

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



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CABINET AGENDA

Membership: Councillor Rennie (Chairman)

Councillors Satchwell, Robinson, Pike, Bains (Vice-Chairman), Bowerman and Denton

Meeting: Cabinet

Date: Wednesday 15 December 2021

Time: 5.30 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Daniel Toohey
Monitoring Officer

7 December 2021

Contact Officer: Jenni Harding 02392 446234
Email: janni.harding@havant.gov.uk

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PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Declarations of Interests

To receive and record any declarations of interest.

3 Minutes

To confirm the minutes of the last meeting held on 20 October 2021.

1 - 4



4	Chairman's Report	
5	Questions to Cabinet	
6	Recommendations from Overview & Scrutiny Committee	
7	Changes to Glass Recycling Banks	To Follow
8	Council Tax Support Scheme	5 - 10
9	Cabinet Liaison Panel	To Follow
10	Corporate Performance Report - Quarter 2 2021/22	11 - 42
11	Warblington Footbridge	43 - 66
12	Coastal Monitoring	67 - 74
13	Cabinet Lead Delegated Decisions, Minutes from Meetings etc.	

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

- (1) 20/10/21 – Proposed TRO Eagle Avenue
<https://havant.moderngov.co.uk/ieDecisionDetails.aspx?ID=457>
- (2) 22/10/21 – Memorial Benches – Fees & Charges
<https://havant.moderngov.co.uk/ieDecisionDetails.aspx?ID=458>

14 Appointments

1 In accordance with Part Two, Section D1 of the Council's Constitution, Cabinet is requested to confirm the membership of the Shareholder Sub-Committee.

The proposed membership is below:

- Cllr Alex Rennie (Leader)
- Cllr Tony Denton (Cabinet Lead with responsibility for Finance)
- Cllr Narinder Bains
- Cllr Lulu Bowerman
- Cllr Clare Satchwell

Please note that the Shareholders Sub-Committee may only comprise of members of the Cabinet and must include of the Leader as Chairman and the Cabinet Member with portfolio responsibility for Finance and 3 other Cabinet Members.

2 Cabinet is asked to APPROVE Cllr Tony Denton as representative

on the Solent Forum, to have effect until the first meeting of the Cabinet in the 2022/23 municipal year.

GENERAL INFORMATION

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Havant

BOROUGH COUNCIL

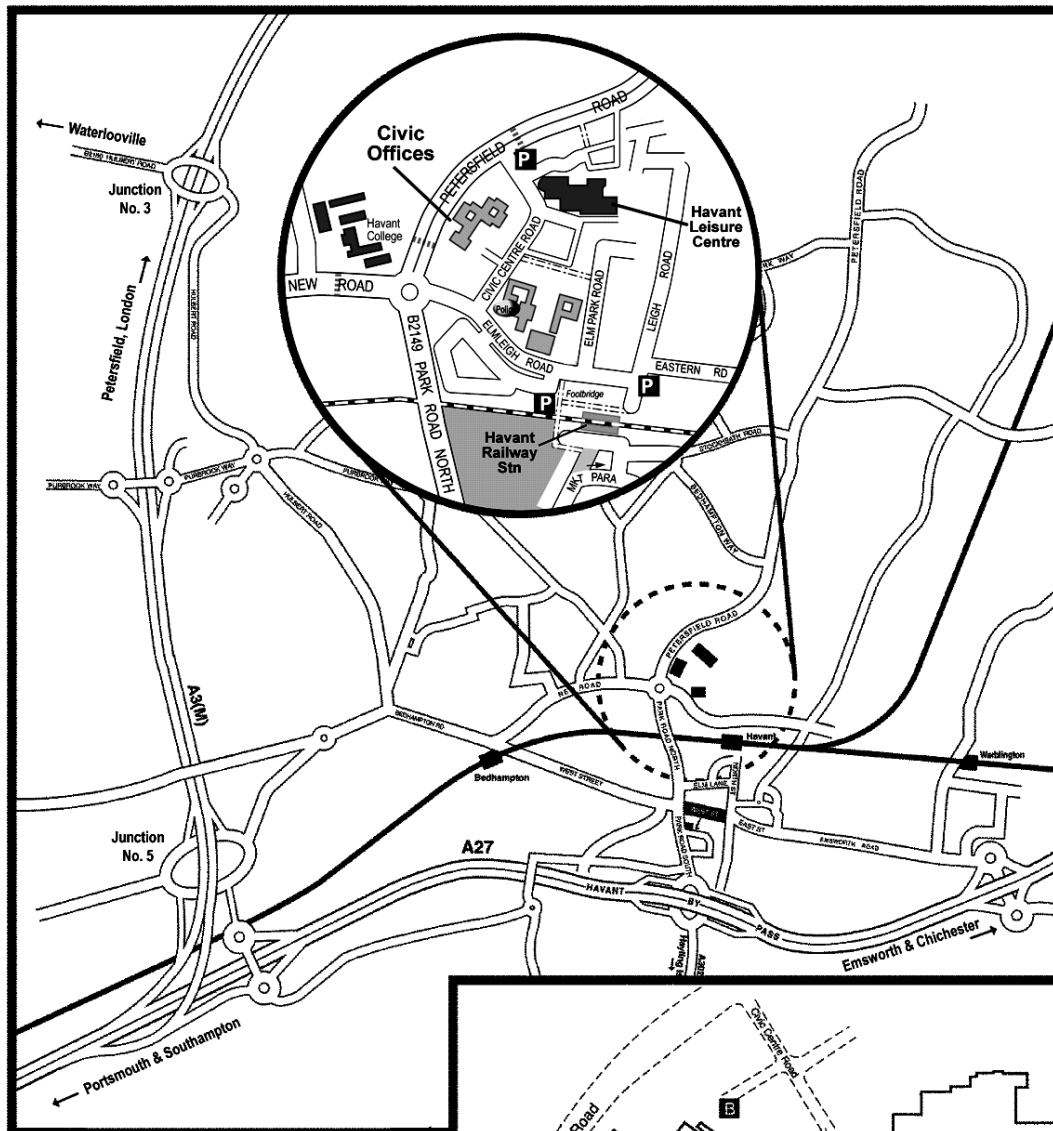
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

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

Voting

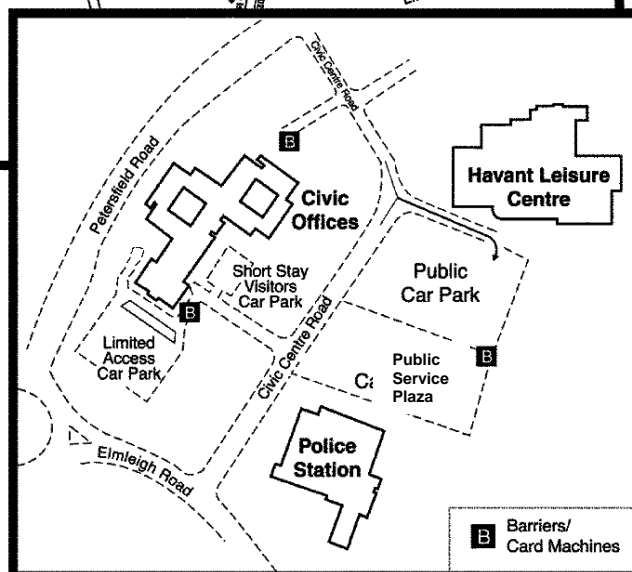
- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a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



Havant

BOROUGH COUNCIL

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 20 October 2021

Present

Councillor Rennie (Chairman)

Councillors Satchwell, Robinson, Pike, Bains (Vice-Chairman) and Bowerman

14 Apologies for Absence

Apologies were received from Cllr Thain-Smith.

15 Minutes

Proposed by Cllr Pike and seconded by Cllr Robinson, the minutes of the meeting of Cabinet on 08 September 2021 were approved as an accurate record.

16 Declarations of Interests

There were no declarations of interest from members of this meeting.

17 Chairman's Report

The Leader updated that service delivery of waste collections is, on the whole, on schedule and the service stabilised.

18 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following decisions taken under the Scheme of Delegations be NOTED:

- (1) 25/6/21 - Seafarers Walk Hayling Island
- (2) 12/08/21 - Lavender Road
- (3) 12/08/21 - Sharps Road
- (4) 19/08/21 - Brooklyn Drive
- (5) 20/08/21 - Gladys Avenue
- (6) 10/09/21 - Sutton Close
- (7) 10/9/321 - Stockheath Lane
- (8) 07/10/21 - Pyrford Close

RESOLVED that the following minutes be NOTED:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Management Committee held on 20 September 2021.

19 Shaping Our Future (Quarterly Update)

The Leader introduced the item, which is to update on the latest developments and next steps in the Shaping our Future Programme.

Within this item was a report submitted from the Overview & Scrutiny Committee and Cllr Lloyd attended Cabinet to feedback to Cabinet discussions from the Overview & Scrutiny Committee and to introduce the committee's recommendations.

The Leader thanked Cllr Lloyd and the Overview & Scrutiny Committee for their consideration and noted feedback from the committee.

The Leader confirmed that, where possible, Cabinet would endeavour to provide the information requested.

Proposed by Cllr Bowerman, seconded by Cllr Robinson and following a vote it was RESOLVED that Members NOTE:

- A the activity currently underway and its current progress against plan
- B the progress against plan as set out in Appendix A
- C the budget monitoring update as set out at paragraph 5.3 and appendix A.

20 Draft Joint Municipal Waste Management Strategy

Cllr Bowerman introduced the item as relevant Cabinet Lead.

The Head of Environmental Services provided Cabinet with background to the report that was circulated as part of the agenda.

Proposed by Cllr Bowerman and seconded by Cllr Satchwell and following a vote, it was RESOLVED that Members:

- 1.2 ENDORSED the Joint Municipal Waste Management Strategy with the clear proviso that although it is acknowledged that a "twin stream approach" for recycling collection would improve performance, no commitment can yet be made to it until the requirements of the Environment Bill and the associated financial arrangements are made clear and agreement is reached on any revision to Project Integra.

21 Recommendations from Overview & Scrutiny

Cllr Lloyd introduced the Overview & Scrutiny Committee's report and recommendations that were circulated as a supplementary item.

Cllr Robinson thanked Cllr Lloyd and the Overview & Scrutiny Committee for their report and proposed an amendment to the recommendations outlined with the report.

Proposed by Cllr Robinson and seconded by Cllr Pike, following a vote it was **RESOLVED** that Members:

- 1 NOTE the contents of the report by the Overview & Scrutiny Committee and agrees that, where possible, families and individuals needing emergency temporary housing should be housed within the Borough.
- 2 recognises that the Council has a statutory duty to source and supply emergency temporary accommodation.
3. commend the actions taken by the housing team to remedy the situation
4. ask that six monthly reports be sent to the Overview and Scrutiny Committee so that progress may be monitored.

The meeting commenced at Time Not Specified and concluded at Time Not Specified

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Chairman

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NON EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

15th December 2021

Council Tax Support Scheme 2022/23

Report by Brian Wood – Head of Customer Services

FOR DECISION

Portfolio: Cabinet Lead for Community Safety and Organisational Development
Cllr Narinder Bains

Key Decision: Yes

Report Number: HBC/023/2021

1.0 Purpose of Report

1.1 To agree the Council Tax Support Scheme for 2022/23

2.0 Recommendation

2.1 That Cabinet recommend to Council the following:

- 1) that the 2021/22 Council Tax Support Scheme is retained for 2022/23 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 4.6 of this report.
 - ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 4.7 of this report.
- 2) 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).

3.0 Executive Summary

3.1 The localised Council Tax Support scheme was introduced by the Local Government Finance Act 2012 to replace the national Council Tax Benefit Scheme from 1/4/13.

3.2 The legislation imposes a duty on each Council to adopt a scheme by 11 March each year to apply for the forthcoming financial year.

3.3 This report puts forward a recommended approach for 2022/23.

NON EXEMPT

4.0 Additional Budgetary Implications

- 4.1 HBC's current scheme is based on the Ministry of Housing, Communities & Local Government (MHCLG now DLUHC) default scheme (which mirrored the former council tax benefit scheme) but with a reduced maximum amount of support available for certain working age households.
- 4.2 The scheme requires a minimum payment of 8.5% of the council tax liability from all working age households apart from those in receipt of disability related incomes. For these households, the scheme therefore offers a slightly reduced level of support compared to the former council tax benefit scheme.
- 4.3 Scheme expenditure and caseload had reduced since 2013/14 mainly because of the improving economic situation; Since March 2021, following the COVID-19 outbreak and crisis, the situation is improving and with it an improvement in the economy and we are seeing a return to a reducing case load both in working age and pensioners. It is expected that this will continue through the rest of this year. It is difficult in predicting for the 2022/23 year due to the tax changes etc, but we suspect that the reduction will slow.

Council Tax support scheme caseload and expenditure:

	Cases in payment on 31 March	Amount of benefit paid out	note
2012/13	11,118	£9,174,118	last year of council tax benefit
2013/14	10,569	£8,632,007	
2014/15	10,059	£8,207,832	
2015/16	9,788	£7,916,713	
2016/17	9,654	£8,013,050	
2017/18	9,298	£8,341,559	
2018/19	9,123	£8,392,266	
2019/20	8883	£8,463,841	
2020/21	8856	£8,812,938	
2021/22	8731	£9,105,459	As at 31/08/21
2022/23	8431 est	£9,057,764.	Estimated cost for the year

- 4.4 The estimated cost of retaining the current scheme for 2022/23 is £9,057,764.

This estimate assumes that the current caseload pattern continues for the remainder of 2021/22 and through 2022/23. The estimate also takes account of the possibility that the relevant precepting authorities will levy the same increase in their Council Tax precept from 1 April 2022 as was levied in 1 April 2021.

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- 4.5 Uprating – this is the process under which various elements (Personal Allowances, Premiums and Non-Dependant deductions) used in the calculation of entitlement under the scheme are altered to reflect inflation and changes to the level of pensions and other Benefits.
- 4.6 Personal Allowances and Premiums – the arrangements for pensioners within our scheme are prescribed by the MHCLG and they will be advising Councils of the new figures that must be included in our scheme for 2022/23. However, for working age claims it is for the Council to decide. The Personal Allowances and Premiums in our current scheme match those that are used to calculate Housing Benefit for working age claimants. To retain this consistency with the Housing Benefit scheme, it is recommended that the Council adopts the same figures that the DWP will be specifying for the Housing Benefit scheme for 2022/23. The DWP will advise councils of these in due course but it is expected that the DWP will continue to freeze the personal allowances and premiums for 2023/24.
- 4.7 Non-Dependant deductions – our current Council Tax Support scheme includes the same levels for non-dependant deductions for both pension age and working age claims. The MHCLG will be prescribing the revised non dependant deduction levels for pension age claims and to retain consistency, it is recommended that the revised figures set by the MHCLG for pension age claims for 2022/23 are also adopted for working age claims for 2022/23. The MHCLG will advise councils of the amounts in due course
- 4.8 To continue a Council Tax Support Hardship Fund to support the most vulnerable Council Tax Support customers to:
- (ii) Allow a short period of time to adjust to unforeseen short-term financial circumstances whilst the applicant seeks alternative solutions.
 - (iii) Support the applicant in managing their finances
 - (iii) Help the applicant through personal circumstances and difficult events that affect their finances
 - (iiv) Prevent exceptional hardship
 - (iv) Support those who are trying to help themselves financially

The expected cost would be £5,000.

5.0 Background and relationship to the Corporate Strategy and Directorate Business Plan/s

- 5.1 The approach recommended supports the Councils corporate Strategy 'A thriving local economy with infrastructure to support our ambitions' but also ensures the most vulnerable residents are equally supported.

6.0 Options considered and reasons for the recommendation

- 6.1 A full review was conducted in 2017 – a further review was planned to be undertaken in 2021-22 to look at the introduction of a simplified Banded Council Tax Support scheme for 2022/23. This has had to be carried forward to 2022/23 due to the current economic crisis because of Covid-19.

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- 6.2 Considering the assumptions outlined in paragraphs 4.1 – 4.7, the estimated cost of retaining the current scheme for 2022/23 is £9,057,764. Retaining the current scheme would require no increase in staffing or other administration costs and is the most effective option that also meets the objectives of the council without disadvantaging our customers.

7.0 Resource Implications

7.1 Financial Implications

See section 4.0 above

Section 151 Officer comments

Date: 18th October 2021

Detailed figures are in the report. Retention of the current scheme would require no additional costs and delivers the objectives of the Council without disadvantaging our customers.

7.2 Human Resources Implications

None

7.3 Information Governance Implications

None

7.4 Links to Shaping our Future Programme

The statutory requirement for the Council to adopt a Council Tax Support Scheme annually is not impacted by the Shaping our Future Programme.

8.0 Legal Implications

The Council has a statutory duty to operate a Council Tax Support Scheme. Any changes to the current scheme for 2022/23 must be adopted by full Council by 11/03/2022.

Monitoring Officer comments

Date: 24th September 2021

Legal implications are set out above in this report.

NON EXEMPT

9.0 Risks

A full Customer Impact Assessment of the proposed 2013/14 scheme was completed during 2012. The proposed scheme for 2022/23 differs only marginally from the 2013/14 scheme.

An increase in caseload would lead to an increase in the cost of the scheme. This is difficult to predict however current movement in caseload would suggest that the caseload is now stabilising and starting to reduce although only marginally.

10.0 Consultation

Cllr Narinder Bains
Revenues and Benefits Contract Manager (Client)
Director of Corporate Services
Monitoring Officer
Head of Housing and Communities
Executive Board (TBA)
Hampshire County Council will be made aware of the proposed scheme.

11.0 Communication

Hampshire County Council will be advised of the proposed scheme for 2022/23 on behalf of the major precepting authorities. It is not anticipated that they will have any difficulties with the proposal. As the proposed scheme for 2022/23 retains comparable levels of support to those in the 2021/22 scheme, it is considered unnecessary to undertake any further public consultation.

12.0 Appendices:

None

13.0 Background Papers:

None

Agreed and signed off by:

Cabinet Lead: Narinder Bains – 13th October 21
Director: Lydia Morrison – 13th October 21
Monitoring Officer: Daniel Toohey – 24th September 21
Section 151 Officer: Matthew Tiller – 18th October 21

Contact Officer: Brian Wood
Job Title: Head of Customer Services
Telephone: 01730 234150
E-Mail: brian.wood@easthants.gov.uk

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NON-EXEMPT

Havant Borough Council

Cabinet

15 December 2021

CORPORATE PERFORMANCE REPORT QUARTER TWO 2021/22

FOR NOTING

Portfolio Holder:

Key Decision: No

Report Number: HBC/024/2021

1. Purpose

- 1.1. This paper is submitted to Cabinet to provide a strategic overview of performance for Quarter Two 2021/22 in relation to the corporate priorities in the Council's Corporate Plan. Monthly updated reports are taken to Executive Board and Cabinet Liaison and whole performance report are brought quarterly.

2. Recommendation

- 2.1. Cabinet are required to note:
- a. The revenue and forecast variance outturn for 2021/22 in Appendices A
 - b. The summary performance information at Appendix B for services

3. Executive Summary

Revenue Forecast

- 3.1. The revenue monitoring report for Period 6 shows a projected deficit for the net cost of services of **£0.109 million**. This represents a decrease in deficit of £0.027 on the period 5 forecast of £0.136 million. This mainly reflects projected loss on several income streams. It is hoped that through management action and regular monitoring during the year that this position would improve. Any changes will be included in future monitoring reports.
- 3.2. The impact of the projected deficit for the net cost of services is a potential requirement to drawdown from reserves to balance the budget or undertake a further exercise to limit spending for the remaining year.

- 3.3. These figures have been verified by on review of actual figures against budgets, taking into account known profiling changes.
- 3.4. Some of the shortfall on sales, fees and charges is being managed through the Central Government income recovery scheme. This scheme ended on 31 July 2021. There figures take this into account, but we continue to review income against budget closely in the rest of the year to identify and variances from budgets which may arise from changes in income streams identified after lockdown.

Capital forecast

- 3.5. At present capital monitoring report is on line. Further work will be undertaken in quarter 3 to highlight any variances

4. Revenue Forecast Details

- 4.1. The report shows current estimates against approved budget and focuses on exceptions to meeting the approved budget. Detailed appendices showing the individual service headings are included at Appendix A.

4.2. Table 1 – Revenue Forecast

	FULL YEAR BUDGET	PROFILED BUDGET	ACTUAL YTD	PERIOD 6 YEAR END FORECAST	PERIOD 6 VARIACE TO BUDGET	REPORTED PERIOD 5 VARIANCE TO BUDGET	VARIANCE PERIOD 5 TO PERIOD 6
Net cost of Services Business Rates, Council Tax and Grants	(£m) 13.593 (13.593)	(£m) 6.795	(£m) 2.911	(£m) 13.702 (13.593)	(£m) 0.109 0.000	(£m) 0.136 0.000	(£m) (0.027) 0.000
Net (Surplus / Deficit)	0.000			0.109	0.109	0.136	(0.027)

4.3. The main service variances against the revised budget are set out in the table below:

Service Area	QTR 2 Variance	QTR 1 Variance	Movement	Reason
	(£,000)	(£,000)	(£,000)	
Legal	0.038	0.000	0.038	Additional; interim salary costs in legal salaries. New staffing now in post
Programme Redesign	0.000	0.026	(0.026)	Reduction in income for rental income
Customer Services	(0.025)	0.000	(0.025)	Additional land charges income forecast for year
Strategic Commissioning	0.055	0.010	0.045	One off expected extra costs around Norse contract partly compensated by extra green waste income
Neighbourhood Support	0.180	0.359	(0.179)	Decrease in forecast parking income for year to reflect current occupancies
Planning	0.045	0.115	(0.070)	Forecast income shortfall forecast in Building Control & Development control
Covid Income	(0.184)	(0.311)	0.127	Estimated extra income reclaimed from central government for 2020/21. This reflects final claim and helps compensates for decreases in income in services above.
TOTAL	0.109	0.199	(0.090)	

Income – Fees & Charges

4.4. Covid-19 has placed considerable pressure on a number of income streams as a result of the lockdown and reduced economic activities. Although many income streams have improved, at quarter two income is still forecast as down on budgets. The main area is Car parking, as included above. As last year, money has been claimed from central Government towards lost income for the first 4 months

Budget Challenges 2021/22 and 2022/23

- 4.5. As part of the budget setting process for 2021/22 a number of budget challenges were set within services to deliver in year and built into the base budget. In addition, further potential future budget proposals were to be considered during the year for potential incorporation into the 2022/23 budget.
- 4.6. The budget challenges built into the base budget for 2021/22 are all currently forecast to be delivered. In the small number of cases that the saving is not yet delivered, services have identified other compensating savings in their areas to ensure breakeven by year end. There will be continued to be monitored in year to ensure they are delivered.
- 4.7. The largest of these budget challenges represent vacancy efficiency targets within the largest service (Neighbourhood Support). Through close monitoring of vacancies as they arise and increased scrutiny of recruitment, it is expected that these vacancy savings can be achieved.
- 4.8. The further budget proposals to potentially be built into the 2022/23 budget are currently being reviewed and worked on. One of these proposals (service review within Customer Services Revenue & Benefits team) has already been achieved and resulted in a saving of £0.125 million which has been included within this forecast and will be built into the budget as saving for 2022/23 onwards. Progress against the remaining budget proposals work is reported within the corporate action plan progress updates contained within the Appendix B under the relevant service.

5. Corporate Performance

- 5.1. The Covid-19 pandemic, response and recovery continues to place considerable pressure on the organisation. However, during the quarter services continued to operate, information on key performance indicators of services are contained at appendix B.

6. Options considered

- 6.1. None – n/a

7. Resource Implications

- 7.1. Financial Implications
 - a. Finance continues to monitor the impact of Covid-19 through monthly budget monitoring and monthly returns to MHGLG. The full year impact of Covid-19

remains difficult to forecast with complete accuracy due to the uncertainty about any further national or local lockdowns which may impact on income and/or expenditure as well as the scale of the likely recession and impact that may have on the authority,

- b. Actions taken to date to identifying budgetary in year savings have assisted with mitigating the impact of Covid-19 lost income and additional expenditure – further exercises of budgetary savings may be required during the year if there is a requirement to do so.

7.2. Human Resources Implications

- a. All recruitment is currently subject to approval by Executive Board. It is expected that there may be additional budgetary savings from the vacancies that are currently held within the system.

7.3. Information Governance Implications

- a. None

7.4. Other resource implications

- a. None

8. Legal Implications

- a. None

9. Risks

- 9.1. The Corporate Risk Register and Covid Risk Register has been updated as part of the Quarterly review.

- 9.2. A separate risk register is maintained in relation to Covid-19. All current Covid-19 risk are being managed within the risk tolerance threshold after mitigation actions have been assessed.

- 9.3. All Corporate and Covid-19 risks are being monitored through the Corporate Governance Board. Mitigations are in place for handling the risks and these are detailed in the above table.

10. Consultation

- 10.1. The information contained within this report has been gathered through quarterly budget forecasting supplied by budget holders as well as information supplied by

Heads of Service on progress against corporate plan objectives. The report has been reviewed by Executive Board.

11. Communication

- 11.1. This report will be shared with Councillors as part of the publication of the Governance Audit & Finance papers which this report is sent to.

12. Appendices

Appendix A: Revenue Outturn Forecast

Appendix B: Performance information

13. Background papers

- 13.1. None

Agreed and signed off by:

Portfolio Holder:

Director & s151: Lydia Morrison

Monitoring Officer: Daniel Toohey

HAVANT BOROUGH COUNCIL

Appendix A

SERVICE / DIRECTORATE	FULL YEAR BUDGET (£m)	PROFILED BUDGET (£m)	ACTUAL YTD (£M)	QUARTER 2 YEAR END FORECAST (£m)	QUARTER 2 VARIANCE TO BUDGET (£m)	REPORTED QUARTER 1 VARIANCE TO BUDGET (£m)	VARIANCE QUARTER 1 TO QUARTER 2 (£m)
5 Councils Staff and Contract	0.287	0.143	(1.272)	0.287	0.000	0.000	0.000
Executive Office	0.469	0.234	0.246	0.469	0.000	0.000	0.000
Head of Legal	0.913	0.456	0.462	0.951	0.038	0.000	0.038
Head of Organisational Development	0.724	0.362	0.299	0.724	0.000	0.000	0.000
Head of Programmes Redesign	3.039	1.520	1.066	3.039	0.000	0.026	(0.026)
Head of Customer Services	3.231	1.616	0.843	3.206	(0.025)	0.000	(0.025)
Head of Strategic Commissioning	3.855	1.927	0.588	3.910	0.055	0.010	0.045
Head of Finance	1.040	0.520	0.599	1.040	0.000	0.000	0.000
DIRECTOR OF CORPORATE SERVICES	13.558	6.778	2.831	13.626	0.068	0.036	0.032
Head of Coastal Partnerships	0.417	0.208	0.507	0.417	0.000	0.000	0.000
Head of Neighbourhood Support	(0.486)	(0.243)	(0.194)	(0.306)	0.180	0.359	(0.179)
Head of Housing	0.454	0.227	(0.232)	0.454	0.000	0.000	0.000
Head of Planning	0.560	0.280	0.399	0.605	0.045	0.115	(0.070)
Head of Community Engagement	0.584	0.292	0.320	0.584	0.000	0.000	0.000
Head of Property	(1.858)	(0.929)	(0.980)	(1.858)	0.000	0.000	0.000
Head of Regeneration (South)	0.562	0.281	0.204	0.562	0.000	0.000	0.000
DIRECTOR OF REGENERATION AND PLACE	0.233	0.116	0.024	0.458	0.225	0.474	(0.249)
TOTAL COST OF SERVICES	13.791	6.894	2.855	14.084	0.293	0.510	(0.217)
Regeneration Investments	(0.198)	(0.099)	0.056	(0.198)	0.000	0.000	0.000
Covid 19 Income Claim	0.000	0.000	0.000	(0.184)	(0.184)	(0.311)	0.127
NET COST OF SERVICES	13.593	6.795	2.911	13.702	0.109	0.199	(0.090)
FUNDED BY:							
Business Rates Retention	(4.496)			(4.496)	0.000	0.000	0.000
Business Rates s31 Grants	(1.953)			(1.953)	0.000	0.000	0.000
Levy Payment on account	0.996			0.996	0.000	0.000	0.000
Council Tax Demand on the Collection Fund	(8.890)			(8.890)	0.000	0.000	0.000
New Homes Bonus Grant	(0.347)			(0.347)	0.000	0.000	0.000
Covid 19 grant	(0.743)			(0.743)	0.000	0.000	0.000
Lower Tier Services Grant	(0.200)			(0.200)	0.000	0.000	0.000
Collection Fund surplus/deficit	1.303			1.303	0.000	0.000	0.000
Contributions to/(from) Earmarked Reserves	0.737			0.737	0.000	0.000	0.000
FUNDING	(13.593)	0.000	0.000	(13.593)	0.000	0.000	0.000
(SURPLUS) / DEFICIT	0.000	6.795	2.911	0.109	0.109	0.199	(0.090)

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Appendix B

Havant Borough Council

Performance Report

Q2 2021-22

V1.14

Contents

1. [Headline achievements for Q2](#)
2. [People – key statistics for Q2](#)
3. [Finance](#)
4. [Corporate governance – key statistics for Q2](#)
5. Service dashboards (containing in-depth information about Corporate Action Plan objectives, KPIs, and budget variance)

[Corporate Services](#)

[Regeneration & Place](#)

Headline achievements in Q2

- Our pioneering nitrate mitigation scheme at Warblington Farm was recognised at the national CIEEM awards. Developed by Havant Borough Council in partnership with Natural England and the Hampshire & IOW Wildlife Trust, the conversion of converting former agricultural land into a nature reserve has allowed development to continue in the borough at no additional cost to the taxpayer.
- A Climate Change and Environment Strategy to cover the next 5 years was approved by full Council in September, setting out how we will reach our aspiration of carbon net-zero for council operations by 2050.
- The Exploration phase of the Shaping our Future programme is progressing at pace with the workstream toolkit development nearing completion, development of the Performance Management Framework continuing, and the collation of Insight packs for Heads of Service to use when we move into the Delivery phase.

People – key statistics for Q2



Total FTE at
end of
quarter



Number of new
starters



Number of
leavers



Turnover
rate

Reported sickness levels
remain below the national
average for the public and
private sector and are
slightly lower than Q1



1.4



Average number of
sick days per FTE

Public sector average: 2.2 days
Private sector average: 1.8 days

Finance – revenue budget outturn in Q2

	Full Year Budget £'000	Q2 Year End Forecast £'000	Q2 Variation to Budget £'000
Net Cost of Services	13.593	13.702	0.109
Funding	(13.593)	(13.593)	0.000
Net (Surplus) / Deficit	0	0.109	0.109

Corporate governance – key statistics for Q2

		
	Number of complaints received	% of complaints resolved within 10 working days Target: 85%
Waste	624 ↑	27% ↓
Revenues and Benefits	26 ↓	96% ↑
Environmental Health including Pest Control and Licensing	1 ↓	100% ↑
Planning	4 ↓	25% ↓
Parking and Traffic	4 ↓	100% ↑
Other	11 ↑	82% ↓

Result of continuing delays with waste collection services in some areas of the borough

Number has now stayed roughly consistent for several quarters in a row



159

Number of information requests received

(Freedom of Information, Environmental Information Regulations and Subject Access Requests)



11

Number of internal audit management actions overdue by more than 60 days

Significant improvement since Q1 position (41)

Arrows indicate trend vs. Q1

Update: The overall number of Waste complaints has been reducing significantly, as service delivery has improved and the performance in answering all complaints is improving month on month.

The recent trend in waste complaints is: August 194 and September 145. Complaints resolved within 10 days – August 31%, September 45% and October 84%.

Risks currently scoring above 16 on the corporate risk register

Risk Title	Type	Category	Identification of areas where there are significant risks	Date Added	Risk Owner	Original Assessment			Planned Mitigation Actions	Mitigation Success Factor	Current Assessment	
						1	2	3			1	2
Medium Term Financial Strategy	FINANCIAL	Economic	The ongoing viability of the authority being able to manage a balanced budget. Current MTFS highlights a shortfall of £12M over the course of the MTFS	28/11/16	Lydia Morrison	4	5	20	1. MTFS is reviewed each year as part of budget setting exercise. Budget challenge sessions held each year to scrutinise future business plans and income/savings. 2. Full MTFS review to take place in 2020/21 to alongside the Transformation programme 3. Identify and manage in-depth service budgets income/expenditure to rebalance budget 4. Consider the impact of Covid-19 on the MTFS	The authority has a balanced budget	4	4
Corporate Project Delivery	GOVERNANCE	Reputation	Failure to maintain control of corporate project delivery leading to lack of clarity on priorities, use of resources resulting in reputational damage and potential costs and potential adverse impact on performance.	07/05/18	Gill Kneller	4	5	20	1) Establishment of Strategic Project Board for oversight of key corporate projects 2) Clear review of project milestones to ensure on track and delivering as per budget 3) Dedicated project budget monitoring - in particular Capital budget monitoring 4) All corporate projects have appropriate governance in place and regularly produce highlight reports 5) Review of Corporate projects to ensure focus and resource is on the right project areas covering Corporate Strategy, transformation and Covid-19 recovery	Corporate projects will deliver on time or be replaced by others with greater importance	4	4
Cyber Attack System failure	SERVICE	Technological	The Councils IT systems are brought down due to an external malicious attack leading to unavailability of information, case files, workflow and data required to run services resulting in delays and non-delivery; reputational impact; negative impact to customers requiring Council services and support, and a requirement on the Council to report an 'availability breach' to the ICO	30/01/19	Sue Parker	4	5	20	1) Capita to evaluate and implement data centre defences to reduce likelihood and impact – see Cyber Security Action Plan 2) Business Continuity Plans in place for all services which reflect complete loss of IT system (linked to IT provision: short term) 3) Corporate level review of BCDR plans in event of cyber attack	All actions in Cyber Security Action Plan completed and business continuity plans all updated and accessible. Corporate BCP updated with Cyber Attack scenario.	4	4
Contractual Arrangements	FINANCIAL	Organisational	Risk of our contractors failing to deliver all/part of the contract leading to non delivery of service(s) to our residents. Early termination of all or part of the Norse SE JV by one of the 3 parties due to performance and/ or financial issues. Failure of the Norse SE JV to improve performance and financial management due to inadequate support.	01/09/16	Trevor Pugh	5	5	25	Environmental Services Service and Delegation Agreement 1) NSE Board regularly meets to review current performance 2) Key performance indicators in place and being monitored for waste operation 3) Provision of expert financial and operational support to review accounts and co-develop a detailed Business Plan for 2022 and beyond. 4) Strengthened JV Liaison Team and recruitment to cover vacancies. 5) Risk based approach to JV Liaison. 6) Exit strategy 7) Review of Governance	Contract delivers as per cost and performance. Previous years accounts and current budget agreed; monthly budget monitoring and forecasting satisfactory. Business Plan produced in line with Service Agreement requirements. Governance actions completed Internal audit actions completed.	4	4

Residual score of 16 is the threshold which has been set to indicate the Council's risk appetite (as per the Risk Management Framework).

Corporate Services dashboards

Performance information for Q2

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[Customer Services](#)

[Finance](#)

[Legal](#)

[Organisational Development](#)

[Programmes, Redesign & Quality](#)

[Strategic Commissioning](#)

Customer Services

Head of Service: Brian Wood

Incorporating:
Corporate Support, Elections, Land Charges, GIS, Insight
Customer Services and Revenues and Benefits are provided by Capita



Budget variance in Q2

Variance of £21,000

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Budget
£3,231,000

Estimated
outturn
£3,206,000



Key Performance Indicators

Still being impacted by
huge increase in
relating to waste
though now in

Indicator	Target	Q1	Q2
Calls answered and completed by CSC - one and done (%)	above 95%	98.5%	99.1%
Calls answered within 20 seconds in the CSC (%)	above 75%	13.0%	45.1%
Council tax cash collection rate - cumulative (%)	above 98.9% (year end cumulative)	28.94%	56.3%
Non domestic rates cash collection rate - cumulative (%)	above 98.6% (year end cumulative)	18.21%	43.6%
Average processing time - housing benefit and council tax benefit change events (days)	below 7	9.1	8.1
Average processing time - housing benefit and council tax benefit - new claims (days)	below 17	10.9	9.1

Collection rates continue to be impacted by Covid-19



Corporate Action Plan 2021-22

Project/strategy	Objective	Q1 RAG status	Q2 update
Discretionary Rate Relief Schemes	Review of schemes (yearly requirement)		HBC in need of a fundamental review. Additional information has been requested from Capita to understand how the scheme has been implemented in the past.
CRM improvements	Development and implementation of customer portal		Business Case for Customer Portal at HBC to be included in full Business Case for Transformation - this will ensure that the requirements for the CRM / Portal match the overall IT design for Transformation.

Finance

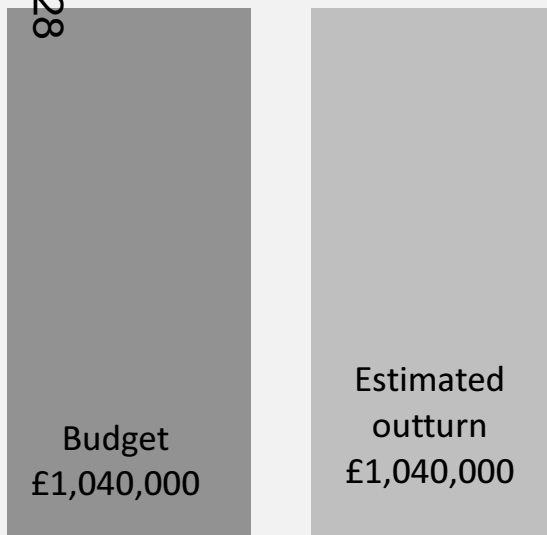
Head of Service: Matthew Tiller



Budget variance in Q2

No variance

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Corporate Action Plan 2021-22

Project/ strategy	Objective	Q1 RAG status	Q2 update
Finance service improvement	Service improvement work following return inhouse		Work successfully progressed over summer. Processes and procedures being updated for roll out. Finalising timescales.

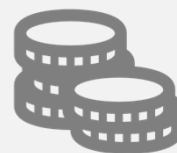
Legal

Head of Service: Daniel Toohey

Incorporating:
Legal Services, Democratic Services

Further Corporate Action items and Performance Indicators under development by Head of Service and their team. Will be reported from Q3

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Budget variance in Q2

Variance of £38,000

Budget
£913,000

Estimated
outturn
£951,000

Organisational Development

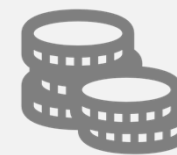
Head of Service: Caroline Tickner

Incorporating:

Human Resources, Communications & Marketing, Emergency Planning & Business Continuity, Health & Safety



Corporate Action Plan 2021-22



Budget variance in

No variance

Project/strategy	Objective	Q1 RAG status	Q2 update	Q2 RAG status
Working style	Approach to co-ordinate next steps for new ways of working for reception and back office in Penns and Plaza	Green	Trial is extended until end of January 2022 so more data on office use can be obtained. 2nd wave of staff survey underway. Interim report will be submitted to EB early December for consideration of longer term position of working styles.	Green
Communications review	Consideration of a business case as per budget challenge proposal	Yellow	Business case and proposals are now drafted for consideration by Executive Board taking into account the Shaping our Future programme.	Yellow



An unusually large decrease in Q2 – primarily linked to end of financial year restrictions and no longer needing to set up information or...



Key Performance Indicators

Indicator	Target	Q1	Q2
Number of unique website visitors	N/A	113,000	79,200

Programmes, Redesign & Quality

Head of Service: Sue Parker

Incorporating:

Business Solutions Unit, Digital Design, Information Governance, Governance Hub, Effective Working, Facilities Management



Key Performance Indicators

Indicator	Target	Q1	Q2
Information - number of requests received	N/A	126	119
Information - requests completed within 20 day statutory deadline (%)	above 95%	95%	96%
Information Regulations - number of requests received	N/A	26	37
Information Regulations - requests completed within 20 day statutory deadline (%)	above 95%	100%	84%
Access Requests - number of requests received	N/A	4	3
Access Requests - requests completed within 20 day statutory deadline of one month (%)	above 95%	75%	100%

A small number of complex EIRs have affected performance in Q2



Budget variance in
No variance

Budget
£3,039,000

Estimated
outturn
£3,039,000




Corporate Action Plan 2021-22

Project/ strategy	Outcome	Q1 RAG status	Q2 update
Digital Strategy	Numerous projects to deliver the strategy including foundation initiatives such as Sharepoint and transformation related priorities as informed by Shaping our Future		Multi Factor Authentication now due Q3, will be with Havant and East Hants by Nov / Dec 2021. Tenancy sp proposal due to JTB by end of Oct, going through final technical sign off. Sharepoint has been implemented staff intranet. Move to Sharepoint for identified team and network storage dependent on cluster order for Shaping our Future. Initial draft of High Level Design for Target Operating Model now completed.
Review of Mayoral provision	Consideration of a business case as per budget challenge proposal		Review meeting has been held and benchmarking of support costs against other LAs to be carried out. Further review with the Leader confirming next steps to review support, which will also go via Cabinet and O&S as agreed with Leader and Mayor. No changes or saving now expected in existing Mayoral term. Any changes if agreed at O&S would be in next financial year after Mayor making in May 2022.

Strategic Commissioning

Head of Service: Trevor Pugh (ES)

Incorporating:
Waste, Environmental Services (Norse), Leisure

 Budget variance in Q2

Variance of £55,000

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Budget
£3,855,000

Estimated
outturn
£3,910,000

Fly tipping
remains high,
in line with
national trend



Corporate Action Plan 2021-

Project/strategy	Objective	Q1 RAG status	Q2 update
Future waste collection / HCC negotiations	Environment Bill and HCC efficiency savings implications		Environment Bill passing from House of Lords back to Commons for final stage w/c 18/10/21. Draft Hants Waste Strategy (JMWMS) reviewed and being submitted to both Cabinets in October 2021. Review of Project Integra commenced.
Review of leisure provision	Negotiations over Horizon and future leisure provision		Business plan submitted to s151. On hold for implementation until agreed. This has implications in regards to the 'Shaping our Future' programme.
NSE commercial strategy	Oversight of Norse commercial strategy		Norse Business Plan 2022 onwards being prepared and to reference commercial strategy.



Key Performance Indicators

Indicator	Target	Q1	Q2
Number of missed bins	Due to national staff shortages, figures are not currently available		
Percentage of household waste recycled and composted	Above 30%	25%	17%
Contamination of recycling (%)	Less than 10%	Not reported by Norse	16%
Number of fly tips reported	Less than 120	337	31

Regeneration & Place dashboards

Performance information for Q2

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Coastal Partners

of Service:
Cairns

Budget
variance in
Page 34

Budget
7,000

Estimated
outturn
£417,000



Corporate Action Plan 2021

Project/strategy	Objective	Q1 RAG status	Q2 update
Langstone Flood and Coastal Erosion Risk Management Scheme	Reduce flood risk to Langstone community and protect access to Hayling Island		Detailed Design is advancing, the Structural and Ground Investigations have been scoped and undertaken. AECOM has also been working on concepts for optimising the outline design to better suit maintenance and operation requirements and community acceptance. The community have been provided with evening to hear about the design plans and feed into the process. The OBC has been submitted to NPAB for assurance on the GiA and Local Levy elements of the funding. An additional £0.5m has been secured from the Other Governments Department Fund for this financial year.
Coastal Partners governance and business model review	Review of governance arrangements for partnership to ensure the service is fit for future		No change - awaiting Legal to complete their review of the Service Agreement (SA). This is not a risk to the current service as the SA is fit for purpose as is. However the longer it takes to review the SA could impact on the 5th Partner joining the Partnership.
Warblington new pedestrian bridge (CELT led project)	Protection of pedestrians when crossing Warblington train line		Report went to EB 5 October, planned to go to Cabinet Briefing 1 Dec and Cabinet 15 Dec.
Hayling Island beach management activities and supporting studies	Manage flood risk to 1700 homes at Eastoke		October 2021 - autumn beach recycling campaign completed on programme and budget.
Broadmarsh Coastal Park and coastal Landfill Protection Project	Understand and respond to erosion risk to the coastal landfill at Broadmarsh		EB Briefing 19th October followed by HBC Capital Bid for Detailed Design Costs/Stage.
Hayling Island Coastal Strategy	Understand the flood and erosion risk to the Hayling Island coastline and develop a long-term strategic approach to implement the shoreline management plan policies		The shortlist of management options has been appraised and are now refining them to the draft leading options prior to public consultation.
Coastal survey programme	Implement coastal survey programme in line with SLAs – topographic surveys carried out for the regional monitoring programme to monitor coastal change and processes		All autumn surveys completed to programme and budget. Still awaiting regional monitoring SLA EB paper approval. RAG status changed from green to amber due to SLA over 6 months overdue, unable to invoice. Client raising concerns.

Housing & Communities

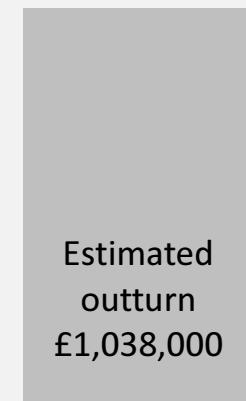
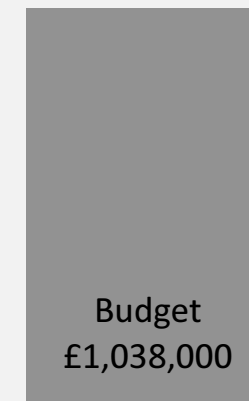
Head of Service: Tracey Wood

Corporate Action Plan 2021-22



Budget variance in Q

No variance



Number in B&B has declined due to the team now using self-contained units as temporary accommodation

	Objective	Q1 RAG status	Q2 update	Q2 RAG status
Community engagement	Developing a community engagement strategy		A draft strategy is currently being worked on and will be developed alongside the relevant toolkits - will be brought to EB/CB for consultation in the Spring.	
Homelessness	Implementation of Homelessness Strategy/Action Plan		Considerable work has been done in both councils on B&B use - sourced self contained units at HBC. Numbers continue to be high.	
Contributions	Implementation of plan to ensure S106 contributions for community posts are allocated appropriately		S106 contributions for live sites now received which has led to a request to allocate funds to recruit an additional New Developments post for Havant which will link with the existing East Hants team.	
Play provision	Review the provision of play parks. Review ownership, maintenance and develop a forward refurbishment plan of play area provision		Specialist play consultants on standby awaiting Norse SE to complete the annual inspections which needs to be carried out first. Once this has been completed The Play Inspection Company will complete the audit and provide an overview of every play site x 46. This will enable the Leisure Team to prioritise which sites will be refurbished in order of need using the CIL allocated budget.	
Business review	Consideration of a business case as per budget challenge proposal		The Community Service is currently holding a number of vacancies whilst moving towards one service across both councils. There are currently a number of officers working across both councils on a trial basis. A business case will be worked up for consideration in the Spring	



Key Performance Indicators

Indicator	Target	Q1
Affordable homes delivered	above 130 (year end cumulative)	16
Number of homelessness acceptances	below 65 (year end cumulative)	3
Number of homelessness interventions	above 1050 (year end cumulative)	178
Number of households in B&B	below 65 (year end cumulative)	116 households spent time in B&B with 56 remaining at end of quarter
Number of weeks in B&B	Tracking	275

Neighbourhood Support

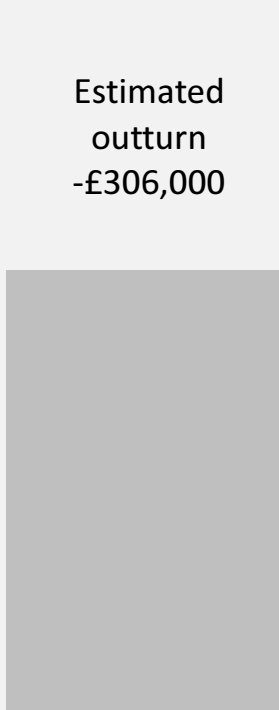
Head of Service: Natalie Meagher

Incorporating:
Environmental Health, Neighbourhood Quality,
Parking & Traffic Management



Budget variance in Q2

Variance of £180,000



Key Performance Indicators

Parking
starting
as nation
restricti
en

Indicator	Target	Q1	Q2
Parking and traffic - income from pay and display machines - cumulative (£)	above £1,076,000 for Q2	£408,223	£942,000
Parking and traffic - income from Penalty Charge Notices - cumulative (£)	above £164,200 for Q2	£48,068	£214,000
Parking and traffic - PCN collection rate (%)	Tracking	59%	58%
Public health funerals – number of burials / cremations	N/A	4	1
Public health funerals – total costs (£)	N/A	£6,746	£1,500
Public health funerals – recovery of costs (%)	Tracking	24.78%	0%
Pest control – total income (£)	TBC	£4,643	£8,700
Private sector housing – total number of DFG cases approved and completed	N/A	In development	2
Private sector housing – DFG cases (minor adaptations) completed within time limit of 90 days from valid referral (%)	Tracking	In development	80%
Private sector housing – DFG cases (complex adaptations) completed within time limit of 120 days from valid referral (%)	Tracking	In development	58%
Private sector housing – total DFG spend (£)	N/A	£304,182	£459,000
Neighbourhood quality – number of fly tipping enforcement actions taken	Tracking	19	5

Neighbourhood Support



Corporate Action Plan 2021-22

Project/strategy	Objective	Q1 RAG status	Q2 update	Q2 RAG status
Outbreak Control Plan	Development of plan for potential future Covid outbreaks		No further amendments to make at this time.	
Licensing service review	Resourcing review of service across both EHDC and HBC		No further progress made due to other work taking priority. As Covid restrictions have eased the workload for this service has increased, the result being no capacity to progress the service review.	
Designated Public Place Orders	Review in light of new legislation		Dog PSPO has been sealed and is due to commence in November.	

Planning

Prim Heads of Service: Julia Mansi and David Hayward

incorporating:
Development Management, Planning Policy, Building
Regulation, Building Control

Budget variance in Q2

Variance of £45,000

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Budget
£560,000

Estimated
outturn
£605,000

Non-
compliance in
previous
quarter now
resolved



Key Performance Indicators

Indicator	Target	Q1	Q2
Number of non-compliances found under the LABC Quality Management Scheme registered under ISO 9001:2015 (internal review)	0	1	0
Number of previous non-compliances under the LABC Quality Management Scheme reviewed and resolved	Number of non-compliances found in previous quarter	N/A (none found)	0
Number of claims submitted against the Council for Building Control negligence / non-compliance that the Council was unsuccessful in defending	0	0	0
Number of Building Regulations projects commenced under the Council's control	N/A	180	180
Number of Building Regulations projects completed under the Council's control	N/A	Not able to report due to back office system migration	9
Dangerous structures receiving an initial risk assessment within 24 hours of report being received (%)	100%	100%	100%
Full Plans applications decided within statutory time limit (%)	100%	Not able to report due to back office system migration	Not able to report due to back office system migration
Full Plans applications checked within 15 days (%)	above 90%	Not able to report due to back office system migration	Not able to report due to back office system migration

Continued on next page

Planning

Corporate Action Plan 2021-22

	Objective	Q1 RAG status	Q2 update	Q2 RAG status
Planning / regional system ent	Procurement and implementation of replacement system (to replace Acolaid)		Project still paused pending work on TOM	
Progress of Production of Local Plan 2023/24			The Council has now received the Interim Findings Report into the Local Plan examination. This highlighted a number of soundness concerns, principally regarding deliverability, and a legal compliance concern. The inspectors recommend withdrawing the local plan, though the suspension of the examination is another option. This development adds considerably to the timeframe to get a local plan adopted (details TBC) and will have budgetary implications for 2021/22 and 2022/23	
Planning col	Comprehensive review of CIL Spending Protocol		Protocol was considered, and approved by Planning Policy Committee. Following this, new approach was promoted by Leadership which is being developed. Encouraging discussions with Cabinet members and informal agreement on the framework. Currently delayed with resources needing to be pushed back to the Local Plan examination.	

Recently appointed Discharge of Conditions Officer is still dealing with backlog of applications



Key Performance Indicators

Indicator	Target	Q1
Major planning applications - number decided	N/A	4
Major planning applications - % decided within 13 weeks or agreed time extension	above 70%	50%
Minor planning applications - number decided	N/A	35
Minor planning applications - % decided within 8 weeks or agreed extension	above 65%	77%
Other planning applications - number decided	N/A	195
Other planning applications - % decided within 8 weeks or agreed extension	above 80%	93%
All applications - % decided within 26 weeks	above 98%	99%
Discharge of condition applications - % decided within 8 weeks	above 80%	39%
Major planning applications - % of decisions allowed on appeal	below 20%	0%
Minor and other planning applications - % of decisions allowed on appeal	below 30%	0.37%
CIL and S106 agreements – monitoring fees collected	above £130,000 (year end cumulative)	£49,800

Property

ad of Service: Clare Chester



Budget variance in Q2

No variance

Page 40
Budget
-£1,858,000

Estimated
outturn
-£1,858,000



Corporate Action Plan 2021-

Project/strategy	Objective	Q1 RAG status	Q2 update
Property management system	Procurement and implementation of new property management system		Draft specification approved. Tender process and timeframe agreed with procurement. Testing with IT re: data capabilities.
Estates and Facilities team options including accommodation	Consideration of business case as per budget challenge proposal		Initial discussions underway and early consideration but limited progress made yet due to other priorities.



Key Performance Indicators

Indicator	Target	Q1	Q2
Rent arrears for all tenanted commercial property – average across quarter (£)	Below 10% of gross annual income (£2.395M)	£52,000 (due in quarter only)	£29,500 As at 7 th O = 1.475% of annu
Rent arrears over 90 days (aged debts) for all tenanted commercial property – at end of quarter (£)	Below 5% of gross annual income (£2.395M)	£361,000 (as at 2 nd Sept)	£185,000 As at 7 th O = 9.25% of annu
Number of lease events (lease expiry, rent review or break clause) in previous 12 months	N/A	N/A (new KPI)	21
Number of lease events (lease expiry, rent review or break clause) expected in next 12 months	N/A	N/A (new KPI)	10

Regeneration & Economy

ad of Service: Clare Chester

orporating:
eneration and Placemaking, Economic Development



Budget variance in Q2

No variance

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Budget
£562,000

Estimated
outturn
£562,000



Corporate Action Plan 2021-

Project/strategy	Objective	Q1 RAG status	Q2 update
Review of shared Regeneration arrangements	Consideration of a business case as per budget challenge proposal		Consultation with staff concluded and transition to new arrangements completed beginning Q2.
Havant town centre redevelopment	Regeneration project		Levelling Up Fund bid for the town centre was submitted in June, still awaiting the decision. Cabinet approved the Civic Plaza East outline business case to enable the next stage of the more detailed work to be carried out. Work now progressing on that outline business case
Hayling Seafront Strategy	Regeneration project		Vision agreed at Cabinet on the 8th September 2021. Work has been developed on draft ambition for Hayling Island Seafront engagement programme to launch late Oct.
Regeneration Strategy	Review and refresh of Regeneration Strategy		Following Cabinet in Sept, work has commenced on a refresh of the Havant Regeneration and Economy Strategy focussing on a number of key projects across the borough including Havant Town Centre, the Civic Plaza, Leigh Park and Waterlooville town centre.

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NON-EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

15 DECEMBER 2021

WARBLINGTON STATION FOOTBRIDGE - UPDATE

FOR DECISION

Portfolio Holder: Councillor Pike

Key Decision: Yes

Report Number: [HBC/.../21]

1. Purpose

1.1. This paper is submitted to Cabinet:

To update Cabinet on the outcome of the design process to date and on the funding situation, and to authorise the next steps to progress the project.

2. Recommendations

2.1. Cabinet is requested to approve progression of the Warblington Station footbridge project through Network Rail's governance stages GRIP3 (option selection) and GRIP4 (single option development) stages (estimated cost up to £300,000), using part of the existing CIL committed funding of £475,000 under the following terms:

- a. Officers be authorised to proceed with undertaking and submitting the Diversity Impact Assessment required to progress the scheme.
- b. Cabinet supports in principle the use of Havant Borough Council Community Infrastructure Levy to make up funding shortfall (capped at £770,000) to complete the construction phase and will be conditional on the current CIL

allocation being reallocated to release the funds should this not be possible to accommodate through other means;

- c. A funding update to be presented to Cabinet within nine months including written confirmation of HCC's allocation of S106 funding to the project;
- d. The least expensive option for the bridge (of three suggested) is confirmed as the Council's preferred option;
- e. In order to ensure CIL is spent in accordance with the Council's legal obligations the Council will need to enter into a legal agreement with Network Rail to control the relationship between the parties as the project moves through the various GRIP stages.
- f. Approval to progress beyond GRIP4 (single option development) will be conditional on the current CIL contingent allocation being released.

3. Executive Summary

- 3.1. The council aspires to provide a safe means of crossing the railway at Southleigh Road, Havant when the crossing gates are closed, to assist pedestrians to cross the railway. This will reduce instances of railway trespass and counter community severance.
- 3.2. Network Rail has provided an options appraisal report (Governance for Railway Investment Projects stage 2, 'GRIP2 feasibility study') which has identified three options at costs between £3.35M to £5.33M to provide a footbridge at the western end of the station platform.
- 3.3. To progress to the next GRIP stages, where a preferred option is identified for further design work to proceed, a Diversity Impact Assessment is required to be undertaken. This can be covered within the authorised CIL funding envelope.
- 3.4. Despite the CIL funding allocated to this project to date being insufficient to meet the full design and build cost of the lowest priced option (£2.075M, of which £1.6M is contingent upon a suitable design being fully funded for construction), officers consider it appropriate to progress the project through to the design stage (GRIP4), using the authorised CIL funding of £475,000. This will firm up an accurate estimate for the preferred option and will allow time (suggested as nine

months) for the council and Network Rail to identify any other sources of funding to close the identified gap.

- 3.5. This report proposes that “Cabinet supports in principle the use of Havant Borough Council Community Infrastructure Levy to make up funding shortfall should this not be possible to accommodate through other means”. This will provide Network Rail with the confidence to support progress on the project to GRIP3 (single option identification) by creation of a Diversity Impact Assessment (DIA). If GRIP3 identifies the currently cheapest option as being the preferred option, and there are no over-riding issues identified within the DIA, then Network Rail can progress the project to GRIP4 (single option development). The cost of these two stages, approximately £200,000 - £300,000, is within the authorised CIL funding envelope of £475,000.
- 3.6. Alternatively, if either of the more expensive construction options are preferred by Network Rail or are shown to be required by the DIA, it would be appropriate to return to Cabinet at the end of GRIP3 for further approval.
- 3.7. The structure when complete will be a Network Rail asset. The Council’s financial and operational risk exposure will therefore be limited to the investment of officer time and financial resources required to create the bridge, not the operation and maintenance of it into the future. Any future CIL contributions required to close the existing funding gap will be tied to a commitment on the part of Network Rail for satisfactory completion of the construction of the bridge.

4. Additional Budgetary Implications

		Annual Recurring
Community Infrastructure Levy awarded (2018 and 2020)	£475,000	£nil
Community Infrastructure Levy awarded (2020) contingent	£1,600,000	
Hampshire County Council contribution (not secured)	£630,000	
Spend to date	-£122,951	
FUNDING GAP against lowest-cost option of £3.35M	£767,951	

- 4.1. Full project estimated costs for the three identified options currently range from £3.35M to £5.33M (excluding spend to date). This estimate pre-dates the current material and supplier cost increases being experienced as a result of Brexit and the pandemic, but further estimates will be taken as the design progresses.

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

- 5.1. Support of active travel (by pedestrians, cycles and use of public transport) is a policy strand of the council's Corporate Strategy and its recently adopted Climate Change and Environment Strategy. Improvements can be achieved as much by removing barriers to active travel as by provision of new infrastructure. The Warblington footbridge project satisfies these objectives by removing a significant barrier to north-south movement for active travel between Denvilles and Warblington created by the level crossing in Southleigh Road.
- 5.2. The Station features as a destination in the emerging Local Cycling and Walking Infrastructure Plan (LCWIP) for Havant Borough¹, expected to be approved in early 2022. It also features in the County Council's 'Havant Area Transport Statement' as scheme HBC0019² and features as a workstream in the Civil Engineering Team's business plan.
- 5.3. The Manor Farm developer was awarded planning permission in 2013 (APP/12/01143) for an indicative structural bridge layout (since lapsed). As part of this permission, Hampshire County Council agreed a sum of £630,000 of S106 funding towards build the bridge, which they hold until 2026.
- 5.4. Hampshire County Council has carried out a feasibility study into the bridge proposal. The study suggested the bridge would cost £1,481,047 but excluded buried utility information within Network Rail's land and did not consult Network

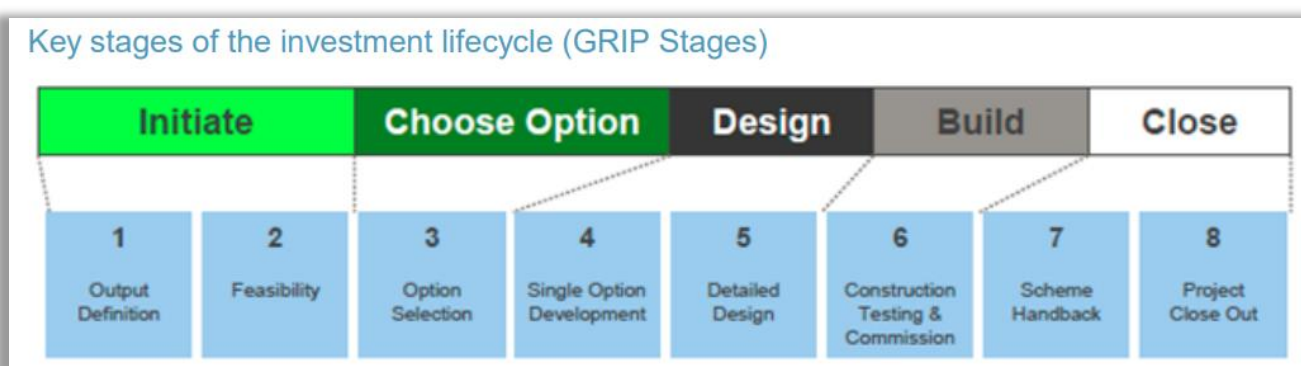
¹ <https://res.cloudinary.com/commonplace-digital-limited/image/upload/v1630926726/projects/Hampshire%20LCWIPs/Havant-LCWIP-Report-1920x1080-small.pdf> retrieved 5 October 2021

²

<https://documents.hants.gov.uk/transport/HBCTransportStatementPostAdoptionLiveSchemesDecember2013.pdf> retrieved 5 October 2021

Rail in terms of specific safety and location requirements. Access to Network Rail's information is only possible by formal engagement in the GRIP process.

- 5.5. The Governance for Railway Investment Projects (GRIP) process is a Network Rail programme function which controls the flow of a project through the various stages of its lifecycle from output definition (GRIP1) to handover of the implemented scheme (GRIP8) and, like any project as greater understanding is gained through the design process, costs evolve as specific issues become more clearly understood.



- 5.6. Community Infrastructure Levy funding of £150,000 was secured in 2018³ to allow GRIP1 and GRIP2 to be undertaken, of which £122,951 has been spent at the time of writing this report. The GRIP2 work was used to justify allocation in 2020 of a further sum of CIL funding of £1,925,000⁴, of which £325,000 is intended to cover the next stages of the GRIP process (GRIP3-4). The authorised total CIL available across initiation, feasibility and design (GRIP1-4) is therefore £475,000. The balance of £1.6M is a contingent contribution towards construction.
- 5.7. With GRIP2 (feasibility) now completed, three options for scheme development are proposed to be taken into GRIP3 (option selection) which involves workshops with stakeholders and the completion of a Diversity Impact Assessment (DIA). Stakeholder approval to this option is secured through an Approval in Principle (AIP) process.

³ minute 158 of Council meeting 21st February 2018

⁴ minute 66 of Council meeting 26th February 2020

- 5.8. Network Rail officers have suggested that HBC starts work on the DIA to identify which of the three identified options is acceptable in DIA terms. They report that of the three options only one (the cheapest) appears deliverable. Network Rail has therefore suggested that if the council's preferred option is agreed as the least expensive, and the DIA concludes that there are no over-riding diversity issues, then GRIP3 can be deemed delivered and the project can progress to GRIP4. These stages are estimated to cost £200,000 - £300,000 which is within the envelope of the funding currently approved through CIL.
- 5.9. Should it not be possible to close the funding gap before the HCC S106 contribution expires, the allocated funding could be redirected to supporting the project for a replacement footbridge at Havant Station (see 7.5 below).
- 5.10. To proceed, officers need to engage with Network Rail to support the process to undertake the Diversity Impact Assessment. It is estimated that this could be completed by the end of March 2022.

6. Options considered

- 6.1. The three options identified by Network Rail in GRIP2 are as follows:
- a. Standard footbridge with lighting and CCTV – cost £3.35M (non DDA compliant)
 - b. As option a with bridge roof and passive provision for lift shafts – cost £4.088M (non DDA compliant, but has the ability to become compliant if the lifts are installed)
 - c. As option (a) and (b) plus lift shafts and lifts – cost £5.33M (DDA compliant but concerns that it will not be 24 per day seven days per week)
- 6.2. All options provide a stepped footbridge due to the limited space available within the highway and railway boundaries. There is no room to provide a ramped structure which would be DDA-compliant, and so the proposals feature a structure similar in form to the existing footbridge at New Lane.
- 6.3. Option (a) is the cheapest option and the quickest to implement, with the least impact on buried services. A cycle channel could be integrated into the steps to

allow cycles to be pushed over the structure. People unable to climb stairs would have to wait until the crossing gates re-opened, maintaining the current situation.

Lifts could not later be fitted to this structure.

- 6.4. Option (b) develops the concept and allows for the future provision of lifts to achieve DDA compliance. Currently lifts are not considered appropriate outside of station environments where staff are available to assist in the event of breakdown or for safety. When initially commissioned the bridge would be non-DDA compliant, but with scope for becoming so later.
- 6.5. Option (c) develops option (b) with the provision of lifts within new shafts. This is the only option which is DDA compliant from opening, but would require the station to be staffed.
- 6.6. The work in GRIP3 will assess the various implications (including cost, legal and technical issues) to arrive, with stakeholder input and through the Diversity Impact Assessment process, at a single option which is then taken forward to preliminary design at GRIP4. It is recommended that the Council progresses on the basis that because option (a) is the only affordable solution it should be the Council's preferred option (subject to the DIA finding this being, on balance, acceptable).
- 6.7. If however the Council does not agree with this recommendation and if the more expensive options 6.1 (b) or (c) are preferred, then the process going forward could be that at the end of GRIP3, the council can decide whether to proceed to GRIP4 by means of a further report.
- 6.7. If the council does not agree a preferred option at this time, it is possible to suspend the project. Any outstanding unspent CIL funding would then be returned to the budget and allocated elsewhere.

7. Resource Implications

7.1. Financial Implications

Havant Borough Council has committed £2,075,000 to the project. The current lowest estimated cost as provided by Network Rail is £3,350,000 (plus £122,951 spent to date). More expensive options range up to £5,330,000.

GRIP stages 1 and 2 are complete and the next stage is to move to GRIP3, the main bulk of work being the Diversity Impact Assessment incorporating stakeholder engagement. Subject to approval, it is then possible to move to GRIP4. These study costs, estimated to cost £200,000 - £300,000, are within the approved CIL funding to date.

Officers will continue to look for match funding for the gap. If this match funding is not obtained, officers will identify further CIL balances to the balance of the estimated cost up to £767,951 for the lowest cost option.

There will be no future maintenance costs for the structure as it will be a Network Rail asset.

Deputy Section 151 Officer comments

Date: 23/09/2021

The report identifies a shortfall on the project from previously ring-fenced funding. Officers will continue to look for match funding for the project but will identify further CIL up to £767,951 for the lowest cost option. If a scheme is identified over this value, a future report will be bought to identify further funding options.

7.2. Human Resources Implications

It is assumed that the only human resource implication of this project will be relatively minor officer time spent in stakeholder meetings, co-ordination with Network Rail and writing reports as part of the governance process. The cost of this is included within the cost of the bridge.

7.3. Information Governance Implications

There are no information governance implications for the Council arising from the options. The GRIP studies are commercially and operationally sensitive to Network Rail and are issued under *their* governance control.

7.4. Other resource implications

Network Rail will be the project manager and ultimate owner of the asset. The bulk of the work is to be carried out on land within their ownership. The highway authority (Hampshire County Council) will also have a role in providing access to the new asset from the public highway, arranging any temporary road closures and co-ordinating the work of statutory undertakers on the public highway.

- 7.5 Hampshire County Council at officer level has expressed some reservations about allocating the £630,000 that they hold that could be used on this scheme. The point they have raised is that the funds could be allocated as important 'match funding' to the Havant Station footbridge replacement. Whilst there is a footbridge already in place it is in poor condition, creates an unwelcoming entrance to the town for visitors/investors and undermines the aspirations for town centre regeneration. The Havant Station footbridge has significantly wider regeneration benefits than the local specific benefits of the Warblington bridge. The design for the Havant Station footbridge has not progressed through the formal GRIP process, although initial designs have been through Hampshire CC Structures team. It may be possible to get through the GRIP process before the time constraint of 2026 for spending the HCC funds, however, that would be a challenge. Therefore, at this point a focus on the narrow scheme at Warblington is most likely to deliver a new bridge, and written confirmation will be sought from HCC that the S106 funding will be allocated to this project on that basis.

8. Legal Implications

- 8.1. The Council is acting under Regulation 59 of the Community Infrastructure Levy Regulations 2010 which requires CIL funds to be spent on infrastructure (which includes roads and other transport facilities). The Council has identified such infrastructure in its Infrastructure Plan.
- 8.2. In order to ensure CIL is spent in accordance with the Council's legal obligations the Council will need to enter into a legal agreement with Network Rail to control the relationship between the parties as the project moves through the various GRIP stages.

Monitoring Officer comments

Date: 5th August 2021

- Legal implications comments above are noted; no further comment to add.

9. Risks

- 9.1. The risk to the Council is minimal as the proposed agreement could provide a break clause at each of the stages of the GRIP process.
- 9.2. The project is currently funded by CIL and therefore has the corporate support of the Council. Should at any point the Council decide to withdraw funding, any unspent funds will be returned to CIL for alternative investment.
- 9.3. The funding for the bridge includes £630,000 held by Hampshire County Council with a time limit (2026) on their expenditure.
- 9.4. There is currently a funding gap of £767,951 between the available finance and the estimated build cost of the bridge as identified at GRIP2.
- 9.5. Two of the three options for the footbridge do not provide a DDA-compliant structure. This is a project level reputational risk for Network Rail rather than the Council to address, with any risks identified through the production of the Diversity Impact Assessment.
- 9.6. Planning permission will be required for the bridge. It is possible that objections or consultee responses to the application will result in design changes to address such objections or responses, with resultant cost implications.
- 9.7. The structure will become a Network Rail asset upon completion and so there are no maintenance or ongoing financial risks to fall to the Council.
- 9.8. A major project level risk identified by Network Rail is the possible effect of the footbridge on lineside plant and signal sighting. The assumptions in the GRIP2 report will need to be tested in GRIP4 and may lead to a further, financially unsustainable cost escalation. However, the Council can pause or cancel design work at that point.

10. Consultation

- 10.1. At this stage of the project, consultation has been primarily with affected stakeholders, such as Network Rail and Hampshire County Council.
- 10.2. Planning permission for an earlier version of the bridge was awarded on 31st January 2013 (APP/12/01143 – now lapsed) and as part of this process several consultations were undertaken, and responses received. The concept of the bridge is popular and very much in the public domain.
- 10.3. Any planning application will be brought to the Development Management Committee for decision and will provide an opportunity for input from third parties in the form of consultation responses, objections, or support.
- 10.4. In line with their procedures on other projects, Network Rail will carry out a range of public and stakeholder engagement events and exhibitions as the project unfolds through the GRIP stages.

11. Communication

- 11.1. As the preferred option becomes evident, Network Rail will be communicating with those directly affected by the works. This will include information about the required line closures for the necessary engineering works to enable the bridge to be erected. Network Rail has well-established communications protocols for engineering works of this nature, but Havant Council will want to play its part and ensure its role as funder is recognised.
- 11.2. It would be expected at that, at relevant points in the project, joint press releases would be made to inform local residents of the Council's investment in infrastructure.

12. Appendices

- 12.1 CIL funding application August 2017
- 12.2 CIL funding application August 2019

13. Background papers

- 13.1. Council minute 158 - 21st February 2018 - CIL funding decision
- 13.2. Council minute 66 - 26th February 2020 - CIL funding decision
- 13.3. Planning permission related to APP/12/01143
- 13.4. Warblington Station Footbridge – Feasibility Report (Arcadis ref: 043015-ARC-1700-WAR01-REP-ECV-001003 dated 29th May 2020) – available on request from Civil Engineering Team
- 13.5. Warblington Station Footbridge – Formal Cost Plan Report for GRIP2 (April 2020) – available on request from Civil Engineering Team

Agreed and signed off by:

Portfolio Holder: Councillor Tim Pike – 24/09/2021

Director: Simon Jenkins – 23/09/2021

Monitoring Officer: Daniel Toohey - 05/08/2021

Deputy Section 151 Officer: Matthew Tiller - 23/09/2021

Contact Officer

Name: Steve Mountain

Job Title: Civil Engineering Team Leader

Telephone: 023 9244 6444

E-mail: steve.mountain@havant.gov.uk

Bid for Funding from Community Infrastructure Levy 2017

Please Note: When preparing your submission, please ensure that your proposal is in conformity with criteria set out in the CIL Spending Protocol which can be viewed on our website: (www.havant.gov.uk/community-infrastructure-levy-spending-decisions/community-infrastructure-levy-spending-bid-process) and:

- Is supported by robust evidence
- Includes evidence of existing and additional demands and the extent to which existing infrastructure can meet those demands
- Includes estimated costs for the scheme and timing for delivery of the scheme
- Includes a reasonable assessment of alternative funding mechanisms available
- Has a summary attached
- Has photo/s attached

Infrastructure Provider/Service/Body/Community Group making the bid:

Havant Borough Council – Civil Engineering and Landscape Team

Project Lead Officer and contact details:

Stuart Wood Havant Borough Council Public Service Plaza Civic Centre Road Havant Hants PO9 2AX Tel: 023 9244 6215 stuart.wood@havant.gov.uk
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Project Title:

Warblington Footbridge

Description of Project:

<p>It is proposed to construct a footbridge north of Warblington School on the east side of Southleigh Road adjacent to the railway station. The bridge will be constructed with a cycle ramp to aid local residents and students crossing the railway when the barriers are down on Southleigh Road, Warblington. The cycle ramp will link the wider cycle network and connect into the new completed public pedestrian and cycle path running along the southern boundary of the railway from Southleigh Road to New Lane.</p>
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<p>The railway line is the main south coast route and although only 2 trains per hour stop at Warblington Station, there are typically 8 other non-stop services that run on the line per hour. During peak times there are up to 12 trains per hour plus the occasional freight train using this route. This results in significant down times for the level crossing barriers of up to 30 minutes per hour.</p>

<p>The crossing is the main pedestrian route for students making their way to Warblington School from West Leigh, Denvilles and Emsworth. When the gates are closed pedestrians can be held for several minutes. The delay has caused injudicious crossing of the railway when the barriers are closed.</p>

<p>Warblington School students will be the main beneficiary to a new footbridge along with the wider community of Warblington and Denvilles.</p>
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Warblington School initially identified a need for a footbridge and have lobbied the local MP and local councillors requesting a bridge. The school is centrally located within its catchment area but lies adjacent to the railway line and south of the level crossing. There are approximately 700 students attending School and at least 450 live north of the railway crossing. Whilst the school encourages walking and cycling through their travel plan, the level crossing causes significant delays. Provision of the footbridge would extol the benefits of walking and cycling compared to using the car for short trips, such as to and from school.

The scheme would encourage more use of the rail network. Currently, potential passengers are detracted from using Warblington station as, they have to cross the lines to get to the platform and they do not know how early they need to arrive at the station to make sure they can use the level crossing. A footbridge will give certainty to those looking to use the Warblington station that they can get there in time to catch their train.

Southleigh Road, which the footbridge would be on, is part of the borough's cycle network and the bridge will aid and encourage cycle accessibility in the area.

Who will the project be delivered by?

If your organisation/body is not the body with statutory responsibility for the works proposed have you sought agreement from the relevant statutory body?

We are looking for Network Rail to implement the project and for their franchise holder to pick up any future maintenance of the bridge.

Havant Borough Council is leading discussions with Network Rail and Hampshire County Council to move the project forward. Network Rail are investigating potential funding sources within their organisation and Department for Transport.

We do have an informal agreement with Network Rail to move the project forward and potentially carry out further feasibility work (subject to funding) up to full design stage. Network Rail funding is committed on projects up to March 2019. However, due to the existing funding and support from the local authority, Hampshire County Council and the community, Network Rail are seeking early release of funding control period 6 (April 2019 to March 2024) in 2018/19 for the full design of the bridge. If CIL and early release of the Network Rail funding is approved potentially the bridge could be built in 2022/23.

What are the problems that are being solved or addressed?

Improves access to Warblington School and Havant. Pedestrians and students will be able to walking and walk their bicycles over the railway line with minimal delays. The school actively encourages walking and cycling to school through its travel plan. There are approximately 700 students attending Warblington School and at least 450 live north of the railway crossing. It will encourage walking and cycling in the area as people will be able to predict travel times better with a bridge. Local residents using of the rail network will have more of a reliable access to and from getting to the platforms and therefore may increase the use of the rail network. The bridge will also reduce the risk of indiscriminate crossing of the railway line.

What are the consequences of not carrying out the project?

Continual daily delays will frustrate pedestrians and it is likely that students and local resident will continue to cross the railway line when the gates are closing or closed

putting their own lives at risk as well as damaging others when indiscriminate crossing of the railway line. The community are expecting the implementation of a footbridge as referred to within the recent development in Denvilles.

How will the scheme help support the ongoing development of Havant Borough, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands
(www.havant.gov.uk/localplan).

This proposal will help support one of the fundamental aims of the Borough Council as stated in the Core Strategy to support our communities and improve infrastructure. Having the right infrastructure is critical to making a place somewhere that people want to be, live and work.

It has been proven that to support development and employment we must improve infrastructure. The proposal will make use of our existing road network, improve safety, reliability and increase sustainable modes of travel.

The bridge will aid existing and future development, encourage sustainable transport walking, cycling and use of the rail network.

What are the costs of the project?

Total project cost as of Feb 16 is £1,481,407.00 and subject to any changes required under the revised Network Rail standards.

Hampshire County Council hold £629,000.00 of S106 funding that is at present committed to this project. This funding contribution expires in 2025, which is only 8 years away. I understand that rail infrastructure projects typically have 3-4 year lead time which requires that a funding decision and a decision needs to be made by 2020. If the project can move forward now it will increase the likelihood of implementation of the bridge as Network Rail will be committed to its delivery.

Stage 1 -2017/18 HBC liaison with HCC and Network Rail moving project forward £5,000.00. 2017/18 Network Rail Design fees £70,000.00

Stage 2 -2018/19 HBC liaison with HCC and Network Rail moving project forward and submit planning application £5,000.00. 2018/19 Network Rail Design fees and securing funding, program works etc. £70,000.00

Stage 3 – 2019/20 onwards to 2023 – Network Rail moving project forward to implement £3,000.00 per annum. Potential funding secured by Network Rail. Possible additional funding required via CIL.

What other funding sources have been identified/explored?

HCC committed funding until 2020 £629,000.00

Network Rail identified/exploring the remainder of the funding in the region of £852,407.00.

1a. If CIL funding is not available what is the likelihood of funding from these sources within next 5/10 years?

Unless CIL funding is allocated it is unlikely that the funding will be found. The clock is ticking on HCC S106 funding £629,000.00. If the feasibility report is not updated to reflect Network Rails new standards it is unlikely the project will attract Network Rail

Funding or if we wait until Network Rail Period 6 funding is available we are running the risk that the project will not get off the ground and HCC will re allocate their funding.

1b. Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or S278 may be justified?

There is likely to be further development through the proposed local plan but there is no guarantee that the footbridge will get funding as it is likely that there will be other infrastructure requirements for that development. Also it is unlikely that funding will be available before HCC existing S106 funding is lost or reallocated.

Please provide an outline of the implementation timetable, including key milestones:

2a. If the project is to be undertaken in next financial year set out the outline Q1 – Q4 project plan:

2017/18 - Update feasibility report to reflect new Network Rail Standards and secure funding
2018/19 – Undertake and complete full design
2018/19 – Programme works
2022/23 – Undertake works

2b. If it is necessary to undertake project development work to address technical issues and establish costs then it may be appropriate to seek project development funds through a two-stage bid with funds allocated over more than one year

- Stage 1: Feasibility/evaluation

- Stage 2: Implementation

Stage 1 -2017/18 HBC liaison with HCC and Network Rail moving project forward £5,000.00. 2017/18 Network Rail Design fees £70,000.00. Total £75,000.00

Stage 2 -2018/19 HBC liaison with HCC and Network Rail moving project forward. Submit planning application £5,000.00. 2018/19 Network Rail Design fees and securing funding, program works etc. £70,000.00. Total £75,000.00

Please specify responsibility for ongoing maintenance costs:

Ongoing maintenance costs are likely to be the responsibility of Network Rail's franchise holder.

Bid Submission Requirements:

- **We require a summary of your report as we take the bid process forward. Please ensure you attach a summary of your bid (this will be used in our reports). The summary should include all the elements mentioned previously (excluding questions in black). Word limit, maximum of 300 words. Bids with a summary in excess of this word count will not be accepted**
- **Please attach a photo or photos representing your bid. Please be aware by providing these you are giving us permission to reproduce the image(s)**

Please return form by Friday 11th August 2017

To: cil@havant.gov.uk

Or: CIL Team, Planning Services
Havant Borough Council
Public Service Plaza
Civic Centre Road

	<p>Havant PO9 2AX</p> <p>Louise Weaver Community Infrastructure Officer 023 92446545</p>
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Warblington Footbridge Summary.

Southleigh Road level crossing is located adjacent to Warblington Railway Station and just north of Warblington School. In recent years there has been significant development north of the level crossing. Southleigh Road is the only road in and out of Warblington and Denvilles area and therefore when the level crossing is down creates vehicle congestion and creates delays for pedestrians and cyclists.

The railway line is the main south coast route and although only 2 trains per hour stop at Warblington Station, there are typically 8 other non-stop services that run on the line per hour. During peak times there are up to 12 trains per hour plus the occasional freight train using this route. This results in significant down times for the level crossing barriers of up to 30 minutes per hour.

There are approximately 700 students at Warblington School with 450 students living north of the crossing gates. The newly constructed shared walking and cycle path between Warblington and New Lane has improved access between Warblington and Havant.

By constructing the bridge with a cycle gully ramp will improve access to the school and Havant. It will also reduce the risk of indiscriminate cross of the railway.



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Bid for Funding from Community Infrastructure Levy 2019

Main CIL 'Regulation 123 Pot'

Please Note: When preparing your submission, please ensure that your proposal is in conformity with criteria set out in the CIL Spending Protocol which can be viewed on our website: (www.havant.gov.uk/spending-bid-process) and:

- Is supported by robust evidence
- Includes evidence of existing and additional demands and the extent to which existing infrastructure can meet those demands
- Includes estimated costs for the scheme and timing for delivery of the scheme
- Includes a reasonable assessment of alternative funding mechanisms available
- Has a summary attached
- Has photo/s attached

Havant Borough Council is committed to protecting your privacy when you use our services. To understand how we manage the information you give us, please see our Privacy Policy: www.havant.gov.uk/privacy-policy

Infrastructure Provider/Service/Body/Community Group making the bid:

Havant Borough Council – Civil Engineering and Landscape Team

Project Lead Officer and contact details:

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closed pedestrians can be held for several minutes. The delay has caused injudicious crossing of the railway when the barriers are closed.

Warblington School students will be the main beneficiary to a new footbridge along with the wider community of Warblington and Denvilles.

Warblington School initially identified a need for a footbridge and have lobbied the local MP and local councillors requesting a bridge. The school is centrally located within its catchment area but lies adjacent to the railway line and south of the level crossing. There are approximately 700 students attending School and at least 450 live north of the railway crossing. Whilst the school encourages walking and cycling through their travel plan, the level crossing causes significant delays. Provision of the footbridge would extol the benefits of walking and cycling compared to using the car for short trips, such as to and from school.

The scheme would encourage more use of the rail network. Currently, potential passengers are detracted from using Warblington station as, they have to cross the lines to get to the platform and they do not know how early they need to arrive at the station to make sure they can use the level crossing. A footbridge will give certainty to those looking to use the Warblington station that they can get there in time to catch their train.

Southleigh Road, which the footbridge would be on, is part of the borough's cycle network and the bridge will aid and encourage cycle accessibility in the area.

We are currently working with Network Rail in producing a feasibility study for the footbridge.

Who will the project be delivered by?

If your organisation/body is not the body with statutory responsibility for the works proposed have you sought agreement from the relevant statutory body?

Havant Borough Council / Network Rail

What are the problems that are being solved or addressed?

Improves access to Warblington School and Havant. Pedestrians and students will be able to walk and walk their bicycles over the railway line with minimal delays. The school actively encourages walking and cycling to school through its travel plan. There are approximately 700 students attending Warblington School and at least 450 live north of the railway crossing. It will encourage walking and cycling in the area as people will be able to predict travel times better with a bridge. Local residents using of the rail network will have more of a reliable access to and from getting to the platforms and therefore may increase the use of the rail network. The bridge will also reduce the risk of indiscriminate crossing of the railway line.

The project is being moved forward using Governance for Railway Investment Projects (GRIP) which is a management and control process developed by Network Rail for delivering projects on the operational railway. The GRIP process divides projects into eight distinct stages:

1. Output definition.
2. Feasibility.
3. Option selection.

4. Single option development.
5. Detailed design.
6. Construction test and commission.
7. Scheme hand back.
8. Project close out.

By the end of June 2020, we will have completed the feasibility study (stage 2). To move the project forward we now need to complete option selection, single option development and detailed design (GRIP 3,4 and 5).

What are the consequences of not carrying out the project?

Continual daily delays will frustrate pedestrians and it is likely that students and local resident will continue to cross the railway line when the gates are closing or closed putting their own lives at risk as well as damaging others when indiscriminate crossing of the railway line. The community are expecting the implementation of a footbridge as referred to within the recent development in Denvilles.

How will the scheme help support the ongoing development of Havant Borough, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands

(www.havant.gov.uk/localplan)

This proposal will help support one of the fundamental aims of the Borough Council as stated in the Core and Regeneration Strategy to support our communities and improve infrastructure. Having the right infrastructure is critical to making a place somewhere that people want to be, live and work.

It has been proven that to support development and employment we must improve infrastructure. The proposal will make use of our existing road network, improve safety, reliability and increase sustainable modes of travel.

The bridge will aid existing and future development including the emerging local plan, encourage sustainable transport walking, cycling and use of the rail network.

What are the costs of the project?

Costs so far £32,864.59 HCC feasibility study
Approved costs GRIP 1 and 2 Network Rail £150,000.00 and to be completed April 2020.

Funding Bid Application

Grip 3 - Option selection - £95,000.00 – Q1 – Q2 2020/21

Grip 4 - Single option selection TBA – Q3 – Q4 2020/21

Grip 5 – Detailed Design – TBA – Q1 – Q3 2021/22

Pot Build for Grip 6, 7, and 8. £2,000,000

What other funding sources have been identified/explored? Please identify these sources below; your bid is unlikely to be successful if you have not identified/explored other funding sources.

HBC have and will continue to bid for all funding opportunities as they arise.

Network Rail have explored funding opportunities but NR CP6 was fully committed and the potential risk of an incident at the Warblington crossing is medium risk. NR are looking into other funding sources such as Access for All.

HCC currently has £629,000.00 of potential funding towards the project but if the Transforming Cities Bid is successful it is likely this funding will be used as match funding on that project. There is also a risk that if this project does not move forward the HCC funding will need to be allocated to a project by the end of 2020/21 so that the funding can be spent within the agreed period of the S106 agreement.

1a. If CIL funding is not available what is the likelihood of funding from these sources within next 5/10 years?

Unless CIL funding is allocated it is unlikely that any additional funding will be found. The clock is ticking on HCC S106 funding £629,000.00. Network Rail have explored funding opportunities but NR CP6 was fully committed and the potential risk of an incident at the Warblington crossing is medium risk. NR are looking into other funding sources such as Access for All.

1b. Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or S278 may be justified?

There is likely to be further development through the proposed local plan but there is no guarantee that the footbridge will gain funding through S106 as it is likely that there will be other infrastructure requirements for that development.

Please provide an outline of the implementation timetable, including key milestones:

2a. If the project is to be undertaken in next financial year set out the outline Q1 – Q4 project plan:

Q1 2020/21 - GRIP 3 - Option selection - £95,000.00
Q2 2020/21 – GRIP 4 - Single option selection TBA
Q3 / Q4 2020/21 GRIP 5 – Detailed Design – TBA

2b. If it is necessary to undertake project development work to address technical issues and establish costs then it may be appropriate to seek project development funds through a two-stage bid with funds allocated over more than one year

- Stage 1: Feasibility/evaluation

- Stage 2: Implementation

Stage 1 Q2 to Q4 2019/20 GRIP 1 and 2
Stage 2 Q1 to Q4 2020/21 GRIP 3 to 5
Stage 3 Q1 to Q4 2021/22 GRIP 5 to 8

Please specify responsibility for ongoing maintenance costs:

Ongoing maintenance costs are likely to be the responsibility of Network Rail's franchise holder.

Bid Submission Requirements:

- We require a summary of your report as we take the bid process forward. Please ensure you attach a summary of your bid (this will be used in our reports). The summary should include all the elements mentioned previously (excluding questions in black). Word limit, maximum of 300

words. Bids with a summary in excess of this word count will not be accepted

- Please attach a photo or photos representing your bid, which may be used to promote your project. Please be aware by providing these you are giving us permission to reproduce the image(s)

Please return form by Friday 9 August 2019

To: cil@havant.gov.uk	Or: CIL Team, Planning Services Havant Borough Council Public Service Plaza Civic Centre Road Havant PO9 2AX Community Infrastructure Officer 023 92446545
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NON-EXEMPT

HAVANT BOROUGH COUNCIL

Cabinet

15 December 2021

CONTINUATION OF DELIVERY OF COASTAL MONITORING SURVEYS SERVICES 2021-2027

FOR DECISION

Portfolio Holder: Councillor Clare Satchwell, Cabinet Lead for Planning, Hayling Seafront Strategy and Coastal Management

Key Decision: Yes

Report Number: [HBC/025/2021]

1. Purpose

1.1. This paper is submitted to Cabinet:

The purpose of the report is to seek approval for Havant Borough Council to enter into a contract with New Forest District Council to continue to deliver Coastal Monitoring surveys on behalf of Havant Borough Council, Portsmouth City Council, Gosport Borough Council and Fareham District Council (through the Coastal Partnership) as part of the Environment Agency funded National Regional Coastal Monitoring programme.

2. Recommendation

2.1. That Cabinet:

- a. Approve Havant Borough Council (as host authority for Coastal Partners) entering into contract to deliver the agreed services on behalf of our Partners (Havant Borough Council, Portsmouth City Council, Gosport Borough Council and Fareham Borough Council) with the total value of work at £382,563 over a six-year term

3. Executive Summary

- 3.1. Monitoring our beaches and coastline for change is critical to managing flood and erosion risk to our communities. Havant Borough Council (HBC) was pioneering in this approach and has continually monitored its coastline since 1985 via regular beach surveys. These surveys were extended to include our local authority Partners in 2008 and brought under the umbrella of a national programme of coastal monitoring funded by the Environment Agency, which continues to be hosted by New Forest District Council. Our previous SLA (2017- 2021) between Havant Borough Council and New Forest DC to deliver these surveys has recently expired. An updated SLA is required to enable continuation of these monitoring surveys, which are fully rechargeable via the programme.
- 3.2. The benefits to Havant BC are continuation of the current high-quality coastal monitoring to inform our understanding of coastal change and risk. The dataset produced underpins all our schemes and projects, which assist us to manage our assets and respond to storm events.
- 3.3. The programme fully funds the advanced survey equipment and resource required, enabling us to maintain an in-house team of professional surveyors who can respond to coastal incidents promptly, and deliver services to other council teams to generate additional income.
- 3.4. The SLA annual target prices are 21/22 = £61,794; 22/23 = £69,309; 23/24 £66,078; 24/25 £61,794; 25/26 £61,794; 26/27 £61,794. The overall SLA value is £382,563 over the 6-year term. Salary costs, overhead and expenses

are reimbursed by the programme, along with equipment maintenance. Replacement equipment is funded directly by the monitoring programme as needed. New Forest District Council hosts the programme.

- 3.5. This work has been reviewed and approved by the Coastal Partners Client Board which operates across the Coastal Partnership.

4. Additional Budgetary Implications

- 4.1. None.
- 4.2. Staff and equipment costs are fully recoverable up to an agreed Target Price under the terms of the Service Level Agreement. The target price has been developed based on the past 4 years of successful survey delivery and is robust.

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

- 5.1. The Coastal Partnership delivers a shared Flood and Coastal Erosion Risk Management Service (FCERM). Part of this service is to deliver FCERM schemes, studies, maintenance programmes and initiatives which provide numerous outcomes to protect properties and our environment and improve the place we live in. This supports the HBC Corporate purpose: ***To enhance the lives of our residents, businesses, and visitor.***
- 5.2. Coastal Partners has a dedicated Coastal Strategic Workplan 2020 to 2025 and Service and Operational Business Plans all of which are dependent upon having reliable data on which to base future decisions and projects These are aligned to and support the HBC Corporate Strategy 2020-2024 priorities. Most significantly by maintaining a ***thriving borough economy*** by looking after our waterfront assets and coastal areas attracting people to come to our coast and boost our economy. Also, by ***providing infrastructure that meets our ambitions***, by delivering defence works that protect our residential and

business areas as well as protecting wildlife habitat and improving visitor access along our coast.

- 5.3. The Partnerships vision to “Manage Coastlines, improve community resilience and enhance the natural environment” is aligned to HBC’s purpose “To enhance the lives of our residents, businesses, and visitors.” A continuation of the coastal monitoring programme aligns with the Corporate Strategy and Coastal Partners Strategic Work Plan.

6. Options considered

- 6.1. Coastal Partners cease coastal monitoring. The contract would likely be outsourced to another survey provider. We would lose the ability to control the timing of these surveys, lose access to the latest survey equipment and a consistent source of income. We would become reliant on 3rd parties following storm events to assess the damage to our coastline and therefore at increased risk until these surveys are undertaken. We would need to re-deploy 1FTE to other duties, however given their specialist surveys skills, this would be demotivating for them. This would also impact on delivery key areas of the Coastal Partners Strategic Work Plan and Operational Business Plans.
- 6.2. Each coastal partner enters into their own agreement. This would lead to significant inefficiencies, with duplication of contract administration and recharge of officer time between each authority, resulting in overall higher costs and is unlikely to be acceptable to our client or the programme. It is probable that the contract would be let to an alternative external supplier who could operate across all four partner areas.

7. Resource Implications

- 7.1. Financial Implications – there are no additional costs to either Havant Borough Council or the existing partners as these surveys will continue to be fully funded by the regional monitoring programme secured by Grant in Aid

funding.

Section 151 Officer comments

It is proposed that these surveys will be fully funded by the regional monitoring programme secured by Grant in Aid funding. This should be covered by a SLA that clearly sets out the responsibilities of each party in conducting this arrangement to mitigate any liabilities arising from the proposal.

Matthew Tiller 5/11/21

7.2. Human Resources Implications

None, the existing survey resources within Coastal Partners would continue to deliver these surveys to agreed standards, building on their experience over the past 4 years of successful work under a similar SLA

7.3. Information Governance Implications

There are no information governance implications arising from the options.

7.4. Links to Shaping our Future Programme

This programme of work focuses on providing data that results in the Coastal Service taking proactive resilient steps to protect our communities, coastline and environment in an informed and direct manor thus investing in long term robust solutions and an efficient way of collecting data for all parties involved.

Shaping our Future Lead comments/sign-off

Date: 16 June 2021

There are no implications for the Shaping our Future Programme.

7.5. Other resource implications

Staff are fully trained in this area and have the equipment and technology to deliver the required outcomes. Equipment maintenance is included in the overall cost as is travel and subsistence. Replacement equipment is funded directly by the monitoring programme as needed. Resource costs are indexed linked over the six year duration.

8. Legal Implications

- 8.1. The proposed agreement runs until 2027 but may be terminated by either party before then on giving six months' notice to the other party.
- 8.2 An SLA agreement is in place and Gina Homewood has confirmed that the legal provisions are acceptable.

9. Risks

- 9.1. Costs exceed target: The successful delivery of our current SLA to budget and programme, provides confidence that the proposed target cost is robust. Should an actual survey be found to have taken longer to undertake and process, any additional cost associated with the survey would be absorbed by Coastal Partners. To further mitigate this risk a pre-survey analysis is carefully carried out together with the knowledge from previous surveys of the terrain and distance to be covered. Lesson learnt post surveys are shared to drive future efficiencies and reduce risk.
- 9.2. Poor performance leads to financial or reputational damage: With full support from our Coastal Assurance team our finances are closely monitored, and deliverables undergo a quality control process before release to the client. This smart way of working allows early warnings to be raised, and the team to make quick business decisions should we need to change direction.
- 9.3. Lack of critical resources to deliver the surveys: The Geomatics Division sit within the wider Operations Team, which includes other officers trained and experienced in undertaking beach surveys. This provides strength and resilience to cover off any resource shortfalls.
- 9.4. Equipment Failure or Replacement Equipment: Repair and replacement costs are covered by the programme.

- 9.5. Withdrawal of Grant in Aid Funding: The SLA would be terminated at year end, and we would re-deploy staff to other surveys or capital projects

Monitoring Officer comments

Legal Implications - Gina Homewood, solicitor

15 June 2021

1.

1.1. This is a service level agreement (SLA) proposed to be provided by the Council on behalf of others and so the Council, as opposed to a “procurement” of a contract by the Council. The proposed agreement runs until 2027 but may be terminated by either party before then on giving six months’ notice to the other party.

1.2 The final form of the SLA will need to be reviewed to ensure that it is suitable for covering risks issues. Legal Services working with the Coastal Partnership team, will either provide advice on this or source external legal advice in this regard.

MO Comments: 15 June 2021

An SLA is required in order to set out clearly the responsibilities of each party in conducting this arrangement. This report sets out risks to the Council as host authority, insofar as meeting any responsibilities or liabilities arising from the proposed SLA in delivery of the services.

10. Consultation

10.1. The Head of the Coastal Partnership has consulted with the Partnerships Client Manager Board. All client managers have confirmed their support for Havant BC to host this contract and deliver these surveys. Consultation and approval has also been obtained from Simon Jenkins Director of Regeneration and Place who represents Havant Borough Council at the Coastal Partnerships Client Manager Board.

11. Communication

11.1. The updated contract will be recorded in the Contracts Register.

12. Appendices

12.1. None

13. Background papers

13.1. None

Agreed and signed off by:

Portfolio Holder: Cllr Clare Satchwell 21/06/21

Director: Simon Jenkins 8/06/21

Monitoring Officer: Dan Toohey 15/06/21

Section 151 Officer: Lydia Morrison 16/11/21

Contact Officer

Name: Simon Jenkins

Job Title: Director of Regeneration and Place

Telephone: 01730 234211

E-mail: simon.jenkins@easthants.gov.uk