee for application to transfer licence	960.00	960.00
Gambling Act 2005	Bingo premises - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Adult gaming centre - Application fee for new premises	1,600.00	1,600.00
Gambling Act 2005	Adult gaming centre - Annual fee	800.00	800.00
Gambling Act 2005	Adult gaming centre - Fee for application for provisional statement	1,600.00	1,600.00
Gambling Act 2005	Adult gaming centre - Fee for application to reinstate licence	960.00	960.00
Gambling Act 2005	Adult gaming centre - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Adult gaming centre - Fee for application to vary licence	800.00	800.00
Gambling Act 2005	Adult gaming centre - Fee for application to transfer licence	960.00	960.00
Gambling Act 2005	Adult gaming centre - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Betting premises (track) - Application fee for new premises	2,000.00	2,000.00
Gambling Act 2005	Betting premises (track) - Annual fee	800.00	800.00
Gambling Act 2005	Betting premises (track) - Fee for application for provisional statement	2,000.00	2,000.00
Gambling Act 2005	Betting premises (track) - Fee for application to reinstate licence	760.00	760.00
Gambling Act 2005	Betting premises (track) - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Betting premises (track) - Fee for application to vary licence	1,000.00	1,000.00

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Gambling Act 2005	Betting premises (track) - Fee for application to transfer licence	760.00	760.00
Gambling Act 2005	Betting premises (track) - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Family entertainment centre - Application fee for new premises	1,600.00	1,600.00
Gambling Act 2005	Family entertainment centre - Annual fee	600.00	600.00
Gambling Act 2005	Family entertainment centre - Fee for application for provisional statement	1,600.00	1,600.00
Gambling Act 2005	Family entertainment centre - Fee for application to reinstate licence	760.00	760.00
Gambling Act 2005	Family entertainment centre - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Family entertainment centre - Fee for application to vary licence	800.00	800.00
Gambling Act 2005	Family entertainment centre - Fee for application to transfer licence	760.00	760.00
Gambling Act 2005	Family entertainment centre - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Betting premises (other) - Application fee for new premises	2,400.00	2,400.00
Gambling Act 2005	Betting premises (other) - Annual fee	480.00	480.00
Gambling Act 2005	Betting premises (other) - Fee for application for provisional statement	2,400.00	2,400.00
Gambling Act 2005	Betting premises (other) - Fee for application to reinstate licence	960.00	960.00
Gambling Act 2005	Betting premises (other) - Fee for notification of change of details	50.00	50.00
Gambling Act 2005	Betting premises (other) - Fee for application to vary licence	1,200.00	1,200.00
Gambling Act 2005	Betting premises (other) - Fee for application to transfer licence	960.00	960.00
Gambling Act 2005	Betting premises (other) - Fee for application for copy of licence	25.00	25.00
Gambling Act 2005	Gambling Act permits - FEC Gaming Machine - Transitional fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - FEC Gaming Machine - Application fee	300.00	300.00
Gambling Act 2005	Gambling Act permits - FEC Gaming Machine - Renewal fee	300.00	300.00
Gambling Act 2005	Gambling Act permits - Prize Gaming - Transitional fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Prize Gaming - Application fee	300.00	300.00
Gambling Act 2005	Gambling Act permits - Prize Gaming - Renewal fee	300.00	300.00
Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (2 or less machines) - Application fee	50.00	50.00

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Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (more than 2 machines) - Transitional fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (more than 2 machines) - Application fee	150.00	150.00
Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (more than 2 machines) - Annual fee	50.00	50.00
Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (more than 2 machines) - Variation fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Alcohol Licensed Premises (more than 2 machines) - Transfer fee	25.00	25.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Transitional fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Application fee	200.00	200.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Annual fee	50.00	50.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Renewal	200.00	200.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Fast track renewal	100.00	100.00
Gambling Act 2005	Gambling Act permits - Club Gaming Permit - Variation fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Transitional fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Application fee	200.00	200.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Annual fee	50.00	50.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Renewal	200.00	200.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Fast track renewal	100.00	100.00
Gambling Act 2005	Gambling Act permits - Club Machine Permit - Variation fee	100.00	100.00
Gambling Act 2005	Gambling Act permits - Small Society Lottery Registration - Application fee	40.00	40.00
Gambling Act 2005	Gambling Act permits - Small Society Lottery Registration - Renewal fee	20.00	20.00
Gambling Act 2005	Gambling Act permits - Change of name (except Society Lotteries, Club Gaming and Club Gaming Machine Permits)	25.00	25.00
Gambling Act 2006	Copy of permit (except Small Society Lotteries)	15.00	15.00

Street Trading Consents	Street trading licence - 6 months consent (£5.25 per day, minimum £600)	Variable	Variable
Street Trading Consents	Street trading licence - annual consent (£5.25 per day, minimum £1000, maximum £1800)	Variable	Variable
Street Trading Consents	Temporary street trading - daily	124.00	124.00
Street Trading Consents	Temporary street trading - Mon to Sat	566.00	566.00

Other Licensing	Control of sex establishments licence fee	4,400.00	4,400.00
Other Licensing	Skin piercing registration	115.00	117.30
Other Licensing	Administration fee (in addition to the above)	16.00	16.40
Other Licensing	Scrap Metal Dealer Act 2013 - collectors licence	110.00	110.00
Other Licensing	Scrap Metal Dealer Act 2013 - site licence	260.00	260.00
Other Licensing	Scrap Metal Dealer Act 2013 - vary from collectors to site licence	180.00	180.00
Other Licensing	Scrap Metal Dealer Act 2013 - other variations (site to collectors, change of name or address)	30.00	30.00
Private Sector Housing	British entry clearance (housing inspections)	115.15	115.15
Private Sector Housing	HMO Licence (5 or less occupants) - 5 year licence	600.00	600.00
Private Sector Housing	HMO Licence (6 to 10 occupants) - 5 year licence	710.00	710.00
Private Sector Housing	HMO Licence (11 to 15 occupants) - 5 year licence	820.00	820.00
Private Sector Housing	HMO Licence (16 to 20 occupants) - 5 year licence	930.00	930.00
Private Sector Housing	HMO Licence (20+ occupants) - 5 year licence	1,040.00	1,040.00
Electoral Services	Basic electoral register full paper - per 1000 electors (plus admin fee of £10)	5.00	5.00
Electoral Services	Basic electoral register full data - per 1000 electors (plus admin fee of £20)	1.50	1.50
Electoral Services	Basic electoral register edited paper - per 1000 electors (plus admin fee of £10)	5.00	5.00
Electoral Services	Basic electoral register edited data - per 1000 electors (plus admin fee of £20)	1.50	1.50
Electoral Services	Marked electoral register - data - per 1000 electors (plus admin fee of £10)	1.00	1.00
Electoral Services	Marked electoral register - paper - per 1000 electors (plus admin fee of £10)	2.00	2.00
Electoral Services	Electoral register - monthly updates	38.00	38.00
Electoral Services	Certificate of residency - by email	6.00	6.20
Electoral Services	Certificate of residency - by post	11.00	11.30
Civil Engineering	Installation of memorial seat and plaque - not including cost of seat or plaque	63.00	64.30

and Landscape Civil Engineering and Landscape	Administration charge - memorial seat and plaque	158.00	161.20
Building Control	All work charged at hourly rate of £61.38 plus VAT	67.00	73.66
Arboriculture	Pre-application charge - per hour	92.00	93.90
Arboriculture	External arboricultural consultancy - per hour	62.00	63.30
Enforcement	Breach of Public Space Protection Order - dog fouling	80.00	80.00
Enforcement	Littering fine - per event	80.00	80.00
Enforcement	Flytipping fine - per event	Variable	Variable
Enforcement	Flyposting fine - per event	80.00	80.00
Enforcement	Graffiti fine - per event	80.00	80.00
Enforcement	Abandoned vehicles fine	200.00	200.00
Enforcement	Nuisance parking fine	100.00	100.00
Enforcement	Failure to produce waste transfer note fine	300.00	300.00
Enforcement	Domestic waste receptacle offences fine	80.00	80.00
Enforcement	Industrial and commercial waste receptacle offences fine	80.00	80.00
Enforcement - Abandoned Vehicles	Disposal costs charged to last registered keeper - charged by Hampshire CC - per vehicle	Variable	Variable
Enforcement - Abandoned Vehicles	Fine for abandonment of vehicle - vehicle on road, not upright and/or substantially damaged	200.00	200.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - per vehicle - http://www.legislation.gov.uk/uksi/2008/2095/regulation/4/made	Listed on gov.uk	Listed on gov.uk
Enforcement - Abandoned Vehicles	Storage charged to last registered keeper - per 24 hours or part - http://www.legislation.gov.uk/uksi/2008/2095/regulation/4/made	Listed on gov.uk	Listed on gov.uk
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle <= 3.5 tonnes Maximum Authorised Mass - Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	150.00	150.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle <= 3.5 tonnes Maximum Authorised Mass - Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	250.00	250.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle <= 3.5 tonnes Maximum Authorised Mass - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	200.00	200.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle <= 3.5 tonnes Maximum Authorised Mass - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	300.00	300.00

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Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >3.5 tonnes Maximum Authorised Mass (MAM) <= 7.5 tonnes MAM - Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	200.00	200.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >3.5 tonnes Maximum Authorised Mass (MAM) <= 7.5 tonnes MAM - Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	650.00	650.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >3.5 tonnes Maximum Authorised Mass (MAM) <= 7.5 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	400.00	400.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >3.5 tonnes Maximum Authorised Mass (MAM) <= 7.5 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	850.00	850.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	350.00	350.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both - UNLADEN	2,000.00	2,000.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both - LADEN	3,000.00	3,000.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged - UNLADEN	1,000.00	1,000.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged - LADEN	1,500.00	1,500.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both - UNLADEN	3,000.00	3,000.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >7.5 tonnes Maximum Authorised Mass (MAM) <18 tonnes MAM - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both - LADEN	4,500.00	4,500.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	350.00	350.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled	3,000.00	3,000.00

	vehicle, on road but either not upright or substantially damaged or both - UNLADEN		
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both - LADEN	4,500.00	4,500.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged - UNLADEN	1,500.00	1,500.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged - LADEN	2,000.00	2,000.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both - UNLADEN	4,500.00	4,500.00
Enforcement - Abandoned Vehicles	Removals charged to last registered keeper - vehicle >18 tonnes Maximum Authorised Mass (MAM) - Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both - LADEN	6,000.00	6,000.00
Enforcement - Abandoned Vehicles	Charge for storage of vehicle - 2 wheeled - Per 24 hours or part	10.00	10.00
Enforcement - Abandoned Vehicles	Charge for storage of vehicle - <=3.5 Tonne MAM - Per 24 hours or part	20.00	20.00
Enforcement - Abandoned Vehicles	Charge for storage of vehicle - >3.5 <= 7.5 Tonne MAM - Per 24 hours or part	25.00	25.00
Enforcement - Abandoned Vehicles	Charge for storage of vehicle - >7.5 <= 18 Tonne MAM - Per 24 hours or part	30.00	30.00
Enforcement - Abandoned Vehicles	Charge for storage of vehicle - > 18 Tonne MAM - Per 24 hours or part	35.00	35.00
Allotments and Beach Huts	Allotment - replacement key	12.00	13.00
Allotments and Beach Huts	Allotment - annual fee per square metre - resident	0.40	0.50
Allotments and Beach Huts	Allotment - annual fee per square metre - non-resident	0.80	1.00
Allotments and Beach Huts	Beach huts - HBC-owned hut annual rental - resident (pro rata charges apply)	891.00	909.00
Allotments and Beach Huts	Beach huts - HBC-owned hut annual rental - non-resident (pro rata charges apply)	1,783.00	1,819.00

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Allotments and Beach Huts	Beach huts - private hut licence fee - resident	576.00	588.00
Allotments and Beach Huts	Beach huts - private hut licence fee - non-resident	1,259.00	1,284.00
Allotments and Beach Huts	Beach huts - private hut - transfer of licence	100.00	102.00
Sports	Cricket pitch (Senior 18+) including changing rooms	108.00	110.00
Sports	Cricket pitch (Junior U18) including changing rooms	57.00	58.00
Sports	Cricket pitch - evening matches at any venue (Senior 18+) including changing rooms	84.00	86.00
Sports	Cricket pitch - evening matches at any venue (Junior U18) including changing rooms	57.00	58.00
Sports	Football pitch (Senior 18+) including changing rooms	94.00	96.00
Sports	Football pitch (Junior U18 - 11 v 11) including changing rooms	57.00	58.00
Sports	Football pitch (Junior U18 - 9 v 9) including changing rooms	29.00	30.00
Sports	Football pitch (Junior U18 - mini soccer 7 v 7 or 5 v 5) including changing rooms	24.00	25.00
Sports	Football pitch (Senior 18+ training up to 2 hours, no changing rooms included, £10.20 per hour after 2 hours) - evening option only	18.00	19.00
Sports	Football pitch (Junior U18 training up to 2 hours, no changing rooms included, £10.20 per hour after 2 hours) - evening option only	15.00	15.00
Sports	Rugby pitch (Senior 18+) including changing rooms	94.00	96.00
Sports	Rugby pitch (Junior U18) including changing rooms	57.00	58.00
Sports	Rugby pitch (Senior 18+ training up to 2 hours, no changing rooms included, £10.20 per hour after 2 hours) - evening options only	18.00	19.00
Sports	Rugby pitch (Junior U18 training up to 2 hours, no changing rooms included, £10.20 per hour after 2 hours) - evening options only	15.00	15.00
Sports	Use of changing rooms (training pitch bookings only)	30.00	31.00
Sports	Charge for cleaning changing rooms, litterpicking pitches after use or replacing equipment not returned to store	48.00	49.00
Sports	Refundable deposit for changing room keys for the season	50.00	51.00
Sports	Attendant supplement - to open facility and set up match play - hourly rate, minimum 2 hour booking	14.40	15.00
<i>Sports additional information</i>	<i>Non-resident pays double resident charges above</i>		
Parks and Grounds	Non profit making charitable events	-	-
Parks and Grounds	All other events and uses of public open spaces	Variable	Variable
Parks and Grounds	Pavilion/Clubhouse for non-match occasions	17.00	17.40
Parks and Grounds	Circuses and funfairs non-trading day	315.00	321.30
Parks and Grounds	Circuses and funfairs trading day	630.00	642.60

Refuse and Recycling	Additional or replacement 140l bin	37.00	38.00
Refuse and Recycling	Additional or replacement 240l bin	42.00	43.00
Refuse and Recycling	Replacement garden waste sack	5.00	6.00
Refuse and Recycling	Garden waste licence (early bird) - annual fee - per 70l sack	32.00	33.00
Refuse and Recycling	Garden waste licence (early bird) - annual fee - per 140l bin	42.00	43.00
Refuse and Recycling	Garden waste licence (early bird) - annual fee - per 240l bin	63.00	64.00
Refuse and Recycling	Garden waste licence - annual fee - per 70l sack	34.00	35.00
Refuse and Recycling	Garden waste licence - annual fee - per 140l bin	44.00	45.00
Refuse and Recycling	Garden waste licence - annual fee - per 240l bin	65.00	66.00
Bulky Waste	Hire of bin for domestic use - 660l	161.00	164.00
Bulky Waste	Hire of bin for domestic use - 940l	166.00	170.00
Bulky Waste	Hire of bin for domestic use - 1100l	178.00	182.00
Bulky Waste	Household bulky waste collection - first item	33.00	34.00
Bulky Waste	Household bulky waste collection - second item	28.00	29.00
Bulky Waste	Household bulky waste collection - third item	24.00	25.00
Bulky Waste	Household bulky waste collection - per additional item	10.00	10.00
Bulky Waste	Household bulky waste collection - per oversized item	48.00	49.00
Bulky Waste	Household bulky waste collection - per cubic metre (maximum of 4 cubic metres)	59.00	60.00
<i>Bulky Waste additional information</i>	<i>A concessionary discount of 33% of normal rate will be applied to bulky waste collection fees above if resident is in receipt of Universal Credit</i>		
Land Charges	Local Authority searches - residential - LLC1	20.00	20.40
Land Charges	Local Authority searches - residential - Con29	150.00	153.00
Land Charges	Local Authority searches - commercial - LLC1	20.00	20.40
Land Charges	Local Authority searches - commercial - Con29	180.00	183.60
Land Charges	Local Authority searches - additional land parcel - LLC1	2.00	2.10
Land Charges	Local Authority searches - additional land parcel - Con29	24.00	24.50
Land Charges	Local Authority searches - Con29 optional questions	20.00	20.40
Land Charges	Local Authority searches - Con29 optional questions 4, 18, 19, 21 and 22	40.00	40.80
Land Charges	Local Authority searches - solicitor's own questions	24.00	24.50
Land Charges	Property name additions/amendments - rename a road	306.00	312.20
Land Charges	Property name additions/amendments - rename a house	102.00	104.10
Land Charges	Numbering of new developments - first plot	92.00	93.90
Land Charges	Numbering of new developments - 2+ plots (per plot)	69.00	70.40
Planning Enforcement	High hedges legislation - submission of complaint	577.00	588.60

Planning Development	Preapplication advice - householder Permitted Development enquiry - written advice	33.00	36.00
Planning Development	Preapplication advice - householder/other small scale development enquiry - written advice	54.00	55.00
Planning Development	Preapplication advice - self contained granny annexes at domestic properties - written advice	133.00	136.00
Planning Development	Preapplication advice - change of use up to 100sqm - written advice	133.00	136.00
Planning Development	Preapplication advice - change of use over 100sqm but less than 1000sqm - written advice	255.00	260.00
Planning Development	Preapplication advice - minor development (1-3 houses, up to 499sqm new commercial, or site up to 0.49ha) - written advice	133.00	136.00
Planning Development	Preapplication advice - minor development (1-3 houses, up to 499sqm new commercial, or site up to 0.49ha) - oral response including onsite meeting with Principal Planner	179.00	183.00
Planning Development	Preapplication advice - minor development (4-9 houses, up to 500-999sqm new commercial, or site of 0.5-0.99ha) - written advice	255.00	260.00
Planning Development	Preapplication advice - minor development (4-9 houses, up to 500-999sqm new commercial, or site of 0.5-0.99ha) - written advice including site visit	383.00	390.00
Planning Development	Preapplication advice - major development (10-49 houses, 1000-4999sqm commercial, or site of 1-2ha) - written advice including site visit	577.00	590.00
Planning Development	Preapplication advice - major development (50-100 houses, 5000-999sqm commercial, or site of 2.1-4ha) - written advice including site visit	1,173.00	1,200.00
Planning Development	Preapplication advice - large scale major developments (101+ houses, 10000sqm+ commercial, or site of 4.1ha+) - charged at 10% of fee or 20% in last year	Variable	Variable
Planning Development	Preapplication advice - advertisements - written advice	57.00	59.00
Planning Development	Preapplication advice - specialist tree advice - written advice only	67.00	69.00
Planning Development	Preapplication advice - specialist tree advice - written advice including site visit	133.00	136.00
Planning Development	Preapplication advice - specialist listed building / conservation area advice - written advice only	67.00	69.00
Planning Development	Preapplication advice - specialist listed building / conservation area advice - written advice including site visit	133.00	136.00
Planning Development	Planning performance agreements	Variable	Variable
Planning Development	Accredited agent subscription	263.00	270.00
Planning Development	Development consultation forum	3,000.00	3,000.00
Planning Development	Havant Borough Local Plan (core strategy)	45.20	45.20
Planning Development	Havant Borough Local Plan (core)	33.95	33.95
Planning Development	Planning application validation check	53.00	55.00

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Planning Development	Local Plan policies map booklet	33.95	33.95
Planning Development	Statutory planning application fees - http://www.planningportal.gov.uk/uploads/english_application_fees.pdf	Listed on Planning Portal	Listed on Planning Portal
Planning Development	Planning obligations - Community Infrastructure Levy - see http://www.easthants.gov.uk/CIL-calculator	Variable	Variable
Planning Development	Deed of Variation of S106 - administration fee (charged in addition to legal fees)	234.00	240.00
Planning Development	S106 monitoring fees - per non financial head of term (up to a maximum of £10,883 per application)	739.00	753.80
Planning Development	S106 monitoring fees - per financial head of term (up to a maximum of £10,883 per application) - charged at 5% of cost	Variable	Variable
Legal Services	Freehold sale without overage - Commercial - 0.75% on the price subject to a minimum of £750	-	750.00
Legal Services	Freehold sale with overage - Commercial - 0.75% on the price subject to a minimum of £1,250	-	1,250.00
Legal Services	Freehold sale with right of pre-emption - Commercial - 0.75% on the price subject to a minimum of £1,250	-	1,250.00
Legal Services	Freehold sale without overage - Non-commercial (e.g. charity) - 0.6% on the price subject to a minimum of £750	-	750.00
Legal Services	Freehold sale with overage - Non-commercial (e.g. charity) - 0.6% on the price subject to a minimum of £1,250	-	1,250.00
Legal Services	Freehold sale with right of pre-emption - Non-commercial (e.g. charity) - 0.6% on the price subject to a minimum of £1,250	-	1,250.00
Legal Services	Auction sale - Commercial - 0.75% on the price subject to a minimum of £1,000 - PLUS searches & other disbursements to be paid by Buyer under the auction contract	-	1,000.00
Legal Services	Auction sale - Non-commercial (e.g. charity) - 0.75% on the price subject to a minimum of £1,000 - PLUS searches & other disbursements to be paid by Buyer under the auction contract	-	1,000.00
Legal Services	Preparing & deducing an epitome of title - Commercial - Hourly rate of £202	-	202.00
Legal Services	Preparing & deducing an epitome of title - Non-commercial (e.g. charity) - Hourly rate of £151.50	-	151.50
Legal Services	Grant of easement - Commercial	-	750.00
Legal Services	Grant of easement - Non-commercial (e.g. charity)	-	562.50
Legal Services	Sale of public toilets - Commercial	-	1,000.00
Legal Services	Sale of public toilets - Non-commercial (e.g. charity)	-	750.00
Legal Services	Grant of short-term licence to occupy - Commercial	-	750.00
Legal Services	Grant of short-term licence to occupy - Non-commercial (e.g. charity)	-	562.50
Legal Services	Grant of all licences other than above - Commercial	-	750.00
Legal Services	Grant of all licences other than above - Non-commercial (e.g. charity)	-	562.50
Legal Services	Freehold purchase - Commercial - 0.75% on the price subject to a minimum of £1,500 - PLUS searches & other disbursements	-	1,500.00
Legal Services	Freehold purchase - Non-commercial (e.g. charity) - 0.6% on the price subject to a minimum of £1,500 - PLUS searches & other disbursements	-	1,500.00
Legal Services	Transfer of public open space to Council by developer - Commercial	-	1,000.00
Legal Services	Transfer of public open space to Council by developer - Non-commercial (e.g. charity)	-	750.00

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Legal Services	Public open space adverts - Commercial	-	750.00
Legal Services	Public open space adverts - Non-commercial (e.g. charity)	-	562.50
Legal Services	Grant of a commercial lease - Commercial - £1,500 minimum	-	1,500.00
Legal Services	Grant of a commercial lease - Non-commercial (e.g. charity) - £1,125 minimum	-	1,125.00
Legal Services	Grant of a commercial lease - If outside PII L&TA 1954 - Commercial - £2,000 minimum	-	2,000.00
Legal Services	Grant of a commercial lease - If outside PII L&TA 1954 - Non-commercial (e.g. charity) - £1,500 minimum	-	1,500.00
Legal Services	Grant of tenancy at will - Commercial	-	750.00
Legal Services	Grant of tenancy at will - Non-commercial (e.g. charity)	-	562.50
Legal Services	Grant of residential lease - Commercial	-	500.00
Legal Services	Grant of residential lease - Non-commercial (e.g. charity)	-	375.00
Legal Services	Purchase of a lease - Commercial - £1,500 minimum	-	1,500.00
Legal Services	Purchase of a lease - Non-commercial (e.g. charity) - £1,125 minimum	-	1,125.00
Legal Services	Deed of variation - Commercial	-	750.00
Legal Services	Deed of variation - Non-commercial (e.g. charity)	-	562.50
Legal Services	Deed of surrender - Commercial	-	750.00
Legal Services	Deed of surrender - Non-commercial (e.g. charity)	-	562.50
Legal Services	Deed of release - Commercial	-	750.00
Legal Services	Deed of release - Non-commercial (e.g. charity)	-	562.50
Legal Services	Deed of receipt - Commercial	-	295.00
Legal Services	Deed of receipt - Non-commercial (e.g. charity)	-	221.25
Legal Services	Deed of dedication - Commercial	-	395.00
Legal Services	Deed of dedication - Non-commercial (e.g. charity)	-	296.25
Legal Services	Drafting report on title - Commercial - Hourly rate of £202	-	202.00
Legal Services	Drafting report on title - Non-commercial (e.g. charity) - Hourly rate of £151.50	-	151.50
Legal Services	Deed of covenant - Commercial	-	395.00
Legal Services	Deed of covenant - Non-commercial (e.g. charity)	-	296.25
Legal Services	Corrections & rectifications (e.g. to leases or titles) - Commercial	-	500.00
Legal Services	Corrections & rectifications (e.g. to leases or titles) - Non-commercial (e.g. charity)	-	375.00
Legal Services	Side letters - Commercial	-	295.00
Legal Services	Side letters - Non-commercial (e.g. charity)	-	221.25
Legal Services	Legal charges (mortgages) - Commercial	-	750.00
Legal Services	Legal charges (mortgages) - Non-commercial (e.g. charity)	-	562.50
Legal Services	Preparation & services of notices (e.g. s25, s26 & other) - Commercial	-	500.00
Legal Services	Preparation & services of notices (e.g. s25, s26 & other) - Non-commercial (e.g. charity)	-	375.00
Legal Services	Title enquiries - Commercial - Hourly rate of £202 (minimum of £202)	-	202.00
Legal Services	Title enquiries - Non-commercial (e.g. charity) - Hourly rate of £151.50 (minimum of £151.50)	-	151.50
Legal Services	S106 Planning Agreements - Hourly rate of £202 (minimum 4 hours/£808)	792.00	808.00
Legal Services	S106 Unilateral Undertaking - Hourly rate of £202 (minimum 4 hours/£808)	792.00	808.00
Legal Services	Deeds of Variation to S106 Planning Agreements (simple)	792.00	800.00

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Legal Services	Deeds of Variation to S106 Planning Agreements (complex) - Hourly rate of £202 (minimum 4 hours/£808)	792.00	808.00
Legal Services	Deeds of Revocation relating to Planning Agreements	792.00	800.00
Legal Services	Footpath Orders - administrative and legal fees	1,500.00	1,500.00
Legal Services	Any transactions and matters not listed above - Commercial - Hourly rate of £202	-	202.00
Legal Services	Any transactions and matters not listed above - Non-commercial (e.g. charity) - Hourly rate of £151.50	-	151.50
Information Governance	FOI/EIR Information Requests - requests above the appropriate limit (more than 18 hours) may be charged at the hourly rate of £25	25.00	25.00
Facilities	Additional hire charge - Saturday	36.00	36.80
Facilities	Additional hire charge - Sunday	54.00	55.10
Facilities	Additional hire charge - after 7pm Monday-Friday	36.00	36.80
Facilities	Copying price - per A0/A2 page	0.10	0.10
Facilities	Copying price - per A3/A4 page	0.10	0.10
Facilities	Hire of Council Chamber/Hurstwood Room - community group	40.00	40.80
Facilities	Hire of Council Chamber/Hurstwood Room - standard	50.00	51.00
Facilities	Hire of Hollybank Room - community group	30.00	30.60
Facilities	Hire of Hollybank Room - standard	40.00	40.80
Facilities	Hire of Newlease Room/Tournerbury Room - community group	25.00	25.50
Facilities	Hire of Newlease Room/Tournerbury Room - standard	30.00	30.60
Facilities	Hire of other rooms	Price on application	Price on application
Facilities	Provision of tea and biscuits	Price on application	Price on application
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Mon to Fri 8am-6pm) - 1 hour	0.60	0.60
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Mon to Fri 8am-6pm) - 2 hours	0.90	0.90
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Mon to Fri 8am-6pm) - 3 hours	2.00	2.00
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Mon to Fri 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Mon to Fri 8am-6pm) - over 4 hours	6.00	6.00
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Mon to Fri 8am-6pm) - 1 hour	0.60	0.60
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Mon to Fri 8am-6pm) - 2 hours	0.90	0.90
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Mon to Fri 8am-6pm) - 3 hours	2.00	2.00
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Mon to Fri 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Mon to Fri 8am-6pm) - over 4 hours	6.00	6.00
Parking	Car park - Havant: Prince George Street Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00

Parking	Car park - Havant: Prince George Street Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Havant: Prince George Street Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Town End House Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.00	1.00
Parking	Car park - Havant: Town End House Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.00	2.00
Parking	Car park - Havant: Town End House Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Town End House Car Park (charges apply Mon to Sat 8am-6pm) - over 4 hours	5.00	5.00
Parking	Car park - Havant: Elmleigh Road Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.00	1.00
Parking	Car park - Havant: Elmleigh Road Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.00	2.00
Parking	Car park - Havant: Elmleigh Road Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	2.50	2.50
Parking	Car park - Havant: Elmleigh Road Car Park (charges apply Mon to Sat 8am-6pm) - over 4 hours	5.00	5.00
Parking	Car park - Havant: East Pallant Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Havant: East Pallant Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Havant: East Pallant Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Havant: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Havant: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Southmoor Lane Car Park (charges apply Mon to Sat 8am-6pm) - any length of stay between 8am and 6pm	3.00	3.00
Parking	Car park - Emsworth: Palmers Road Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Emsworth: Palmers Road Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.90	1.90
Parking	Car park - Emsworth: Palmers Road Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Emsworth: Palmers Road Car Park (charges apply Mon to Sat 8am-6pm) - over 4 hours	4.00	4.00
Parking	Car park - Emsworth: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Emsworth: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.90	1.90
Parking	Car park - Emsworth: North Street Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Emsworth: South Street Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00

Parking	Car park - Emsworth: South Street Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Emsworth: South Street Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Emsworth: South Street Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.20	3.20
Parking	Car park - Leigh Park: Tidworth Road Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Leigh Park: Tidworth Road Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60
Parking	Car park - Leigh Park: Tidworth Road Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Leigh Park: Tidworth Road Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Leigh Park: Greywell Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Leigh Park: Greywell Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60
Parking	Car park - Leigh Park: Greywell Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Leigh Park: Greywell Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Hayling Island: Health Centre Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Hayling Island: Health Centre Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60
Parking	Car park - Hayling Island: Health Centre Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Hayling Island: Health Centre Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Hayling Island: Elm Grove Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Hayling Island: Elm Grove Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60
Parking	Car park - Hayling Island: Elm Grove Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Hayling Island: Elm Grove Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Hayling Island: Mengham Road Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Hayling Island: Mengham Road Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60
Parking	Car park - Hayling Island: Mengham Road Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Hayling Island: Mengham Road Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Cowplain: Mission Lane Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	0.80	0.80
Parking	Car park - Cowplain: Mission Lane Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	1.60	1.60

Parking	Car park - Cowplain: Mission Lane Car Park (charges apply Mon to Sat 8am-6pm) - 3 hours	2.40	2.40
Parking	Car park - Cowplain: Mission Lane Car Park (charges apply Mon to Sat 8am-6pm) - over 3 hours	3.20	3.20
Parking	Car park - Waterloooville: Rockville Drive Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Waterloooville: Rockville Drive Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Waterloooville: Rockville Drive Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Waterloooville: Rockville Drive Car Park (charges apply Mon to Sat 8am-6pm) - over 4 hours	4.00	4.00
Parking	Car park - Waterloooville: Wellington Way Car Park (charges apply Mon to Sat 8am-6pm) - 1 hour	1.00	1.00
Parking	Car park - Waterloooville: Wellington Way Car Park (charges apply Mon to Sat 8am-6pm) - 2 hours	2.00	2.00
Parking	Car park - Waterloooville: Wellington Way Car Park (charges apply Mon to Sat 8am-6pm) - 4 hours	3.00	3.00
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - up to 4 hours	1.00	1.00
Parking	Car park - Havant: Civic Centre Road North Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - over 4 hours	1.50	1.50
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - up to 4 hours	1.00	1.00
Parking	Car park - Havant: Civic Centre Road East Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - over 4 hours	1.50	1.50
Parking	Car park - Havant: Civic Offices East Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - up to 4 hours	1.00	1.00
Parking	Car park - Havant: Civic Offices East Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - over 4 hours	1.50	1.50
Parking	Car park - Emsworth: South Street Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - up to 4 hours	1.50	1.50
Parking	Car park - Emsworth: South Street Car Park (charges apply Sat, Sun and Bank Holidays 8am-6pm) - over 4 hours	2.00	2.00
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - 1 hour	1.50	1.40
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - 2 hours	2.90	2.90
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - 3 hours	4.30	4.30
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - 4 hours	5.80	5.80
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - 5 hours	-	8.00
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - All day	-	10.00
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - Motorhomes - Any length of stay	-	15.00
Parking	Car park - Hayling Island: Beachlands Car Parks - Gun Site - All day	-	10.00
Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - weekly ticket	35.00	35.00

Appendix I

Parking	Car park - Hayling Island: Beachlands Car Parks (charges apply Mon to Sun 8am-6pm) - trailers	12.00	15.00
Parking	Season ticket - Waterloooville/Emsworth/Leigh Park/Hayling Island/Town End House - 3 months	155.00	155.00
Parking	Season ticket - Waterloooville/Emsworth/Leigh Park/Hayling Island/Town End House - 6 months	250.00	250.00
Parking	Season ticket - Waterloooville/Emsworth/Leigh Park/Hayling Island/Town End House - 12 months	430.00	430.00
Parking	Season ticket - Cowplain - 3 months	125.00	125.00
Parking	Season ticket - Cowplain - 6 months	250.00	250.00
Parking	Season ticket - Prince George Street - 12 months	500.00	500.00
Parking	Season ticket - Civic Centre Road North - 3 months	190.00	190.00
Parking	Season ticket - Civic Centre Road North - 6 months	300.00	300.00
Parking	Season ticket - Civic Centre Road North - 12 months	500.00	500.00
Parking	Season ticket - Gold Borough Wide - 12 months	600.00	600.00
Parking	Season ticket - Beachlands car/van - 12 months	120.00	150.00
Parking	Season ticket - Beachlands over 65 car/van - 12 months	80.00	110.00
Parking	Season ticket - Beachlands car/trailer - 12 months	140.00	170.00
Traffic Management	Emergency road closure by order	2,000.00	2,000.00
Traffic Management	Provision of access protection lines	120.00	120.00
Traffic Management	Refresh of access protection lines	120.00	120.00
Traffic Management	Traffic cone hire up to 5 cones	25.00	25.00
Traffic Management	Traffic cone hire up to 10 cones	35.00	35.00
Traffic Management	Traffic cone hire up to 20 cones	55.00	55.00
Traffic Management	Parking bay suspension by notice - per bay, per day	50.00	50.00
Traffic Management	Single permanent traffic regulation order for a developer, standard parking restriction in a single road - additional TRO types to be charged separately at the same rate (plus advert/lining costs)	5,000.00	5,000.00
Traffic Management	Temporary road closure by notice	1,750.00	1,800.00
Traffic Management	Temporary road closure by order (plus advertising cost)	1,750.00	1,800.00
Traffic Management	Urgent (Emergency) road closure by notice (if less than 5 days duration)	1,750.00	2,100.00
Traffic Management	Emergency road closure by order (plus advertising cost) - if more than 21 days' duration	2,000.00	2,100.00
Traffic Management	Tourism/private signing - administration (including signing scheme design and documentation) - charged at 20% of costs, £100 minimum	Variable	Variable
Traffic Management	Tourism/private signing - formal application (including vetting and definitive response)	125.00	125.00
Traffic Management	Tourism/private signing - provision of signs (including manufacture, supply and erection) - charged at cost	Variable	Variable

Appendix I

Traffic Management	Tourism/private signing - replacement (if costs cannot be recovered following accident, damage or theft) - charged at cost	Variable	Variable
Traffic Management	Tourism/private signing - supervision (including ordering work and inspection) - charged at 10% of costs, minimum £50	Variable	Variable
Traffic Management	Road closure/diversion for sporting events (not including advert costs)	123.00	123.00

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Havant Borough Council
Analysis of Business Rates Income & Expenditure

		2021/22 Estimate £ (000)
Business Rates Yield		36,024
Distribution		
Central Government	50%	18,012
Hampshire County Council	9%	3,242
Hampshire Fire	1%	360
Havant Borough Council	40%	14,410
Total		36,024
Business rates HBC		14,410
Tariff HBC		(9,914)
Prior year surplus/(deficit)HBC	40%	(1,439)
Share of business rates 2021/22		3,057
Levy on growth		(995)
Business rates grants (s31)		1,952
<hr/>		
Retained business rates		4,014

* The Levy on growth is an estimate based on the NNDR1 return submitted to Government and is subject to change during the year dependent on business rates actually received during 2021/22

** The s31 grants is an estimate based on the NNDR1 return to Government and is subject to change during the year dependant on reliefs actually awarded during 2021/22

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Recommendation to Council from the Cabinet held on 10th February 2021:

Revenue Budget 2021/22

RECOMMENDED That Council:

- (a) Approves the proposed Revenue and Capital Budgets for 2021/22 including a Council Tax rate of £214.48 at Band D, representing a £5 increase (2.39%) on the current charge.
- (b) Agrees the Medium Term Financial Strategy, Capital Strategy, Treasury Management Strategy and Prudential Indicators
- (c) Agrees the Fees & Charges Schedule for 2021/22.
- (d) **Council Tax Resolution**
 - (1) That it be noted that (on 31st January, 2021) the Chief Finance Officer calculated the Council Tax Base 2021/22 for the whole Council area as 41,448.02 [Item T in the formula in Section 31B(1) of the Local Government Finance Act 1992, as amended, (the "Act")] and that this Council Tax base be split between the regions of the Environment Agency as follows:

Southern – 41,448.02
 - (2) That the following amounts be calculated by the Council for the year 2021/22 in accordance with Sections 31 and 34 to 36 of the Act.
 - (i) £ 62,261,129 (expenditure) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
 - (ii) £53,371,510 (income) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - (iii) £8,889,619 being the amount by which the aggregate at d(i) above exceeds the aggregate at d(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in section 31A(4) of the Act);
 - (iv) £214.48 being the amount at c(iii) above (Item R), divided by Item T (b above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

(3) Valuation Bands

Council Tax Schedule	Band AR	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2021/22	£	£	£	£	£	£	£	£	£
Havant Borough Council	119.16	142.99	166.82	190.65	214.48	262.14	309.80	357.47	428.96

being the amounts given by multiplying the amount at 2(iv) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) That it be noted that for the year 2021/22 we estimate that Hampshire County Council will propose the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below.

Council Tax Schedule	Band AR	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2021/22	£	£	£	£	£	£	£	£	£
Hampshire County Council									
Basic Charge	666.69	800.03	933.36	1,066.70	1,200.04	1,466.72	1,733.39	2,000.07	2,400.08
Adult Social Care	83.56	100.27	116.99	133.70	150.41	183.83	217.26	250.68	300.82

- (5) That it be noted that for the year 2021/22 the Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below.

Council Tax Schedule	Band AR	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2021/22	£	£	£	£	£	£	£	£	£
Police & Crime Commissioner for Hampshire	125.81	150.97	176.14	201.30	226.46	276.78	327.11	377.43	452.92
Hampshire & IoW Fire & Rescue	39.13	46.95	54.78	62.60	70.43	86.08	101.73	117.38	140.86

- (6) That having calculated the aggregate in each case of the amounts at (3), (4) and (5) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2021/22 for each of the categories of dwellings shown below:

Council Tax Schedule	Band AR	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2021/22	£	£	£	£	£	£	£	£	£
Total Charge	1,034.35	1,241.21	1,448.09	1,654.95	1,861.82	2,275.55	2,689.29	3,103.03	3,723.64

- (7) The section 151 be given delegated authority to implement any variation to the overall level of Council Tax arising from the final notification of the Hampshire County precept.

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Council

24 February 2021

Community Infrastructure Levy (CIL): Proposed Spending of Neighbourhood Portion FOR DECISION

Portfolio Holder: Councillor Leah Turner – Cabinet Lead for Coastal Communities

Key Decision: No

Report Number: HBC/029/2020

1. Purpose

- 1.1. This paper is submitted for a decision on the allocation of funds from the Community Infrastructure Levy (CIL) fund towards the delivery of Community Infrastructure projects.

2. Recommendation

- 2.1. At its meeting held on 10 February 2021 Cabinet recommended to Council that it approve the allocation of Neighbourhood CIL funds to the projects and the amounts as set out at Appendix 1 of this report.

3. Executive Summary

- 3.1. This report provides details of the 23 bids received during the Community Infrastructure Levy (CIL) Neighbourhood Portion bidding process held in the summer of 2020, and asks the Cabinet to recommend to the Council the release of £419,329 to fund 12 of those projects. The detailed breakdown of the proposed funding is set out at Appendix 3.
- 3.2. Bids have been discussed in detail with the Cabinet Lead for Coastal Communities, whose portfolio covers CIL. The proposed funding breakdown has also been presented at a session open to all members on 3 December 2020.

- 3.3. CIL is a levy on development to fund infrastructure, with 15% allocated to the neighbourhood portion. As at 31 March 2020 there is a total of £599,535 available in that fund, once outstanding commitments have been taken into account. It is considered in three Neighbourhood Areas: 'Coastal Communities', 'Wider Havant' and 'West of the A3(M)'. The proposed spend can be met in full from the available CIL Neighbourhood fund in each of the areas.
- 3.4. A summary of all the bids received, including unsuccessful ones, is shown at Appendix 1. Appendix 2 shows how bids have been considered to arrive at the recommended spending proposal.

4. Additional Budgetary Implications

- 4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. The proposed decision on the funding breakdown is based on the Council's CIL Spending Protocol. This sets out that an annual bidding round will take place for Community Groups to apply for funding from the CIL Neighbourhood Portion, with a decision being made in February. It also sets out criteria to be considered in that decision making process.
- 5.2. The schemes proposed to be funded are in line with the goals of the Corporate Strategy 2020-2024, most notably Theme 1: An environmentally aware and cleaner Borough; Theme 2: A safe environment, healthier and more active residents and Theme 4: A revitalized borough with infrastructure that meets our ambitions.

6. Options considered

- 6.1. In making the recommendation for the Funding breakdown, all 23 bids made in this funding round have been considered in detail. A summary of all the bids received is set out at Appendix 1. All were assessed in a two stage process, first considering their eligibility for funding against national and local criteria, followed by a further prioritisation assessment against a further set of local criteria

- 6.2. According to previously established protocol, CIL Neighbourhood Spending is considered in three sub-areas of the Borough: 'Coastal Communities', 'Wider Havant' and 'West of the A3(M)'. Funding available in the Coastal Communities and West of the A3(M) areas is sufficient in this spending round to cover all CIL bids received. Bids received for the Wider Havant area exceed the amount of funding available.
- 6.3. It is open to the Council to decide how to distribute the available funding to eligible bidders. The Council has established a CIL Protocol for this purpose. In past funding cycles, the criteria from the protocol have largely been used to confirm eligibility for funding. In this funding round, with funds exceeded available funding in the Wider Havant area, it is therefore been necessary to apply criteria to determine which projects should be funded. Tables showing how all the bids were assessed is found at Appendix 2.
- 6.4. The criteria based assessment of identifying priority projects is considered to be the most equitable way of deciding which projects to fund, albeit it results in some eligible projects not receiving any funding.
- 6.5. Funds could have been distributed in other ways, for example by funding all eligible bids to a reduced amount. This option was rejected on the basis that this way all projects would receive much reduced amounts, potentially making the CIL contribution to the project ineffective. Nevertheless, this report recommends that the funding allocated to two high value bids is reduced, in order to fund all the priority projects identified through the consideration process within the amount available in the Wider Havant fund. The CIL contribution to these projects remains substantial.

7. Resource Implications

7.1. Financial Implications

As at 31 March 2020 there is a total of £599,535 available in the CIL Neighbourhood Portion fund. This figure reflects outstanding commitments through previous spending decisions which have not yet left the account. Availability of funds for spend is broken down into three distinct Neighbourhood

Portion areas. The table below shows the available funds in each of the Neighbourhood Portion Areas, the proposed spend, and funds remaining for allocation in future years. The spend proposed in this report can be met in full from the available CIL for each area.

Funding by area from CIL Neighbourhood Portion (rounded to nearest £10)			
Neighbourhood Area	Funds available as at 31 March 2020	Allocation of funds proposed through this report	Funds remaining for spend in future years
Coastal Communities	£322,480	£226,200	£96,280
West of the A3(M)	£151,370	£99,830	£51,540
Wider Havant	£125,680	£112,280	£13,400

The cost of the administration of CIL, including all the processes involved in collection and spend, is covered by an administration allowance of 5% of the CIL collected. This work is delivered within the limits of the Developer Contributions budget by the Planning Service, and includes all activities related to the allocation and spend of Neighbourhood Portion funds covered in this report.

Funds allocated to projects as a result of this decision will be retained by the Council until evidence of successful delivery of the project has been provided to the Community Infrastructure Officer by the Community Group or organisation.

Section 151 Officer comments

Date: 10 December 2020

Full financial details are included in the report. All spend is within moneys received by the Council.

7.2. Human Resources Implications

The administration of CIL is covered by staff within the Planning Service. CIL funding includes an allowance of 5% of the total income taken to be spent on CIL administration, which funds these posts.

7.3. Information Governance Implications

This proposal does not involve the use of personal identifiable information/data and/or personal sensitive or confidential information/data.

7.4. Other resource implications

Some of the projects propose alterations to properties or land within the Council's estate. Where lease terms require landlord consent for the proposed works, allocation of funds will be made conditional upon that consent being in place. It is not anticipated that any of the proposed allocations will have additional resource implications for the management of the Council's estate.

8. Legal Implications

- 8.1. The collection and spend of CIL is governed by The Community Infrastructure Levy Regulations 2010 as amended. Regulation 59(C) requires the neighbourhood portion to be used to support the development of the area by funding a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area. The proposed spending allocation meets these requirements.

Monitoring Officer comments

Date: 15 December 2020

No further comments to the Legal Implications comments above

9. Risks

- 9.1. Risks to the Council as a result of this decision are minimal.
- 9.2. Funds have been collected and are being allocated in line with the Community Infrastructure Regulations.
- 9.3. The decision within this report will not result in the transfer of funds to Community Groups or Organisations until evidence of delivery of the project is provided. This approach mitigates against the risk that funds are provided to projects which are subsequently not delivered.

10. Consultation

- 10.1. Bids have been discussed in detail with the Cabinet Lead for Coastal Communities, whose portfolio covers CIL. The proposed funding breakdown has also been presented at a session open to all members on 3 December 2020.
- 10.2. The Estates Officer has been consulted on the projects affecting the HBC Estate, and provided that the necessary landlord / landowner consent is sought under the terms of the bidding organisation's/tenant's lease and granted as appropriate, raises no objection to the proposals. The Communities Team have also been consulted, and are supportive of bids to be funded.
- 10.3. There is no statutory requirement for public consultation on the proposed spend.

11. Communication

- 11.1. The Community Infrastructure Officer will inform bidding organisations and groups of the outcome of their bids. They will continue to liaise with project delivery leads at these groups to stay abreast of the process of the project and ensure timely transfer of the allocated funds upon completion of the project. The Community Infrastructure Officer will liaise with the Communications Team as appropriate regarding opportunities to promote CIL funding support for successfully delivered projects.

12. Appendices

- 12.1. Appendix 1: Summary of all Neighbourhood Portion Bids Received
- 12.2. Appendix 2: Bid Evaluation
- 12.3. Appendix 3: Proposed Funding Breakdown from CIL Neighbourhood Portion, February 2021

13. Background papers

- 13.1. None

Agreed and signed off by:

Portfolio Holder: 8 December 2020

Director: 20 November 2020

Monitoring Officer: 8 January 2021

Section 151 Officer: 21 December 2020

Contact Officer:

Name: Jacqueline Boulter

Job Title: Principal Planning Officer

Telephone: n/a

E-Mail: Jacqueline.Boulter@havant.gov.uk

Appendix 1: Summary of Neighbourhood Portion Bids Received

ID	Project	Summary of Project	Estimated Project Cost	CIL Requested
A	Acorn Community Centre extension - Wecock Community Association	The community centre has reached capacity which is limiting plans for the future. Project is a single storey multi use extension to the offices adjacent to the former youth wing to house a multi-use workshop area whilst still retaining the office space	£198,880	£87,880
B	Age Concern Hayling Island Building Renovations	Renovate and modernise to maintain existing services and to appeal to new members: Replace conservatory roof; Replace and relocate boiler; Renovate toilet facilities, including heating and hot water, and upgrade of disabled toilet	£12,000	£6,000
C	Artificial cricket pitch at Bidbury Mead, Bedhampton Mariners Cricket Club	Purchase and installation of non-turf, artificial cricket track (30 metres in length, 2.74 metres in width) on the western strip of the cricket square at Bidbury Mead	£10,910	£5,460
D	Citizens Advice Centre and Help Hub	Refurbishment work of unit in Meridian Centre to bring into use as Citizens Advice Centre and Help Hub: Servicing and refurbishment of the air handling unit; Servicing of fire and security systems; Power and wiring compliance work; Upgrade to ceiling lighting; Extension of air handling into small offices and interview rooms; Replacement kitchenette; Refurbishment of toilets	£135,000	£55,000
E	Heart of the Park Signage and Refurbishment Communities First Wessex	New signage to reflect renaming of Centre to 'Heart of the Park'; Further improvement of newly decorated entrance hall better quality, comfortable & inviting furniture, some 'hot desk' space and improved wi-fi access; Refurbishment of at least two of our smaller rooms, to create a vibrant, light and welcoming space to offer a hot desking facility. This will require the improvement of our Wi-fi, and the redecorating of the rooms, with new furniture and power points included.	£12,600	£6,300
F	Emsworth in Bloom	To provide attractive flower displays throughout Emsworth that create greener and cleaner spaces for the enjoyment of all visitors & residents and to create and foster a spirit of	£3,000	£1,500

		community pride and co-operation among residents. Funding requested for 2021 spring planting.		
G	Surgery Fit Out Upgrade Emsworth Surgery Patient Participation Group	Elements of the fit-out of the new surgery on the Cottage Hospital site: items for patient comfort over and above basic provision by surgery, to make the new surgery a welcoming place to visit for all patients and visitors who attend, to make it not just a medical space but one for wellness and wellbeing	£34,000	£17,000
H	Family Church Empower Centre Car Park	Resurfacing of car park to remove pot holes to address safety concerns	£5,000	£2,500
I	Emsworth Youth Eco Council Tree planting & Recycling Bins	As part of a wider Youth Eco Project with the long term aim of reducing waste overall and combat climate change in Emsworth: Funding sought to purchase trees to plant in the area for long term growth and to purchase and install recycling bins for the town.	£13,400	£6,700
J	HAMESH Men's Shed relocation and expansion	Relocation of the Shed from the Meridian Centre to outbuildings at Havant Fire Station. The project includes: Converting the current disused outbuildings at the Fire Station to provide suitable accommodation for the shed; Installing the required electrics, drainage and plumbing for the shed equipment and accessible toilet.	£30,000	£15,000
K	Havant Cricket Club Cricket for the Community	Provide accessible, quality and safe cricket facilities, incl. level and concrete 205m2 of disused and abandoned land to the side and back of Havant Sports Club; replace trees, fencing and gates; widen access path; provision of a KeySafe to enable secure and easy access to the facilities for the whole community; storage container for cricket equipment currently stored in changing room 4 making the room unusable; purchase of two caged cricket nets; outdoor electricity access for the cricket bowling machines.	£26,300	£13,150
L	Havant RFC Hooks Lane Playing Field Restoration (Phase 1)	Improve the quality of the grass rugby pitches at Hooks Lane, Havant: Install new main drainage and irrigation system required to improve the quality of all the playing pitches; strip, install pitch drainage, level, and re-turf Pitch 2; establish the rootzone and turf.	£380,000	£190,000
M	Elstead Gardens to Ladybridge Road path (PAWARA)	Rebuilding the path linking Elstead Gardens and Ladybridge Road wider to allow shared use by pedestrians and cyclists, and to a higher elevation to avoid flooding in the wet season and making it available all year round.	£16,950	£11,950

N	Havant REMADE Community Cycle Project	CIL funding is being sought for a scoping and feasibility study to repair and bring the Grade 2 listed Havant Signal Box (at the far end of the station car park by New Lane / School Lane) back into use as a community building to deliver projects under Havant REMADE. Amongst other community uses the location would provide a home for a cycle project. The scoping report would include a full day survey of the building, an electrical report, a detailed report and costings for future work, in order to be able to bid for other sources of funding	£5,690	£1,500
O	Energy Efficiency Improvements at The Spring Arts Centre	Environmental Improvements Project to improve the environmental sustainability of The Spring, by procuring energy saving equipment. CIL sought for installation of new theatre lighting using energy saving LEDs, while the wider project also addresses the energy efficiency of sound and computer equipment	£65,150	£32,050
P	Accessible Toilet at St Faith's Church	Provision of a wheelchair-accessible toilet, available to all building users, local shoppers and visitors.	£73,370	£36,690
Q	Paths at Sir George Staunton Country Park	To restore and replace certain pathways and fishing pegs in the Sir George Staunton Country Park, that have been affected by natural erosion. The surface material will consist of a self-binding gravel which will give a long lasting, firm and level surface fit for purpose	£57,600	£28,800
R	Refurbishment of Conservatory and Lounge at Domestic Abuse Refuge	Refurbishment of the children's lounge and play area and the conservatory annexe to create a homely environment.	£5,430	£2,720
S	The Avenue Tennis Courts	Improvement programme covering club facilities and courts. CIL funding is requested for the conversion of 2 unlit grass tennis courts to floodlit all-weather surface thus providing increasing capacity and providing better balance (Currently 10 grass / 7 all-weather) of courts at the club	£335,000	£50,000
T	Enhanced Access for People with Disabilities at 3rd Hayling Scout Group	To redesign and repurpose the forecourt at the HQ to allow for a drive in and drive out facility with a dedicated drop off point by the ramp for disabled access at the front door.	£16,000	£8,000
U	Waterlooville Bowling Club - Club House Extension	To extend and upgrade the clubhouse. Project has commenced; additional funding required to address inflation costs and Health & safety concerns raised during implementation	£15,000	£7,500

V	Widbrook Utd - Bartons Green Store Room	Replace the store room doors at Bartons Green Pavilion and install a remote access fire security system.	£4,110	£2,050
W	YMCA Emsworth, Redlands Grange	Construction of a new early years, youth and community centre in North Emsworth, known as YMCA Emsworth. Located in Redlands Grange, the building would occupy designated community land, and will serve all the wider North Emsworth area, offering youth facilities, a childcare nursery and community programmes	£1,500,000	£200,000

A	Acorn Community Centre extension - Wecock Community Association	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
M	Elstead Gardens to Ladybridge Road path (PAWARA)	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
U	Waterlooville Bowling Club - Club House Extension	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	no
Wider Havant												
C	Artificial cricket pitch at Bidbury Mead, Bedhampton Mariners Cricket Club	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
D	Citizens Advice Centre and Help Hub	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
E	Heart of the Park Signage and Refurbishment Communities First Wessex	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
H	Family Church Empower Centre Car Park	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	no
J	HAMESH Men's Shed relocation and expansion	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
K	Havant Cricket Club Cricket for the Community	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
L	Havant RFC Hooks Lane Playing Field Restoration (Phase 1)	yes	yes	yes	yes	yes	yes	no	no	yes	yes	no
N	Havant REMADE Community Cycle Project	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
O	Energy Efficiency Improvements at The Spring Arts Centre	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
P	Accessible Toilet at St Faith's Church	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	no
Q	Paths at Sir George Staunton Country Park	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
R	Refurbishment of Conservatory and Lounge at Domestic Abuse Refuge	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
S	The Avenue Tennis Courts	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
V	Widbrook Utd - Bartons Green Store Room	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

Stage 2: Assessment of Bids in Areas with Sufficient Funds (Coastal Communities; West of A3(M))

In the CIL areas where there are sufficient funds to cover the CIL requests, the bids remaining after the eligibility check were assessed as shown below. Criteria cover the funding reach, the community reach and the community benefit of the proposal. The top score is 12. Bids much reach at least 7 points to be eligible for funding.

Projects		Is the bid for the project deliverable stage?	50% match funding (cash or other)?	Group or facility has not had CIL funding last 2 years (excluding feasibility)	Open to all/ community based club (vs largely benefits private members)	Does the bid address identified priorities in Havant? *	First time the group or the project is receiving CIL funding	Would CIL funding lever in other funds?	Match funding is in cash (not volunteer hours)	Combined Priority Score
		Key criteria: Double weighted				Additional Criteria: Single weighted				
Coastal Communities										
B	Age Concern Hayling Island Building Renovations	yes	yes	no	yes	yes	no	no	yes	8
G	Surgery Fit Out Upgrade Emsworth Surgery Patient Participation Group	yes	yes	yes	yes	yes	yes	no	yes	11
T	Enhanced Access for People with Disabilities at 3rd Hayling Scout Group	yes	yes	yes	yes	yes	yes	no	yes	11
W	YMCA Emsworth, Redlands Grange	yes	yes	yes	yes	yes	no	no	yes	10
West of A3(M)										
A	Acorn Community Centre extension - Wecock Community Association	yes	yes	yes	yes	yes	no	yes	yes	11
M	Elstead Gardens to Ladybridge Road path (PAWARA)	yes	no	yes	yes	yes	yes	no	yes	9

* based on the Corporate Strategy, the Local Plan, or the Regeneration Strategy

Stage 2: Assessment of Bids in Areas Where Bids exceed available Funds (Wider Havant)

In the CIL areas where there are insufficient funds to cover the CIL requests, the bids remaining after the eligibility check were assessed as shown below. Criteria cover the funding reach, the community reach and the community benefit of the proposal.

In this area, the key criteria were used to sift the bids further. Much as in the first sift, any bids answering 'no' to any of these criteria were not considered further. The additional criteria were then used to confirm whether any remaining bids should be funded. The top score is 4. Bids must reach at least 2 points to be eligible for funding.

Projects (Wider havant)		Is the bid for the project delivery stage?	50% match funding (cash or other)?	Group or facility has not had CIL funding last 2 years (excluding feasibility)	Open to all/ community based club (vs largely benefits private members)	Does the bid address identified priorities in Havant? *	First time the group or the project is receiving CIL funding?	Would CIL funding lever in other funds?	Match funding is in cash (not volunteer hours)	Combined Priority Score
		Key criteria: Any 'no' removes bid from further consideration				Additional Criteria				
C	Artificial cricket pitch at Bidbury Mead, Bedhampton Mariners Cricket Club	yes	yes	yes	yes	yes	yes	no	yes	3
D	Citizens Advice Centre and Help Hub	yes	yes	yes	yes	yes	yes	no	yes	3
E	Heart of the Park Signage and Refurbishment Communities First Wessex	yes	yes	no	yes	n/a	n/a	n/a	n/a	0
J	HAMESH Men's Shed relocation and expansion	yes	yes	yes	yes	yes	yes	no	yes	3
K	Havant Cricket Club Cricket for the Community	yes	yes	no	yes	n/a	n/a	n/a	n/a	0
N	Havant REMADE Community Cycle Project	no	yes	yes	yes	n/a	n/a	n/a	n/a	0
O	Energy Efficiency Improvements at The Spring Arts Centre	yes	yes	yes	yes	yes	yes	no	yes	3
Q	Paths at Sir George Staunton Country Park	yes	yes	no	yes	n/a	n/a	n/a	n/a	0
R	Refurbishment of Conservatory and Lounge at Domestic Abuse Refuge	yes	yes	yes	yes	yes	yes	no	yes	3
S	The Avenue Tennis Courts	yes	yes	yes	no	n/a	n/a	n/a	n/a	0
V	Widbrook Utd - Bartons Green Store Room	yes	yes	yes	yes	yes	yes	no	yes	3

* based on the Corporate Strategy, the Local Plan, or the Regeneration Strategy

Stage 3: Confirmation of Projects to be funded

The projects proposed to be funded as a result of this process are set out at Appendix 3

Appendix 3:

Proposed Funding Breakdown from CIL Neighbourhood Portion February 2021

Coastal Communities

Bid No	Project	CIL Allocation
B	Age Concern Hayling Island Building Renovations	£6,000
G	Surgery Fit Out Upgrade Emsworth Surgery Patient Participation Group	*£12,200
T	Enhanced Access for People with Disabilities at 3rd Hayling Scout Group	£8,000
W	YMCA Emsworth, Redlands Grange	£200,000
	Total Proposed Spend from 'Coastal Communities' Neighbourhood Fund	£226,200
*funding to cover medical infrastructure only		

West of the A3(M)

Bid No	Project	CIL Allocation
A	Acorn Community Centre extension - Wecock Community Association	£87,880
M	Elstead Gardens to Ladybridge Road path (PAWARA)	£11,950
	Total Proposed Spend from 'West of the A3(M)' Neighbourhood Fund	£99,830

Wider Havant

Bid No	Project	CIL Allocation
C	Artificial cricket pitch at Bidbury Mead, Bedhampton Mariners Cricket Club	£5,460
D	Citizens Advice Centre and Help Hub	£55,000
J	HAMESH Men's Shed relocation and expansion	£15,000
O	Energy Efficiency Improvements at The Spring Arts Centre	£32,050
R	Refurbishment of Conservatory and Lounge at Domestic Abuse Refuge	£2,720
V	Widbrook Utd - Bartons Green Store Room	£2,050
	Total Proposed Spend from "Wider Havant" Neighbourhood Fund	£112,280

Appendix A - Havant Borough Council Allocation of Seats 2020/21

Calculation of Seats per Group							
	<u>Con</u>	<u>Labour</u>	<u>Lib Dem</u>	<u>UKIP</u>	<u>Hants Ind</u>	<u>Other</u>	<u>Total</u>
Number of Members	33	2	1	1	1	0	38
% A % of 38 Members (rounded to 4 places)	86.8421	5.2632	2.6316	2.6316	2.6316	0.0000	100.0001
% B No. of Seats from Total Available	59.0526	3.5789	1.7895	1.7895	1.7895	0.0000	68.0000
Rounded to Whole Seats Available	59	3	2	2	2	0	68
							68

Allocation of Seats (Calculation)										
	<u>Con</u>	<u>Labour</u>	<u>Lib Dem</u>	<u>UKIP</u>	<u>Hants Ind</u>	<u>Other</u>	<u>Total</u>		<u>Seats</u>	
Audit & Finance Committee	6.9474	0.4211	0.2105	0.2105	0.2105	0.0000	7.7895		8	
Standards Committee	6.9474	0.4211	0.2105	0.2105	0.2105	0.0000	7.7895		8	
Overview & Scrutiny Committee	12.1579	0.7368	0.3684	0.3684	0.3684	0.0000	13.6315		14	
Planning Policy Committee	8.6842	0.5263	0.2632	0.2632	0.2632	0.0000	9.7369		10	
Planning Committee	6.0789	0.3684	0.1842	0.1842	0.1842	0.0000	6.8157		7	
Licensing Committee	13.0263	0.7895	0.3947	0.3947	0.3947	0.0000	14.6052		15	
Joint Human Committee	5.2105	0.3158	0.1579	0.1579	0.1579	0.0000	5.8421		6	
Sub Total by group	59.0526	3.5790	1.7894	1.7894	1.7894	0.0000	68	Total allocated	68	

Allocation of Seats

	<u>Con</u>	<u>Labour</u>	<u>Lib Dem</u>	<u>UKIP</u>	<u>Hants Ind</u>	<u>Other</u>	<u>Total</u>
Audit & Finance Committee	7	0	0	1	0		8
Standards Committee	7	1	0	0	0		8
Overview & Scrutiny Committee	12	1	0	0	1		14
Planning Policy Committee	9	0	0	1			10
Planning Committee	6	0	1	0	0		7
Licensing Committee	13	1	0	0	1		15
Joint Human Resources Committee	5	0	1	0	0		6
	59	3	2	2	2	Total	68

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HBC CALENDAR OF MEETINGS - 2021-22

	APRIL 2021					MAY 2021					JUNE 2021					JULY 2021					AUGUST 2021					SEPTEMBER 2021										
<i>Mon</i>			5	12	19	26	3	10	17	24	31		7	14	21	28		5	12	19	26	2	9	16	23	30		6	13	20	27		6	13	20	27
		BH					BH				BH			SC	R				AUD	R				R		BH			SC	R						
<i>Tue</i>			6	13	20	27	4	11	18	25		1	8	15	22	29			6	13	20	27	3	10	17	24	31			7	14	21	28			
<i>Wed</i>			CAB	Scr	C		5	12	19	26		2	9	16	23	30			7	14	21	28	4	11	18	25			1	8	15	22	29			
									AC			CAB	Aud	C	O&S	R			R	CAB		C				R		R	CAB	AUD	C	O&S				
<i>Thu</i>	1	8	15	22	29	6	13	20	27	3	10	17	24		1	8	15	22	29	5	12	19	26	2	9	16	23	30	2	9	16	23	30			
	SV	PC		SV			E		SV	PC			SV				SV		PC		C	SV		SV					SV	PC						
<i>Fri</i>	2	9	16	23	30	7	14	21	28		4	11	18	25		2	9	16	23	30	6	13	20	27		3	10	17	24							
	BH																																			

	OCTOBER 2021					NOVEMBER 2021					DECEMBER 2021					JANUARY 2022					FEBRUARY 2022					MARCH 2022													
<i>Mon</i>			4	11	18	25	1	8	15	22	29		6	13	20	27	3	10	17	24	31			7	14	21	28			7	14	21	28			7	14	21	28
														R	SC	R	BH	BH			R		O&S			R	R					SC		R	R				
<i>Tue</i>			5	12	19	26	2	9	16	23	30			7	14	21	28	4	11	18	25		1	8	15	22		1	8	15	22	29	1	8	15	22	29		
																BH																							
<i>Wed</i>							3	10	17	24		1	8	15	22	29	5	12	19	26		2	9	16	23	30	2	9	16	23	30	2	9	16	23	30			
							C	O&S		R		AUD	CAB					R	C							CAB		C	O&S		CAB		C	O&S					
<i>Thu</i>			7	14	21	28	4	11	18	25		2	9	16	23	30	6	13	20	27		3	10	17	24	31	3	10	17	24	31	3	10	17	24	31			
			SV				SV	PC		SV		SV	PC			SV		PC		SV	SV		SV	PC		PC		SV	PC		PC		SV	PC					
<i>Fri</i>	1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28		4	11	18	25		4	11	18	25		4	11	18	25					

	APRIL 2022					MAY 2022					
<i>Mon</i>			4	11	18	25	2	9	16	23	30
					BH		BH			R	BH
<i>Tue</i>			5	12	19	26	3	10	17	24	31
<i>Wed</i>			6	13	20	27	4	11	18	25	
						AUD			AC	R	CAB
<i>Thu</i>			7	14	21	28	5	12	19	26	
			SV			SV	E	PC		SV	PC
<i>Fri</i>	1	8	15	22	29	6	13	20	27		
					BH						

KEY

- AC Annual Council
- O&S Overview & Scrutiny Cttee
- AUD Audit Committee
- SC Standards Committee
- C Council
- PC Planning Committee
- E Election
- BH Bank Holiday
- CAB Cabinet
- JHR Joint HR
- SV Planning Site View
- R Reserve

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Cabinet Lead Reports – Full Council Councillor Michael Wilson – 24th February.

Leader of the Council

Corporate Strategy

As we continue in Lockdown, at the time of writing, as a organisation we are not only working to assist our residents in terms of health and the economy with our public sector and other partners, but also to consider life in the post pandemic world, which aspects of our lives have been transformed forever and which aspects will return to a familiar pattern. Whilst we have all been battered by the experience, we are as an organisation looking for the opportunities which will arise.

As members are aware elections were postponed last year and there has been some debate as to when they should be held. I have taken part in District Councils Network Leaders' discussions with the Secretary of State MHCLG and other ministers canvassing views about timings. There were strong opinions from political leaders of all parties that elections should be postponed to at least June/July if not September. Nevertheless, they will proceed in May.

The issues of practicality in terms of holding District, County and PCC elections are myriad: including how candidates can obtain sufficient signatures for their candidacy in a legal and covid secure way, who is going to man polling stations, where the polling stations will be situated given that many are schools or community buildings currently used for vaccinations or as testing centres, how to count in a Covid secure way and the democratic observation of the count. I am advised that the Cabinet office will be providing guidance on these and other issues and there will be additional funding to Councils. I will await the guidance with interest!

Corporate Performance

As an organisation we have continued to support residents and businesses during the national lockdown with grants to businesses continuing to be distributed in a timely manner and our local resource centre for the vulnerable remaining in operation. This support has been provided while still providing our regular services to residents.

Progress against key performance indicators (KPIs) across our services remain strong. Collection Rates for Council Tax and Business Rates have reduced and this is expected given the current circumstances with respect to the economic situation as a result of the pandemic. Our Council Tax collection

rate is down by 1.26% compared to last year and our business rates collection is down by 8.72%. Central Government have confirmed support to authorities with respect to collection fund deficits and this will assist with respect to these current deficits. Our Regulatory services performance, in particular planning remains strong (minor applications decided in 8 weeks remains at 85%) and we continue to closely monitor our income streams in particular with respect to parking and property which remain down as a result of the pandemic. Corporately, our staff continue to deliver our services, with the majority working from home. Sickness remains low at 1.74 days per FTE and below both the public sector (2.2 days) and private sector (1.8 days) average. Our turnover rate remains extremely low, as would be expected under the current economic conditions

Regeneration & Economy – Portfolio Holder Report

The Council continues to prioritise work on its Business & Economy Recovery Programme, which not only provides direct support to businesses in the immediate term, but also provides a focus for a series of projects and initiatives to support economic recovery and promote the long term growth of the Borough's economy.

While the outlook remains challenging for many of the Borough's businesses, there are also some very positive signs of resilience in certain sectors in the economy, including in the advanced manufacturing, engineering and healthcare sectors.

The Economic Development Team continues to prioritise the provision of advice & guidance to local businesses on sources of grant funding and broader support during the current national lockdown.

Work to deliver the Havant Regeneration Strategy (Opportunity Havant) continues, with the successful completion of the sale of Land at Brockhampton taking place early in the new year. The Havant Infrastructure Investment Plan (HIIP), produced by the Solent Local Enterprise Partnership (SLEP) in partnership with the Council and working alongside the County Council, will be concluded in early February. Working alongside partners, this will provide a useful tool to ensure we focus our efforts on investments in strategic infrastructure that will support a growing economy.

Work will shortly commence to develop an outline business case for the Civic Plaza Plus project, which will form part of broader work to identify how best to deliver our aspirations for Havant Town Centre in a landscape changed by both the pandemic and significant changes in the retail sector. A decision on a bid submitted to the One Public Estate programme is awaited and if successful, will accelerate work with other public sector partners to enhance the scheme. Alongside this, work is underway to look at opportunities to enhance Hayling Island Seafront as part of an emerging and comprehensive plan.

The Free Port expression of interest was submitted on Friday 5th February before the 12 noon deadline. This is a bid for customs and tax concessionary area in the solent region, specifically around Southampton Port, airport and the Dunsbury Business park in Havant. The Expression of Interest was submitted by the Solent Local Enterprise Partnership (SLEP) on behalf of a coalition of businesses, local authorities, including Havant Borough Council, and other partners. This work has taken place over an incredibly tight timescale and has highlighted the close working relationship between the authorities comprising the Solent area. Dunsbury Park, a key employment site for the borough, could bring significant potential for accelerated employment growth and investment into our area. If we are successful, this could have a transformative effect in the borough, enabling high skilled employment and training for residents and particularly young people who have and will suffer as a result of the economic impact of the pandemic.

In parallel, an expression of interest has also recently been submitted to the Health Foundation's Economies for Healthier Lives funding programme for £500,000. If successful, the project will focus on how we can change perceptions, raise aspirations and unlock the hidden potential of the young people of Leigh Park, with a particular focus on 16-24 year olds as well as creating sustainable pathways to employment by engaging with local employers. Communication and engagement with a wide range of stakeholders, including residents and businesses, will be critical to the future success of this work.

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Cabinet Lead Reports

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Cabinet Lead Reports – Full Council 27 January 2021

Councillor Narinder Bains

Cabinet Lead for Neighbourhoods, Safety and Enforcement

Civil Engineering and Landscape Team

Warblington Footbridge Feasibility – HBC CIL Funded

Executive Board and Cabinet have been briefed on the feasibility and we are now working on a report to update Cabinet and progress to design phase.

Havant Park – HBC Revenue Funded

Works to rebuild sections of flower bed walls has been order with Norse and now waiting for completion.

Bushy Lease Cycle Route – HBC CIL Funded

Ecological surveys along the route will commence in spring. Meanwhile, design of the route is ongoing.

Warblington Interchange Feasibility Study: HBC CIL Funded

The feasibility study to investigate the potential for implementing an A27 westbound jet lane from the A259 to assist traffic flow and improve safety as development in West Sussex results in additional traffic flow at this important junction. The mainland Local Plan Mainland Transport Assessment Addendum modelling is now available, and the final version of the report is being checked before sign-off, expected at the end of February.

Hobby Close, Waterlooville – Drainage: CIL Neighbourhood Fund & We Big Local

Planning permission for the Phase 2 works (whole-field drainage including a land re-profiling option) was awarded in November. We expect tenders to be issued in March with the work on site commencing in the spring. Tree work along the route of the access route is being commissioned for February.

Scratchface Lane, Bedhampton Recreation Ground – CIL

A land raising option to address significant seasonal drainage issues at this site is being finalised but due to ongoing concerns over the number and type of vehicles that will be needed to transport the fill material to the site, we now intend to update our Director before resubmitting a planning application in the spring, based on a start in 2022 so that the access and working impacts of the similar Hobby Close scheme (above) can be used as empirical evidence of the access arrangements.

Transforming Cities Fund – HCC / DfT Funded

The CELT team has been commissioned to assist HCC designing and implementing schemes along the east-west corridor through Havant town centre (and walking and cycling improvements in Elmleigh Road, Leigh Road, Eastern Road, Centenary Gardens and School Lane), along with bus stop improvements in Purbrook Way and Botley Drive. Delivery on-site is required by March 2023.

Elmleigh Road, Havant Off Road Cycle Route –HBC CIL / HCC / Dft Funded

The project has been included as part of the Transforming Cities Fund works (see above). CELT has been commissioned to design this scheme. Delivery on-site is planned for summer 2022.

Rusty Cutter Link Road Congestion Scheme –Hbc Cil Funded

We continue to work with Highways England towards delivering a scheme on this important link road which would allow two lanes of northbound traffic. CIL funding for additional work to improve connections to the local cycle network have been approved, and we are currently liaising with Hampshire County Council the S106 contribution applicable to this site from the developers at the Forty Acres site. It is vital that all two sources of funding are co-ordinated to deliver the intended scheme to improve pedestrian and cycle routes around the whole Rusty Cutter area. The Highways England engagement process has resulted in some delays to the finalisation of the scheme design, but we are now making progress and, subject to final design approval, it may be possible to implement the works in 2022.

Hayling Billy Trail Waymarking – Hcc Funded

Improved waymarking is to be introduced on the Trail. Hampshire County Council is funding this work, with CELT co-ordinating activity 'on the ground'. It is intended that a planning application for the three historic station signs will be submitted this month now that HCC has advised on how they will maintain the signs on their land.

Safe Re-Opening Of High Streets (Srhs) Fund

Social distancing measures are still in place in Havant and Emsworth. The schemes are under continual review. We are still waiting to see if Hampshire CC are in support and fund a more permanent scheme in Emsworth High street.

Jubilee Park Bowls Club Drainage Hbc Funded

The drainage has been installed and is working as designed, and the site has received its initial reinstatement.

Jubilee Park, North Drainage – Seeking HBC Funding

Submitted proposal to Estates and waiting for comments before commencing physical works.

Emsworth Town Centre Accessibility Feasibility Study – Hcc Funded

The final report has now been presented to HCC and HBC and HCC local councillors. We anticipate a Task Order to design and implement the first of the works arising from the Study to be issued to us before March.

Local Walking and Cycling Infrastructure Plan (LCWIP) – HCC Funded

HCC are lead on this project. Public consultation on the primary and secondary routes identified by HCC as part of Havant's TCF bid has been put back as a result of the pandemic. HBC will be asked to provide comments once consultation commences. A meeting to discuss HBC's LCWIP with HCC is pencilled in for February.

Milton Road Bus Layby and Elettra Avenue HBC CIL Funded

Design is complete and is with HCC for design approval. Once approved in principal, we will share the design with councillors and inform the public of the proposal for comment. It is then intended to tender the project in late Spring.

Hambledon Road – HBC CIL & WCC Funded

The design is still ongoing but is expected to be completed by March. Design approval by HCC is required before sharing the project with Councillors and the public before going to tender Summer 2021.

Havant Rugby Football Club – HBC CIL Funded

Planning application deferred until April due to issue raised on lighting. Proposal included using existing CIL award for lighting along Fraser Road to light the new path running south of the proposed development. It has been agreed to split the design into two sections, the main conversion of MUGA and lighting along Fraser Road, both to be put forward to committee in April. The scheme is planned to be completed before mid-September.

Hooks Row, Leigh Park Shared Path – HBC CIL Funded

Scheme near completion with small outstanding works required, issue raised on one set of hazard tactile paving location. Will need further consideration to resolve.

Havant Park Feasibility Project – HBC CIL Funded

CIL funded project to draw up a master plan incorporating all the future aspirations for Havant Park. The plan will illustrate what the park will look like in 20 years' time and show how the regeneration of the town centre and surrounding infrastructure will integrate into the park and enhance with the town centre. Draft feasibility is being drawn up for review with stake holders due for completion Mid Spring 2021.

Harts Farm Way, Havant Closure Of Layby HCC Funded

Design has been completed and has been forwarded to HCC for design approval. Design has also been sent for a Safety Audit and we are awaiting the report. Once we have the results, we will share this information

Future Role of Hayling Route, Billy Trial

We continue to develop ideas and have contacted various stakeholders regarding the scheme. The results of the Study will be delivered by splitting the Billy Trail into geographic sections with (probably) different solutions for the various sections. CELT officers are in discussion with Coastal Partners team colleagues regarding an online version summarising the works for public consultation. The Study will need to deliver its findings in close conjunction with the outputs from other parallel and overlapping studies, these being the Hayling Island Coastal Strategy and the work by the Regeneration Team into use of the Trail as a route for Connected Autonomous Vehicles. Bearing in mind the need for this co-ordination, it is expected that a draft of the study will be available in the autumn, but the full study not finalised until spring 2022.

Northney, Surface Water Drainage – Not Funded

Further surveys need to be undertaken to better assess opportunities and possibilities although the initial report is currently being drafted and opportunities being assessed. We expect to have final report and to be able to start bringing forward plans for this area in the late spring. Interim repairs to the tide flap, to secure the area against tidal flooding, are needed to be done first and these are being implemented by Coastal Partners in March / April.

Emsworth, The Promenade – HBC Funded

A consultant has been appointed and they will be undertaking the development and production of the report to assess the condition of the promenade, any remedial works which could be undertaken and any potential impacts if works are not undertaken. Report to be issued in March.

Hayling Island Access Improvements Phase 2 –HCC Funded

This phase covers the Hayling Park footpath upgrade, footpath 89 upgrade and footpath 102 resurfacing works. The HCC Project Appraisal stage is complete. Tender documents have been reviewed by Hampshire County

Council and are being updated. Tenders date expected to be end of March 2021 and expected construction start date to be June 2021.

Scratchface Lane Bridlepath Bedhampton –HCC Funded

Phase 1 – On-road cycleway from Hillmead Gardens through Newbarn Road to its junction with Hulbert Road. New off-road shared cycleway from Newbarn Road to Willowdene Close which will link into an existing shared cycleway towards the Asda roundabout. Phase 2 – Off road shared path between Hillmead Gardens and College Road. The project has been awarded to Colas Limited and construction will start in the week beginning 11 February 2021

Waterlooville to A3M Cycle Network Improvement Feasibility – HBC CIL Funded

Following review, we expect this to be available to local councillors and portfolio holder for comment by the end of February.

Havant Bus Station Trees

HBC funded project to deal with trip hazards in hard surfacing due to roots on 2 no. existing trees. Project complete.

Warblington Cemetery

A project to resolve drainage issues at the Cemetery extension has been let to DynoRod and completion is expected in early February. This project is being managed by CELT with the Neighbourhood team as internal client.

Environmental Health

Food, Health & Safety

The team continues to respond to requests for advice from businesses about the current lockdown restrictions. They are also dealing with complaints about businesses not complying with restrictions.

They are working closely with the Covid Marshals who are patrolling the council area daily. The Marshals produce daily reports of matters that they have dealt with that require further attention, and these are passed to the Food & Safety team to action.

The Covid Marshals are interacting with members of the public and businesses and are continuing to receive positive feedback from both about their reassuring presence.

Licensing Team

'Taxi' businesses have been able to continue trading throughout the Covid pandemic. A letter was recently sent to all licensed drivers and operators providing an update on the Covid requirements and the key areas that apply

to the trade. In collaboration with the Economic Development Team, the letter also provided details of government support grants that some drivers may be eligible for, as some have been affected financially despite being able to trade. A steady number of enquiries about these are now being received.

Environmental Protection

Air Quality

The Air Quality Annual Status Report (ASR) for 2020 has been delayed, due to team resources being diverted to deal with issues and increased demand because of Covid-19. With agreement of DEFRA, a combined report covering two years can be submitted for the deadline of June 2021.

Air quality sampling has continued during lockdowns, which will ensure a data set will be present for comments and conclusions to be made.

AQUIND Interconnector Hearing

The Service continues to submit information and review the draft Development Consent Order (draft DCO). On Wednesday 17th February, there is an issues specific hearing scheduled. The hearing will include a review of the proposed exemptions sought by the applicant, that would prevent statutory noise nuisance powers under section 82 of the EPA 1990 being considered during both the construction and operational phases. This would prevent parties taking actions to control or restrict problems and prevent the court issuing sanctions if control measures were not followed.

Parking & Traffic Management

The car park used by customers of the Inn on the Beach on Hayling is in the process of being returned to the council. The lease expired early February, and work is now underway to amalgamate this area into the council's wider parking offer along the seafront.

Site visits are an integral part of what the Traffic Management team delivers for the borough each year. However, under the circumstances the team has had to identify new ways of delivering their service without impacting on the overall outcome. As a result, the team has seen some success, not only delivering on the works programme for 20/21 but also exceeding their income targets in relation to Temporary Traffic Regulation Orders that have been required throughout the year.

Cabinet Lead Reports – Full Council

Councillor Lulu Bowerman

Cabinet Lead for People and Organisational Development

Staffing

Health and Safety (H&S)

No issues, risks or concerns to report since the January report.

DSE assessments are up to date and reviewed by the H&S team.

Further review of office space has been undertaken and additional controls implemented to ensure the space remains Covid secure in light of the new variant and increased transmission rate e.g. mandatory face coverings.

The monitoring of contractors continues, ensuring that compliance is taking place in line with the HSAWA.

The Joint Health and Safety Committee meeting took place in January 2021 and the minutes are available on Skoop.

The Councils Out of Hours service at EHDC and HBC, continues to offer support, advice and guidance to member of the public and partners when the offices are closed.

Business Continuity (BCP)

Review of P1/P2 critical functions has been undertaken to ensure there is sufficient resilience in the council to continue to deliver these services if reasonable worst case scenario re staffing levels occurred.

All services have completed a desk -top exercise to test their BC plans and this exercise will be repeated again on a regular basis to ensure BC plans remain up to date and relevant.

Potential for cyber security threat has increased. A review is underway to consider how this risk is best managed to ensure the resilience of IT systems and the continuity of service delivery.

Monitoring of any impacts from Brexit continues with regards to any disruption of services but at the time of writing there have been no detrimental impacts noted across Hampshire.

Emergency Planning

Annual training programme is underway for the Emergency Control Centre staff. New roles and arrangements are being introduced within the (ECC) across the County to streamline and simplify the approach.

Works continues with the Adverse Weather Plan in conjunction with several other teams, focusing mainly on snow and the impacts on services, like waste, streets and grounds.

The first draft of the Hayling Island Emergency Plan has been completed and ward councillors will be consulted as this plan goes forward to the next stage.

Strategic HR and OD

Employee Wellbeing

There has been a presentation of the high-level results of the most recent Employee Wellbeing survey made to members of staff in January. Following analysis of the survey results, a number of recommendations will be implemented to further enhance an already robust approach to wellbeing while Lockdown 3 is still in place.

Covid 19

The HR service continues to support staff and managers in relation to the pandemic. This includes the second wellbeing survey referred to above and also general advice and support to managers and staff members in relation to the natural conflict between homeworking and home schooling. HR are also working closely with Heads of Service to identify potential staff who could be redeployed to a variety of roles to support the NHS e.g. vaccination centres, testing centres.

Democratic Services

Democratic Services would like to welcome David Penrose and Lauren Kennedy as new Democratic Services Officers. David joined the team on a permanent basis from 1 February and Lauren joined on 8 February. David brings many years of democratic services knowledge to the team, having previously worked in democratic services at a number of other local authorities. Lauren is new to democratic services, is keen to learn and brings with her significant transferable skills from her previous roles.

Legal Services

The IKEN legal case management software upgrade is now scheduled for 11th March, with training to follow shortly thereafter.

Covid-19 Business continuity plans remain in place and all Legal team members continue to work remotely, with restricted rota in place for a staff living locally continue to attend the office once a week to complete the sealing of essential documentation.

A second round of permanent recruitment is underway for two property solicitor roles; this will achieve cost efficiencies, with the appointees to replace agency staff.

Councillor Training

After an excellent session on Scrutiny for all members on 25 January, Democratic Services have arranged for further training sessions for Scrutiny and Cabinet members with a date to be concluded shortly. This will focus on the process of setting annual work programmes.

The next meeting for the councillor development Panel is scheduled for early March and it will decide on the content of the Induction programme and how this will be delivered in May 2021 now it has been confirmed that the elections will take place on 6 May.

A new monthly e-newsletter is in development to raise awareness of learning materials available and monthly mandatory e-learning courses. HR and Democratic Services Officers have reviewed skills and knowledge subjects for Councillors to help produce the proposed Councillor Induction and a broader Councillor Development framework for discussion with Councillors who have agreed to act as critical friends.

The Councillor Charter reassessment has been rescheduled for June 2021.

Constitution Review

At Full Council on 27 January the new constitution was adopted with a “go-live” date of 1 March 2021. Work is now taking place on the membership of the new committees and these will be announced on 24 February at Full Council. The new Standards Committee will have a busy agenda looking at specific subjects such as the Planning Committee numbers, that were raised in January when it was agreed to take them for further consideration and decision.

Capita

The officer team continues to work with the Five Councils Transition Team and Capita on the return of the Exchequer Service on the 31st March 2021 and future working arrangements for the provision of Pay360 and Integra.

The Revenues and Benefits Service are now providing 7 day a week support to the Local Tracing Partnership run by Hampshire County Council on the provision of checks against Council Tax Data.

Preparations for annual billing for Council Tax and Business Rates are advancing as planned and the renewal for residents' Garden Waste services has recently commenced.

The roll out of memory upgrade on devices is underway within Covid secure parameters which will upgrade the system's effectiveness for staff who are working remotely.

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Cabinet Lead Reports – Full Council 27 January 2021

Councillor Gary Hughes

**Deputy Leader of the Council and Cabinet Lead for Planning, Hayling
Seafront Strategy, Commercial Services**

Development Management

Covid-19

The latest lockdown continues, and case officers continue to routinely work from home with only limited members of the business support team attending the Plaza where they are not in a position to work from home. Site visits have significantly reduced and are only carried out where absolutely essential, with appropriate risk assessments in place.

At the same time, since July there have been unprecedented numbers of new applications and enquiries received in the team - the Planning Portal reporting 2020 as being its busiest summer on record for application submission, and with those levels being matched throughout Q3 of 2020/21.

Despite these challenges, the team have been able to maintain a high level of performance, with 90% of applications determined within agreed deadlines during Q3 of 2020/21.

Casework

A large number of significant planning applications remain under consideration by the team, including a number of cases where S106 negotiations are prolonging the time being taken to reach a decision. These include Wellington Way redevelopment, Waterlooville (264 apartments and multi-storey car park); new 81 bed hotel at Larchwood Avenue, Bedhampton; BaE Systems site redevelopment, Waterlooville; Padnell Grange, Cowplain (86 dwellings); Camp Down, Purbrook (hybrid application for up to 780 dwellings, community/nursery facility, retail unit and public open space); 108-110 Elm Grove, Hayling Island (39 unit sheltered housing scheme with retail unit and 4 flats); land west of Coldharbour Farm Road, Emsworth (44 dwellings); land west of Hulbert Road, Havant (120 dwellings); land south of Bartons Road, Havant (new 64 bed care home); former SSE site, Bartons Road, Havant (191 apartments and 2 drive-thru restaurants); land west of B&Q, Purbrook Way, Havant (new Lidl foodstore); and Mill Rythe Holiday Village, Hayling Island (new holiday accommodation).

Development Management Committee

Returning to the Committee at its meeting on 13th January was a revised application for Land at Lower Road (50 dwellings), one of the Pre-Submission

Local Plan's proposed housing sites, which sought to address the heritage-based reason for refusal of an earlier scheme on the site in March 2020. The Committee resolved to refuse this revised application for similar reasons to the previous refusal.

With regards to that earlier refusal, a public inquiry was held between 2-5 February as part of the appeal lodged by Bargate Homes. The outcome is awaited.

The Committee also refused permission for the conversion and extension of an existing dwelling to form 5No. flats at its meeting on 21st January.

Planning Policy

The Havant Borough Local Plan was submitted to the Secretary of State for Housing, Communities and Local Government on 12 February 2021. The submission of the plan to Government represents a significant stage in the plan's development. We look forward to the appointment of the inspector who will examine the plan and a swift and thorough examination.

Moving forwards, the examination will last the rest of the 2021 calendar year.

It has also been confirmed that Havant Borough's score in the Housing Delivery Test is 72%. In anticipation of this, the Cabinet approved a Housing Delivery Action Plan on 13 January, setting out the actions that are already being taken to ensure a satisfactory supply of new homes for the Borough. Nonetheless, this result means that paragraph 11,d,ii now applies to decision making in the Borough, requiring the Council to grant planning permission for applications providing new homes unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the NPPF as a whole. At the time of writing, there are nearly 1,900 new homes as current planning applications, some of which were submitted to the Council in 2018. Housebuilders need to ensure that sufficient information is provided in order for these applications to be swiftly determined and new homes provided on suitable sites.

Planning Enforcement

Tim Pointer provided an update on the enforcement situation as it applies to Planning. As at the beginning of October, there were a total of 157 recorded cases of which 123 were currently open. A rough breakdown of the locations of the 160 determined that:-

- 52 were in the greater Waterlooville area
- 51 in Havant including Leigh Park, Bedhampton and Langstone
- 45 in Hayling and
- 12 in Emsworth

The cases are not currently listed per ward, but it has been requested that this is noted for future cases.

The subject of the current open cases is listed. The raw figures do not reflect the complexity or not of each one as some may result in planning inspector appeals and also those relating to non-compliance with conditions can include a whole development ie a number of different complainants and not a single issue. One recent case had over 100 complainants recorded!

Other - 6 - this can be flag poles, aerials etc

Unauthorised works to Listed Buildings - 7

Untidy Site - 5

Unauthorised Change of Use - 16 (Business from Home etc)

Non-compliance with a condition - 31 (anything from planting trees to extensive landscaping)

High Hedges - 2

Unauthorised Building Works - 52 (mainly neighbour disputes over extensions and other small scale development)

Unauthorised tree works the subj of Tree Preservation order - 4 (single trees to whole woodlands)

Total 123

Of these cases 11 would be categorised as priority 1/2 and the remainder priority 3

Priority 1: Carry out the initial site visit for priority 1 cases within 1 working day.

- o Immediate damage or harm to protected trees and listed buildings/heritage assets where there is potential criminal offence and/or permanent harm.
- o Works to/ harm to/ damage to a designated heritage asset (listed buildings and demolition to buildings in a conservation area).
- o Work to/ felling/ damage or harm to Tree Preservation Order (TPO) trees or trees in Conservation Areas.
- o Unauthorised development that is causing irreparable harm.

Priority 2: Carry out the initial site visit for priority 2 cases within 10 days:

- o The stationing of new residential caravans in the countryside.
- o Commencement of works on major and other developments before the pre-commencement conditions have been discharged.
- o Works resulting in landscape harm to sensitive designations.
- o Works likely to be harmful to public health or compromise highway safety.

Priority 3: Carry out the initial site visit for priority 3 cases within 15 working days if necessary following desktop appraisal:

- o Untidy sites
- o Display of advertisements
- o Other breaches of planning control

During the Pandemic most category 3 visits have been undertaken remotely and are just now getting back on site.

The demand on our small enforcement team is high. Comparisons of staff levels at EHDC are misleading. The case load at EHDC is over double that of Havant and has additional complexities brought about by the relationship with Parish and Town Councils. In addition, the EHDC team is part funded by South Downs National Park and they also undertake their own admin support. Whereas in Havant it is provided by the Business Support Team.

Commercial Contracts

Environmental Services

Services for both HBC and EHDC continue to be carried out in successful manner by Norse South East during the period of turmoil around the Coronavirus pandemic. Staff levels have remained consistent with very few related absences across both councils and to date Norse South East have reported zero cases of Covid-19.

Waste services

Throughout the pandemic all crews have been out every day and have seen continued increases in waste collected compared to previous years.

With the new lockdown in place, waste collection services have again been reviewed and, if absenteeism becomes an issue, will be prioritised; HBC officers and NSE will continually monitor the situation

There is a renewed focus on noise of glass at bring sites and Norse South East has been commissioned to look at alternative collections methods and industry practises.

Recycling Project Update

NSE have continue to carry out numerous tool-box talks for recycling crews around contamination checking and the need to use bin hangers to highlight the contaminate to the customer.

NSE have erected recycling awareness boards within or outside of the bin sheds on the Portsmouth City Council (PCC) Housing Estates within the borough. This will now be rolled out to sites owned by Guinness Hermitage, Radian Housing, and Vivid Housing in Waterlooville and West Leigh Estates

Grounds Maintenance

The verge grass cutting carried out by NSE under the HBC agreement with HCC has finished for the season and the crews will move on to leafing and hedge cutting

Hayling Seafront Strategy

A 'concept' paper identifying a model of operation across Hayling Seafront was presented to officers back in July. That paper sought to outline how the day to day management of all outputs could be managed under a single entity with a range of interventions that would enable effective control of the seafront throughout the year ensuring a safe environment for all residents and visitors alike. The concept seeks to ensure that HBC complies fully with the requirements of managing the SSSI and SINC as required by Natural England, adopts strategies that are mindful of the changing nature of the coastline and compliment the regeneration ambition of the council. The concept paper contained a large number of information capture requirements, which are in course of being compiled. It is due to be presented to Cabinet (as a briefing paper) on 16th December. This output will determine if the concept has merit and worthy of taking forward.

Cabinet Lead Reports – Full Council

Councillor Mark Inkster
Cabinet Lead for Finance

Finance

The Covid-19 pandemic continues to pose a significant challenge to local government finances.

A full quarter 3 reports to December 2020 will be issued soon, but is in line with the Quarter 2 monitoring report to Members. This highlighted a projected deficit for the net cost of services of £1.333 million. After central Government has provided the Council with grants of £1.558 million to help support during the Covid-19 pandemic. This produced an overall year end forecast position of £0.225 million return to reserves.

The overall uncertainty at present means that there are some fluctuation of numbers, and make it important to ensure regular review of overall Council spend.

The budget papers have been discussed at full member briefing, overview and scrutiny and cabinet and the budget will officially be set at full council before the end of February 2021.

It is hoped that the external auditors, EY, have now nearly completed their field work. We are currently requesting the proposed sign off date and will share as soon as we are made aware of this. We hope this will be as soon as possible.'

Business Grants

The number of new applications for business grants continue to fall. Since November 20, we have paid grants totalling over £5.5 million to nearly 700 local businesses.

Where possible, payments have been made to businesses without the need for them to reapply each time a new scheme is announced. This has ensured that payments were made in a timely manner. The current main grant scheme runs up to 15 February 2021. We are waiting to hear if there will be a further scheme or additional funding made available.

Estates

Estates achievements since last update:

- Disposal of surplus land known as Brockhampton West.
- Closely working with HCC and the Local Resilience Forum in respect of various confidential Covid related projects.

- Reviewing ways to improve quality of service as a result of increased cross functional working with other teams

Customer Services

The Plaza Reception remains open for customers with urgent problems who cannot access Havant Borough Council services in any other way. The number of customers visiting to offices has fallen substantially with an average of four customers per day.

Elections

We are continuing to work on planning the different types of Elections in May 2021. Safety is paramount, so we are making sure polling stations are safe for the staff and electorate, postal voting is encouraged and ensuring that the count is conducted in a covid19 safe environment.

We aim to make polling stations as Covid-secure as possible by insisting on face coverings, sanitizers and social distancing in every venue. This also applies at the various counts and postal vote sessions. There is a lot of work being done with this in mind with risk assessments and detailed planning. Not least is the challenge to secure polling stations and appropriate staffing levels.

HBC boundary review.

An initial meeting with the boundary commission was held in December 20. An operational meeting with officers and the Boundary Commission is to be held on the 11th February, to discuss what is expected from the Council in terms of data and processes. This will inform a project plan being developed by the Boundary Commission. Data to include Polling Districts and Electoral Register.

Insight Team

The Insight Team continue to update the economic dashboard for the Business and Economy Recovery group (BERG)

There is a wide range of data available that begins to reflect the changing economic impacts of the pandemic on the labour market, businesses and the local area.

The latest employment data highlights a worsening situation - employment is down as unemployment is up, while record levels of redundancies continue to take place, consumer confidence remains low and high numbers of workers continue to be temporarily away from work. In terms of businesses, GDP continues to be notably lower than pre-pandemic levels and the number of

businesses being removed from the relevant register increased in 2020 (despite rises in business creations).

These messages are reflected at a local level - claimant counts remain at least twice of those seen in February 2020, vacancies are down, The consistent message coming through is that the economic situation on the whole is deteriorating, and there may be increases in the future as the furlough scheme and Universal Credit top-ups are due to end in the coming months.

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Cabinet Lead Reports – Full Council

Councillor Alex Rennie: Cabinet Lead for Communications

Communities

Covid response work

Foodbanks are reporting that they are stable at present and we maintain regular contact with them.

The number of calls to our Local Response Centre has reduced but the cases can be more complex and take longer to resolve. Joint working with Community First is working well to meet the needs of the residents and our staff are going above and beyond ensuring that our residents are safe. The vaccination sites at Emsworth Baptist Church, Hayling Health Centre and Waterlooville Health Centre are operating and progressing well. A further pharmacy-led vaccination centre has recently opened in the Greywell Shopping Centre, Leigh Park.

Havant community Lottery

A resident from Hayling Island **won £2,000 on 2nd January** and a resident from Waterlooville won £250 on 16th January.

Havant Borough Community Lottery is currently on the Gatherwell UK achievers board for several categories including:

- 4th place for 'most amount of new players last month'
- **2nd place for 'most new ticket sales last month'**
- 5th place 'most Good Causes in 2020'
- 5th place – 'most ticket sales in 2020'
- 5th place – 'most new players in 2020'

There are **currently 77 organisations** that operate a Lottery through Gatherwell.

Funding from **HCC for the Springwood Community Centre** has been achieved to set up an 'inter-generational friendship group'; they have been awarded £6,500. This has been match funded by the Guinness Partnership of £2,500. The project will get underway once Covid-19 restrictions allows this to happen.

Virtual Youth Conference

Work is underway to organise with local schools and partners a virtual Youth Conference in March 2021. The theme of the conference will be, 'how to support young people through the pandemic'. Many schools have already positively responded, as well as the Citizens Advice Bureau.

Sport, Leisure, Play & Physical Activity

New Sport England Strategy – Uniting the movement

Sport England launched a new 10 year strategy, '[Uniting The Movement](#)', on 26th January. The strategy focuses time and resources on the following five key issues:

1. **Recover and reinvent:** recovering from the biggest crisis in a generation and reinventing as a vibrant, relevant and sustainable network of organisations providing sport and physical activity opportunities that meet the needs of different people.
2. **Connecting communities:** focusing on sport and physical activity's ability to make better places to live and bring people together.
3. **Positive experiences for children and young people:** unrelenting focus on positive experiences for all children and young people as the foundations for a long and healthy life.
4. **Connecting with health and wellbeing:** strengthening the connections between sport, physical activity, health and wellbeing, so more people can feel the benefits of, and advocate for, an active life.
5. **Active environments:** creating and protecting the places and spaces that make it easier for people to be active.

Details of funding streams attached to the above key issues will be forthcoming shortly. All Sport England funding is currently diverted to COVID recovery and officers continue to support local organisations in accessing such schemes. As the new funding streams become available, officers will seek opportunities to develop Council and partner lead revenue and capital projects that are eligible for such support.

Hooks Lane Rugby Pitch Re-profiling

Contractors, AMS Groundworks, are currently completing the final design for the re-profiling of pitch 2 at Hooks Lane Rugby Pitches. The design will include levelling of the pitch, installation of an irrigation system, allowance for improved drainage, and the replacement of unfit for purpose floodlighting columns. The design will meet Sport England and RFU technical requirements. The design phase is funded by £13,000 of S106 sports pitch allocations.

Upon completion of the final design, officers will progress towards a planning application, anticipated in the spring. Subsequently, funding applications can be completed, working in partnership with Havant Rugby Club to secure the funds required to progress to tender for a contractor to complete the construction phase of the project and restore a currently unplayable council sports pitch facility.

Get up and Go

The team have welcomed new Physical Activity Project Officer, Katie Harris, this month, to continue the delivery and development of the Get up and Go project.

Currently, the physical activity programme for inactive over 55's is forced to postpone all face-to-face activities during lockdown. A timetable of online classes has been developed in quick response to the lockdown and the project officer is working in partnership with instructors and delivery partners to grow this presence during the restrictions and to also direct participants to other online resources which encourage and promote the importance of continued physical activity.

The project officer is also working with partners, instructors and community venues in planning for the programmes safe, full return when permitted.

Hayling Island Bowls Club – Artificial Green and Floodlights

Planning permission for the installation of a new artificial bowling surface and floodlights at Hayling Island Community Centre has been granted.

Officers are currently developing the final specification and tender documents together with the procurement and legal teams, and in partnership with the Hayling Bowls Club. This will enable the tendering for a contractor to manage the design and construction of the project. This £160,000 project, which supports the development and sustainability of Hayling Bowls Club, is expected to be completed in the summer of this year.

Officers are also working with the Estates team, to provide the Bowls Club a 10 year lease for the new artificial surface and lighting in order to satisfy Sport England funding conditions, on their £40,000 investment towards the project.

Play Investment Programme 2020 – 2021

Officers continue to evaluate quotes and appoint contractors for works focusing on improving the quality of play areas, to provide safe and welcoming facilities in line with the Open Space Assessment. This includes replacing provision that is coming to the end of its usable life and improving fencing and gates where needed.

The latest improvements which are being completed by contractors over the course of early 2021 include installation of a wooden multi unit at Hampshire Farm, a replacement embankment slide at Hollybank Recreation Ground and the installation of a double bay swing set at Cowplain Recreation Ground.

Emsworth Play Area Refurbishment

Completion of community engagement surveys in partnership with Verity's Gift, has enabled officers to develop a specification for the refurbishment of the play area at Emsworth Recreation Ground. The tender process to identify a contractor to complete the design and construction of the new play area has now been instigated through the procurement team and is live for contractor submissions. The successful contractor will be appointed in March and construction is anticipated to be completed this spring, pending contractor lead time. Officers will manage the construction contract, which is funded by £45k CIL and £45k community fundraising by Verity's Gift.

Hooks Lane MUGA to Car Park

Civil Engineering Colleagues are completing the final design for proposed adaptation of the unfit for purpose, dilapidated MUGA at Hooks Lane, to be converted to car parking provision. This project, funded in full by CIL, acts to support the priorities of the Havant Playing Pitch Strategy and provide

ancillary facilities required for the new artificial grass rugby pitch to reach its maximum community capacity and also supports the other organisations and educational establishments on the site.

The scheme is due to be heard at Development Management Committee in April. Progression to tender the works is subject to planning approval.

Communications

Publicity has focussed on sharing latest coronavirus updates and guidance including national restrictions and vaccination advice.

We've also been targeting wards which have had a higher number of cases and working with councillors to share important messages, however, to reassure Members, no area of the Borough has had substantially higher case numbers.

Press releases external communications have included highlighting, promotion of free parking for vaccinations, ongoing promotion of grants and support available to businesses during the pandemic,

Social media videos have included one developed to mark Holocaust Memorial Day and an armed forces covenant promotion including video.

The Council has also developed an online resource for adults looking for mental health support.

We have designed flyers promoting coronavirus support and the new resource mental health support – these will be distributed with council tax bills.

Considerable internal communications have been circulated to support staff working remotely – including engaging e-newsletters and live briefings.

We've sent eight business bulletins out since the beginning of the year.

We have also sent two grant-specific bulletins to a list of 1,200 businesses that have contacted us about grants during the pandemic to highlight the help available.

We're currently maintaining an 85% engagement rate with our business mailing list of around 2,000 email addresses.

The stay safe, shop local campaign is currently paused during the national lockdown, with preparations underway to relaunch when lockdown is lifted.

Website and social media portfolio report

www.havant.gov.uk



Website update

The Havant Borough Council website has had more than 113,000 visits so far this year. This is a slight increase compared to last year (over 110,00 visits). The website is mainly viewed from Havant (28%) and Portsmouth (17%). The most visited service areas so far this year have been bin collections, the online mapping tool (where I live), planning and coronavirus support information.

Website improvements

- The main six boxes on the website have been changed to include more coronavirus information (vaccines, things to go in lockdown etc)
- New icons have been created for the main six boxes so they are more engaging
- Business grants restructured with clearer titles and dates to help businesses apply for grants

Accessibility update

This website was last tested on Wednesday 6 January 2021. The test was carried out by [Site Improve](#) who gave this website an accessibility score of 94/100.

Social media update

We have been sharing a broad range of messaging; including public health information, lockdown guidance, as well as business as usual content such as community lottery publicity and service updates.

- Facebook: +108 likes (total 5,050), reach 126,023
- Twitter: +31 likes (total 3,773), reach 28.7k, 1,537 profile visits
- Instagram: +84 likes (total 995)

In January 2021 we passed the milestone of 5,000 likes on Facebook and we are very close to passing 1,000 likes on Instagram.

Nextdoor

In December 2020 we launched our Havant Borough Council profile on Nextdoor, the platform is based around communities sharing information and advice with each other.

As a public sector organisation, we automatically gain access to all of those who use the platform and are registered as living within the borough – each user must input their post code when they join.

Our audience has 11,502 members which equates to 17% of households.

New platforms

Following good examples from other councils and government organisations, we are currently looking at launching a TikTok account to engage with a younger audience.

E-newsletters:

We have gained 125 new subscribers so far this year. The total number of subscribers is currently 11,689.

23 bulletins have been sent this year with an engagement rate of 83.6%. The national average engagement rate for local government is 64%.

Digital

Operationally, this continues to be a busy period for IT. There are a number of major upgrades underway to ensure continued compliance of Council systems which support frontline services such as Elections. With confirmation that local elections will proceed in May, ensuring the timely changes to the IT will support the team as they focus on the logistical complexities of delivery.

A major programme to upgrade officer laptops and desktops is also underway, which will improve performance of these devices as new ways of working continue.

Meanwhile, the team continues to focus on the issue of cyber security, and may I remind councillors again of the importance to complete Dojo training, which provides a useful overview of security and data protection matters. In Quarter 4 the Council will be procuring additional tools to assist in building awareness on this important matter, with a view to implementation in from April onwards. This is to be funded by an LGA grant. The Council is also working with MHCLG and our IT service provider to ensure there are appropriate controls in place to protect our data, in light of ransomware attacks on local authorities.

Cabinet Lead Reports – Full Council
Councillor Julie Thain-Smith
Cabinet Lead - Climate Change and the Environment

1. Domestic retrofit

- 1.1. The energy company obligation Eco Three scheme continues to operate. We have advised our installer partners not to undertake any door-to-door marketing of insulation or other retrofit measures during the current lockdown. The figures for the fourth quarter of the year, January, February and March 2021, are anticipated to be lower than the same quarter last year, reflecting a downturn in processed applications.
- 1.2. The Green Homes Grant, Local Authority Delivery phase 1a, delivered through Agility Eco and the Warmer Homes Scheme (details www.havant.gov.uk/green-homes-grant), still has a few weeks to run. Eligibility criteria: annual household income of under £30,000, and an EPC rating of E, F or G.
- 1.3. The Green Homes Grant Local Authority Delivery phase 2 will open in June 2021 and be administered through a co-ordinating partner covering the Solent LEP area.

2. Electric vehicle charge-points statistics

- 2.1. The responsibility for collecting and reporting on electric vehicle charge points from the end of March 2021 will be transferred to the Parking team.
- 2.2. Summaries from then on will be provided on a quarterly basis.

3. Community engagement

- 3.1. Following the first successful Community Climate Conversation in December 2020, a second virtual event will be held on 3 March 2021 at 5pm. The primary topic for this event will be trees, planting new trees and protecting existing trees across the borough. Joining details will be promulgated later.
- 3.2. There will also be news about the forthcoming climate community conversations including the Presidency Campaigns, and how to contribute to the United Nations Climate Change Conference of the Parties (COP 26) being hosted by the UK in Glasgow in November 2021. <https://ukcop26.org/uk-presidency/campaigns/>

4. Strategy development

- 4.1 The inclusion of environmental considerations and impacts within the Principles of decision-making of Havant Borough Council's (HBC) updated Constitution and reference to the developing HBC Strategy within

the Energy and Climate change section, paves the way for its adoption later in the year.

Cllr Julie Thain-Smith

Cabinet Lead Climate Change and the Environment

Jane Devlin

Climate and Environment Lead - Havant Borough Council

Cabinet Lead Reports – Full Council 24th February 2021

Councillor Leah Turner
Cabinet Lead for Coastal Communities

Coastal Communities

South Hayling Beach Management Activities (BMA) (2017-2022)

An emergency beach recycling campaign commenced on 04/02/2021 in response to beach volume losses following Storm Bella and the recent unusual high swell wave events, which caused overtopping and flooding to Eastoke promenade.

During the works, beach material will initially be extracted from the Open Beach between the Funfair and the Coastguard Revetment. Once this has been completed, the Contractor will then move to extract any available material between the Funfair and Inn on the Beach. Should there still be a shortfall of beach material to restore the beach at Eastoke, there may be the possibility to import shingle material via road, stockpile in Eastoke Corner car park then distribute along the depleted beach areas.

A survey of the beach was carried out on 03/02/2021, following the swell event, to establish the full extent of beach losses between Eastoke Point and West Beach. Our contractor, Les Searle Group, mobilised to site on 29/01/2021 and were able to react to reinstate a narrow beach crest following the high swell wave event on 01/02/2021. The current beach recycling campaign is now expected to last 2-3 weeks.

Without undertaking the above campaign, further damage and coastal flooding will occur.

Broadmarsh Coastal Park, Flood and Coastal Erosion Risk Management (FCERM) Feasibility Study

Following the option appraisal work with the consultants, the leading technical option for the southern frontage has been confirmed by the project board. Some additional appraisal work is due to be carried out in house to compliment the work already completed.

The implementation stage of the project has begun, carrying out the broader outcomes and funding strategy. On completion of this piece of work over the next few months, a decision will be made as to how the scheme could be funded and taken forward.

Hayling Island Strategy

Following on from the two virtual engagement workshops in November 2020, the project team have carried out fourteen further virtual meetings with landowners,

business owners and key beneficiaries with an interest in the Hayling coastline to establish their short and long-term aspirations and build relationships going forward.

The information gathered will be used to understand where the key areas of focus need to be around the island, particularly from a flood and coastal erosion risk management perspective. It will also help inform and directly feed into the appraisal process as we enter into the next stage of the Strategy.

Langstone Flood and Coastal Erosion Risk Management (FCERM) Scheme – Detailed Design

The procurement of professional services of consulting design engineers is currently underway for the Langstone scheme. This team are looking to appoint a designer to build upon the Outline Design and develop the detailed design of a constructible scheme. The project anticipates the Detailed Design contract to be in place in March 2021. Once in place the Detailed Design is expected to take approximately 12 months to complete, and it is anticipated planning permission and marine licencing will take a further 12 months.

The team are also currently scoping and procuring heritage and archaeological advice and Early Contractor Involvement in the scheme.

A [project update video](#) was hosted on the project website and distributed to the community via a “uGov” newsletter in November 2020, which introduced the work of the Detailed Design phase. During the Detailed Design the project team will be working with all interested parties through a Stakeholder Working Group, so that, wherever possible, the community and stakeholders can have a say in the development of the design. The group is expected to meet at various stages, with themes to best address the topical issues and design discussions needed at each stage of the work. The team will continue to share information and updates with the community via the website and their newsletters.

In preparation now for the work ahead, the project team will be restarting discussions with some individuals and organisations along the frontage to discuss specific areas of direct impact, where further dialog is needed at the outset of detailed design.

ESCP Geomatics Division

Our Geomatics Division continue to support various services at HBC and the other authorities that form the Partnership. They recently completed surveys and drone imagery for the Langstone Harbour Scheme, Eastoke Drainage Study and South Hayling, BMA pre-works survey.

West Beach Timber Groynes Removal Works

We still await a formal letter of confirmation from the Environment Agency that the Council’s GiA application has been successful, we have however had verbal confirmation.

We are also able to report of a third timber groyne (G54) having taken big 'hits' since the beginning of the year, is no longer fit for repair and it is our recommendation to have it removed by the BMA contractor during February. This will leave only timber groyne and a 50m length of sloping revetment as the only remaining coastal protection structures on West Beach.

Regional Habitat Creation Programme (RHCP)

The Solent & South Downs RHCP is legally required to deliver habitat creation across the region, to replace habitats lost through Flood and Coastal Erosion Risk Management (FCERM). The RHCP is administered by the Environment Agency (EA), however limited progress had been made between 2011 and 2017 other than the delivery of the Medmerry Managed Realignment scheme in West Sussex. With many opportunities for habitat creation within the Havant Borough (and wider Coastal Partners' area), it has been critical for us to inform and progress this programme. Future FCERM schemes to protect people and property rely on the successful provision of compensatory habitat.

Phase 1 of the project, the Strategic Update, was completed in 2018 and confirmed the quantity of habitat creation required in this area to meet our legal obligations. Phase 2 of the project, the Tactical Stage, was completed in May 2020 with the finalisation of the 2018 Annual Review report and a summary note on various potential funding opportunities for habitat creation sites. The Tactical stage investigated 18 priority sites (five of which are within the Havant Borough) for their feasibility for intertidal habitat creation. Jointly with the EA we produced a habitat creation delivery plan that will ensure we meet our RHCP targets up to the end of the second epoch of the Shoreline Management Plan (i.e. 2055). Ten potential habitat creation sites have been added to the EA's Capital Investment Plan, which is the first step in securing FDGiA funding to start investigating the viability of these schemes.

Over the coming years, we will be looking at these sites in detail to confirm and plan the habitat creation opportunities as part of Phase 3, the Operational Phase of the RHCP.

Solent Bird Studies

The Solent Birds Studies is a study of the way over-wintering bird populations use coastal areas, with a particular focus on taking forward future FCERM and habitat creation projects. The data has and is being used to inform strategic planning and development management decisions. We are currently finalising some minor amendments that have been suggested by the Solent Waders and Brent Goose Strategy working group and will submit the report for formal approval by Natural England and Environment Agency once these have been made.

CIL

As CIL funding forms part of the Council Agenda there is no further update.

Housing

Development

This financial year has seen delivery delayed of new affordable housing units mainly due to the COVID-19 full lockdown in the early part of the year. However Q's 3 and 4 have seen increased activity with some new units finally handed over.

Q3

Land South of Barton's Road- Brookvale, 13 affordable rents and 2 Shared Ownership homes.

Q4- Expected

Woodcraft Farm - 10 Shared Ownership homes

Woodcraft Copse - 2 Social Rent and 10 Shared Ownership homes

Saxon Corner, Emsworth - 6 Affordable Rent and 8 Shared Ownership homes

This takes our delivery to 51 units for the 20/21 financial year.

The 21/22 financial year is set to start well with further units from all the above sites throughout 2021 and into 2022.

In addition, work has already started on the former Colt site, which will yield circa 95 new homes, all proposed to be a mixture of Social Rent and Shared Ownership.

Brent House

Two Saints advise that completion of their purchase of the block is imminent. Both the grant and nomination agreements have been sent to the Two Saints legal team for approval. Final legal input from HBC, which is in progress, is to agree the data sharing agreement between us and Two Saints.

Homelessness

Due to the current cold weather, SWEP (Severe Weather Emergency Protocol) is in place as I write this. Please will members continue to refer anyone they are aware of who needs help, to The Housing Team