

## Notice of Meeting

# Cabinet

**Date:** Wednesday, 30 November 2016

**Time:** 17:30

**Venue:** The Annexe, Crosfield Hall, Broadwater Road, Romsey, Hampshire,  
SO51 8GL

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**Legal and Democratic Service**

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**PUBLIC PARTICIPATION SCHEME**

***If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.***

## Membership of Cabinet

### MEMBER

Councillor I Carr

Councillor M Hatley

Councillor P Bundy

Councillor P Giddings

Councillor S Hawke

Councillor P North

Councillor G Stallard

Councillor A Ward

### WARD

Charlton

Ampfield and Braishfield

Chilworth, Nursling and  
Rownhams

Bourne Valley

Millway

Alamein

Anna

King's Somborne, Michelmersh  
and Timsbury

## **Cabinet**

Wednesday, 30 November 2016

### **AGENDA**

**The order of these items may change as a result of members  
of the public wishing to speak**

- 1 Apologies**
- 2 Public Participation**
- 3 Declarations of Interest**
- 4 Urgent Items**
- 5 Minutes of the meeting held on 2 November 2016**
- 6 Recommendations of the Overview and Scrutiny Committee  
- None**
- 7 Parking Enforcement Policy and Guidance 5 - 51**  
**Planning Policy and Transport**  
To consider proposed changes to the Council's Parking Enforcement Policy.
- 8 Community Infrastructure Levy - Revised Regulation 123  
Infrastructure List 52 - 95**  
**Planning Policy and Transport**  
To consider revisions to the CIL Regulation 123 List and approve the proposal to undertake further public consultation on the Revised List.

<b>9</b>	<b><u>Medium Term Financial Strategy 2017-2020</u></b>	<b>96 - 150</b>
	<b>Economic</b> To set the financial framework within which the 2017/18 budget will be prepared.	
<b>10</b>	<b><u>Asset Management Plan Update</u></b>	<b>151 - 164</b>
	<b>Economic</b> To provide an update on the progress of the 2016/17 Asset Management Plan (AMP) and to propose the items to be included in the AMP for 2017/18.	
<b>11</b>	<b><u>Capital Programme Update - 2016/17 - 2019/20</u></b>	<b>165 - 188</b>
	<b>Economic</b> To provide an update on the progress of the existing 2016/17 Capital Programme.	
<b>12</b>	<b><u>Write-off of Uncollectable Debts</u></b>	<b>189 - 192</b>
	<b>Economic</b> To consider the write-off of uncollectable business rates debts.	
<b>13</b>	<b><u>Councillor Role Definition: All Members</u></b>	<b>193 - 199</b>
	<b>Corporate</b> To consider the updated Councillor Role Definition with particular reference to the work being undertaken by Councillors as community leaders/facilitators.	

## **ITEM 7                      Parking Enforcement Policy and Guidance**

Report of the Planning Policy and Transport Portfolio Holder

### **Recommended:**

- 1. That the Parking Enforcement Policy and Guidance in the Annex to this report be approved and adopted and formally submitted to the Highways Authority for their endorsement and support.**
- 2. That the Head of Planning Policy and Transport be authorised to make changes to the Parking Enforcement Policy and Guidance in response to changes in legislation or operational procedures.**

### **SUMMARY:**

- The Council's Parking Enforcement Policy was last reviewed in 2007. This report outlines the proposed changes to the policy to incorporate changes since 2007 and best practise in presenting parking enforcement policies in a clear and transparent way for the public to understand.

## **1 Introduction**

- 1.1 This report is to seek authority for the Parking Enforcement Policy and Guidance dated November 2016 be adopted as a Council policy to replace the 2007 policy.

## **2 Background**

- 2.1 In June 2001, the then Executive approved the introduction of decriminalised parking enforcement in Test Valley. Under an Agency Agreement with Hampshire County Council, the Borough Council took over responsibility for civil enforcement of on street parking restrictions from the police, in addition to enforcement within the Council's off street car parks. Enforcement of both on and off street parking, including the issuing of Penalty Charge Notices comes under the Traffic Management Act 2004. Parking Attendants become Civil Enforcement Officers (CEOs) and all roads in Test Valley, excluding motorways and trunk roads, form part of a Civil Enforcement area.
- 2.2 The Council's current Parking Enforcement Policy was adopted by the Council in November 2007. This review was in response to the introduction of Part 6 of the Traffic Management Act 2004, that came into force on 31 March 2008. The current review was undertaken to consider how best to present the information to the public and to reflect changes in the industry since 2008.

- 2.3 The revised layout of the Parking Enforcement Policy and Guidance document in the Annex follows examples of best practise highlighted by the Traffic Penalties Tribunal. This is the independent body the public can make representations to where a parking enforcement authority outside London has rejected their challenge to a Penalty Charge Notice (PCNs). The proposed new policy document sets out clearly how the Council enforces parking and waiting restrictions on street and in the Council's car parks. It details the processes to be followed by the Council's parking enforcement and administration staff. The policy is in 8 sections;
- Introduction
  - The Legislative Background.
  - The Council's Approach to Enforcement.
  - Contravention Descriptions & Considerations for Establishing Enforcement Action including Observation Times.
  - Penalty Charge Recovery Process and How to Challenge or Appeal the Penalty Charge Notice.
  - Policy for Deciding Appeals Against a Penalty Charge Notice including The Statutory Representations Against a Notice to Owner & Mitigation
  - Frequently Asked Questions
  - Record of Amendments
- 2.4 Most of the sections are self-explanatory. Section 2 sets out the Legislation under which the Council operates when undertaking enforcement of parking and waiting restrictions and the recovery of penalty charges.
- 2.5 Section 3 puts parking enforcement into the context of the Council's corporate objectives.
- 2.6 Section 4 lists the parking and loading restrictions that are valid in Test Valley by contravention code. Not all contraventions are applicable, as a result code numbers do not run consecutive. The section describes the contravention, the evidence that is required to make the restriction enforceable and the operational considerations that may apply in respect to issuing a PCN. This section is primarily focused at the CEO who issue PCNs.
- 2.7 Section 5 covers paying or appealing a PCN. It details what action the Council will take if a PCN is neither paid nor appealed. It sets out the charges at the various stages of the debt recovery process, these charges being prescribed in legislation. The section also details how appeals can be made against a PCN, up to and including an appeal to the Traffic Penalties Tribunal.
- 2.8 Section 6 sets out the statutory grounds on which a motorist / vehicle owner can appeal. S1 to S8 are for specific reasons. S9 enables motorist / vehicle owner to provide other information, often comprising of mitigating circumstances they wish the Council to take into account when considering an appeal. Section 6 lists those grounds where an appeal would be accepted and those where it would not. S9 by its nature is more difficult to specify as to

what appeals will be accepted or not. The intention here is to provide guidance when considering individual circumstances. Within the criteria of the policy the parking team do take into account mitigating factors and use discretion when considering whether or not to accept an appeal.

2.9 Following a review of the Council's 2007 Enforcement Policy a number of changes are proposed. The changes are partly in response to the changes in the legislation and partly to reduce the potential fraudulent claims. These changes are in line with the practice of other neighbouring authorities. The proposed changes are:

- Where an appeal to a PCN is made on the grounds that a pay and display ticket had been purchased but had fallen down or is inadvertently face down. The appeal will only be allowed where a ticket is seen by the CEO in the vehicle and the CEO issued the PCN because they were unable to read the details on the ticket (code 83 page 12). The objective is to reduce the ability for drivers to borrow a ticket once they have been issued a PCN.
- The Council would in future only allow one appeal for non-display of Blue Badges. Under the 2007 policy appeals are allowed provided an appeal has not been allowed on the same grounds within a 12 month period. This brings Blue Badge holders in line with other season ticket and permit holders. The policy helps to address one aspect of the misuse of Blue badges and in doing so makes more disabled bays available to genuine Blue Badge holders.
- The Council currently allows a blanket 15 minutes to cover unforeseen delays. The new policy replaces this with specific times for different circumstances and gives further guidance on the evidence required to support an appeal.
- In circumstances where an appeal is allowed for a first contravention and permits are issued to an organisation for shared use, the allowance would only be allowed once and not for each user of the permits (See S1.7). The organisation to which the permits have been issued will be notified that an appeal has been allowed and no further appeals will be allowed for this contravention. This change is to reduce the potential for misuse of permits in the appeals system and to achieve better compliance.
- Following amendments to the regulations, the Council can now enforce where vehicles are parked obstructing a dropped kerb, vehicle or pedestrian access, without the need for other restrictions such as yellow lines to be in place (contravention 27 page 9). In respect of vehicle accesses, the contravention does not apply where the access is to a single property and a resident of the property has given consent for the vehicle to be parked there. Because of this the Council will only enforce contravention 27 when requested to do so by a resident of the property affected, and will only include the property in scheduled patrols where the resident has given written confirmation that they do not park in front of their access or give consent for others to do so.

- 2.10 From time to time new regulations and changes to best practise require changes to the way the Council enforce parking and waiting restrictions. It is therefore recommended that the Head of Planning Policy and Transport be authorised to make changes to the Parking Enforcement Policy and Guidance in response to changes in legislation or operational procedures.

### **3 Corporate Objectives and Priorities**

- 3.1 The effective management of the available on and off street parking, and the control of inappropriate parking, supports the Council's priorities of;
- Work and do Business
  - Enjoy the natural and built environment.
- 3.2 Enforcement of parking restrictions across the borough in a fair and transparent manner is key to this.

### **4 Consultations/Communications**

- 4.1 Consultation has been undertaken with the Council's Legal Service to ensure these proposals comply with Legislation. Hampshire County Council have been consulted and raised no comments on the draft

### **5 Options**

- 5.1 Option 1, adopt the Parking Enforcement Policy and Guidance 2016.
- 5.2 Option 2, keep the existing Enforcement Policy dated 2007.

### **6 Option Appraisal**

- 6.1 Option 1 provides clear policy guidance for the public and officers on how the Council enforces parking restrictions, the process for appealing against a penalty charge and provides guidance on the grounds an appeal would be accepted or not. The policy follows examples of best practise commented on by the Traffic Penalties Tribunal, the independent arbitration body for penalty charge appeals. The appeals guidance is in line with neighbouring authorities.
- 6.2 Option 2. The existing enforcement policy dated 2007 is limited in its scope and does not follow current best practise.

### **7 Risk Management**

- 7.1 A risk assessment has been completed in accordance with the Council's Risk management process and the existing risk controls in place mean that no significant risks (Red or Amber) have been identified.

### **8 Resource Implications**

- 8.1 There are no resource implications to option 1.

**9 Legal Implications**

9.1 There are no legal implications to Option 1

**10 Equality Issues**

10.1 It is considered the EQIA impact of the proposed policy is overall positive.

**11 Other Issues**

11.1 Community Safety - Effective enforcement of parking restrictions, particularly on street, has a positive impact on community safety by reducing inappropriate parking.

11.2 Environmental Health Issues - Nil

11.3 Sustainability and Addressing a Changing Climate – No impact

11.4 Property Issues - Nil

11.5 Wards/Communities Affected - All

**12 Conclusion and reasons for recommendation**

12.1 The proposed Parking Enforcement Policy and Guidance 2016 sets out clearly how the Council enforces parking restrictions, both on street and in the Council’s car parks. It shows the public what factors the enforcement officers consider before a Penalty Charge Notice is issued, provides guidance on the appeals process and what factors the Council will consider when making a decision of penalty charge appeals.

12.2 The recommendation is that

- The Parking Enforcement Policy and Guidance as set out in the Annex be adopted.
- That the Head of Planning Policy and Transport be authorised to make changes to the Parking Enforcement Policy and Guidance in response to changes in legislation or operational procedures.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	
(Portfolio: Planning Policy and Transport) Councillor M Hatley			
Officer:	Steve Raw	Ext:	8721
Report to:	Cabinet	Date:	30 November 2016



ANNEX

## PARKING ENFORCEMENT POLICY AND GUIDANCE

**Nov 2016**

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## 1. Introduction

The Council manages its own public car parks and undertakes parking enforcement and traffic management functions under agency agreements with Hampshire County Council who are the highway authority for the area. Under these agreements the Council, in respect of parking, enforces the on street restrictions and has the authority to amend those restrictions and introduce new ones, subject to the appropriate public consultation process under the Road Traffic Regulations Act 1984 and the Traffic Management Act 2004.

The purpose of this document is to inform the public of the Council's policies and procedures for the enforcement of the on and off street parking restrictions in force within the borough. The emphasis is on transparency and on the provision of information for road users.

The enforcement of parking restrictions is a contentious issue and to provide the public with the confidence that the restrictions are properly and fairly enforced, the Council has approved this document to provide guidance to its Civil Enforcement Officers and parking administration team. It explains our procedures for handling appeals both on the statutory grounds and the exercise of discretion in the case of mitigating circumstances.

## 2. The Legislative Background

On the 31 March 2008 Section 6 of the Traffic Management Act 2004 was introduced to provide a nationally recognised enforcement scheme for all Local Government Authorities to comply with.

This means:

- Instead of a Fixed Penalty Notice issued by the police, which could have included points on your license, a Penalty Charge Notice (PCN) is now issued by the Local Authority for parking contraventions as a debt under Civil Law.
- The owner/keeper of the vehicle is responsible for the debt even if they were not driving the vehicle at the time of the incident.
- The 'day in court' for those who want to appeal is replaced by an independent adjudication service.
- The Penalty Charge is discounted by 50% if paid within 14 days, the charge increases by 50% if, after being served a Notice to Owner, your representations are rejected and you do not make payment within the allocated time period set out in the Notice of Rejection letter, or you do not successfully appeal to the Traffic Penalty Tribunal and do not pay the penalty at its full value.

The new powers also mean the Council can now enforce on any land or road within the District as long as a Traffic Regulation Order or Parking Order has been created (there is a statutory process for doing this). In the case of private land, the Council must also have the agreement of the land owner or landlord and the Council must show it is in the public interest to enforce this land.

- In April 2008 the new Legislation extended the scope of our enforcement:
  - Contraventions were reclassified as Higher and Lower (i.e. more serious and less serious) and the previous £60 Penalty Charge Notice for all contraventions was replaced by £70 for Higher level notices and £50 for Lower level notices. Both of these new charges are still discounted by 50% if paid within 14 days from the date the notice is served.
  - Additional contraventions were also introduced and include: double parking, parking adjacent to dropped kerbs, parking on zig zags and crossings.
  - The Legislation also allows us to issue Penalty Charge Notices by post for vehicles that are driven away before the notice is secured to the vehicle or where the Civil Enforcement Officer is prevented from serving the notice at the time of the contravention.

There are four main categories of Legislation that cover parking enforcement:

- **Primary Legislation.** Section 6 of the Traffic Management Act 2004 made provision for civil enforcement of traffic contraventions in conjunction with the Road Traffic Act 1991 and the Road Traffic Regulation Act 1984 .
- **Devolved Powers.** Statutory instrument 2003/2336 Road Traffic (Permitted Parking Area and Special Parking Area) (County of Hampshire) (Borough of Test Valley) confirms the delegation of powers to Hampshire County Council and Test Valley Borough Council by decriminalising parking enforcement within the Borough of Test Valley.
- **Enforcement.** The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulation 2007 govern the management and conduct of parking appeals in England and Wales (outside London).
- **Signs and Lines.** Statutory instrument 2016 No 362, The Traffic Signs Regulations and General Directions 2016 sets out how road signs and lines should be laid out so that parking restrictions are clear (please note that within the directions there is often scope to vary signs, also within the enforcement guidelines there is scope for allowing for 'wear and tear' and local conditions).

### 3. The Council's Approach to Enforcement

Our parking management activities are guided by the Council's corporate objectives and policies. The Council's corporate objectives can be viewed on the Council's website at [www.testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporateplan](http://www.testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporateplan).

These corporate objectives are encompassed within our traffic management and parking enforcement objectives as follows;

- To manage the use of our off street and on street parking facilities to maintain access and minimise the environmental impact of traffic,
- To improve traffic conditions and reduce the risk of accidents,
- To ensure that parking controls are observed and enforced in a fair, accurate and consistent manner; by patrolling on a regular basis at any time during which restrictions apply, to enable us to respond to the public's concerns about parking subject to the resources available,
- To safeguard the needs and requirements of residents and where appropriate, to give them priority over commuter parking in residential streets close to the town centres of Andover and Romsey,
- To provide well maintained car parks that are easy for customers to use with particular regard to disabled customers,
- To safeguard the needs and requirements of businesses/organisations and visitors,
- To provide a high standard of customer care.

#### 4. Contravention Descriptions & Criteria for Establishing Enforcement Action:

The purpose of this section is to inform the public of the restrictions which apply within the borough and the process the Civil Enforcement Officers will follow.

The following schedule shows all the parking contraventions as set out by the Department for Transport which currently apply within Test Valley and the appropriate code references used by enforcement authorities. For that reason the numbering sequence is not complete (there are many contravention codes applicable to on street parking meters and some that apply in London only, these are not listed in the following tables).

Our enforcement officers cannot withdraw a Penalty Charge Notice once issued; however they will be happy to record any additional information you give them that may assist should you choose to appeal.

#### **STANDARD PCN CODES / CONTRAVENTIONS**

NB: Commercial/ goods vehicles are as defined in the Council's TROs and/ or RTRA 84 (Section 136).

PCN – Penalty Charge Notice

HHC – Hand Held Computer (issuing device)

#### **ON STREET CONTRAVENTIONS**

<b>Code</b>	<b>Description</b>	<b>Evidence/ Observation</b>	<b>Operational Considerations</b>
01	Parked in a restricted street during prescribed hours	<ul style="list-style-type: none"> <li>• Double yellow lines.</li> <li>• Single yellow lines within a Controlled Parking Zone or marked with a timeplate.</li> <li>• Pedestrian zone markings.</li> <li>• Observation to establish loading.</li> <li>• Check for disabled badge &amp; clock; max 3 hours parking permitted for Blue Badges.</li> </ul>	Observe for Loading for minimum 5 minutes, CEO to exercise discretion for longer observation period for commercial vehicles as appropriate. Valid Blue Badges must be displayed; 'time clock only' is insufficient.

Code	Description	Evidence/ Observation	Operational Considerations
02	Parked or loading/unloading in a restricted street where waiting and loading / unloading restrictions are in force	<ul style="list-style-type: none"> <li>• Within a Controlled Parking Zone or a Pedestrian zone and/or marked with a timeplate, the plate must prohibit loading.</li> <li>• If there are single or double yellow lines there must be kerb markings.</li> </ul>	<p>Instant PCN unless activity of picking up/ setting down passengers is observed – allow 2 minutes. In respect of infirm/ disabled passengers, officers can exercise some discretion as appropriate. There is no exemption for disabled badge holders. Loading prohibited.</p>
12	Parked in a residents' or shared use parking place or zone without clearly displaying a valid permit issued for that place	<ul style="list-style-type: none"> <li>• Bay markings and sign plates or Restricted Parking Zone. Observation to establish loading.</li> <li>• Confirmation windscreen searched before PCN issue. Note details of tickets/ permits displayed (e.g. expired badges).</li> <li>• Check expiry dates &amp; zone or road listed on displayed permits or Blue Badges.</li> <li>• Check permit has not been listed as lost or stolen &amp; report any suspected fraud or misuse of permit to admin team.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Observe for 10 minutes for vehicle loading or for motorist to provide visitor permit.</p> <p>Permits must be valid.</p> <p>Blue Badges must be valid, no time limit, no clock required.</p>
16	Parked in a permit space without displaying a valid permit	<ul style="list-style-type: none"> <li>• Bay markings and sign plates or Restricted Parking Zone. Observation to establish loading.</li> <li>• Confirmation windscreen searched before PCN issue. Note details of tickets/ permits displayed (e.g. expired badges).</li> <li>• Check expiry dates &amp; zone or road listed on displayed permits.</li> <li>• Check permit has not been listed as lost or stolen &amp; report any suspected fraud or misuse of permit to admin team.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Observe for 10 minutes for vehicle loading or for motorist to get visitor permit.</p> <p>Permits must be valid.</p> <p>Blue Badges must be valid, no time limit, no clock required.</p>

Code	Description	Evidence/ Observation	Operational Considerations
21	Parked in a suspended bay or space or part of bay or space	<ul style="list-style-type: none"> <li>• Check that the bay suspension is in force and has been correctly signed.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	Instant PCN. Loading is not permitted. There is no exemption for disabled badge holders. There is no exemption for loading
22	Re-parked in the same parking place or zone within one hour or other specified time of leaving	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Contravention is restricted to specific parking place.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	Observe for 5 minutes for vehicle loading. Drivers can re-park after expiry of no return period.
23	Parked in a parking place or area not designated for that class of vehicle	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Note vehicle class.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	Observe for 5 minutes for vehicle loading. There is no exemption for disabled badge holders.
24	Not parked correctly within the markings of the bay or space	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Diagram to show vehicle position.</li> <li>• Photographs from distance to show position of vehicle in relation to Road/ Parking Bay.</li> </ul>	Instant PCN. At least one wheel should be outside bay/ space. Report to police if dangerous and/ or causing obstruction. Code 01 should be used if vehicle is extending onto yellow line. There is no exemption for disabled badge holders. There is no exemption for loading.
25	Parked in a loading place during restricted hours without loading (on street loading bays)	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Observation to establish loading. Verify whether place restricted to commercial vehicles or all loading.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	Observe for minimum of 10 minutes for vehicle loading. CEO to exercise discretion for longer observation period for commercial vehicles as appropriate. There is no exemption for disabled badge holders.

Code	Description	Evidence/ Observation	Operational Considerations
26	Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place	<ul style="list-style-type: none"> <li>• Double parking.</li> <li>• Photograph to show position of vehicle in relation to the edge of the carriageway.</li> </ul>	<p>Instant PCN unless activity of picking up/ setting down passengers is observed – allow 2 minutes. In respect of infirm/ disabled passengers, officers can exercise some discretion as appropriate.</p> <p>There is no exemption for disabled badge holders.</p> <p>There is no exemption for loading.</p>
27	Parked in a special enforcement area adjacent to a dropped footway, pedestrian or vehicle access	<ul style="list-style-type: none"> <li>• Pedestrian crossings or vehicle access obstruction.</li> <li>• Photograph to show position of vehicle in relation to the dropped footway.</li> </ul>	<p>Do not enforce vehicular accesses unless covered by waiting restrictions or the access serves more than one property. Vehicle accesses serving a single property will only be enforced where the resident has confirmed they have not given consent for the vehicle to part across their access. Enforcement of single vehicle accesses will only be included in routine patrolling where the resident has confirmed in writing that they do not park across their access or give consent for others to do so.</p> <p>Instant PCN.</p> <p>There is no exemption for disabled badge holders.</p> <p>There is no exemption for loading.</p>
30	Parked for longer than permitted	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Observation to establish loading.</li> <li>• Observation of valve positions, valve positions to be recorded in Hand Held Computer and Pocket book.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Observe for 10 minutes for vehicle loading.</p> <p>There is no exemption for disabled badge holders.</p>

Code	Description	Evidence/ Observation	Operational Considerations
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge in the prescribed manner	<ul style="list-style-type: none"> <li>• Bay markings and sign plates. Blue badge plate must be present.</li> <li>• Confirmation windscreen searched before PCN issue. Check for disabled badge &amp; clock. Note details of tickets/ permits displayed (e.g. expired badges).</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Instant PCN. Blue Badges must be valid; 'time clock only' is insufficient. There is no exemption for loading.</p>
45	Parked on a taxi rank	<ul style="list-style-type: none"> <li>• Bay markings and sign plates.</li> <li>• Rank is for 'Hackney' carriages only. Private hire vehicles (e.g. 'mini cabs') may not park there.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Instant PCN There is no exemption for disabled badge holders. There is no exemption for loading.</p>
46	Stopped where prohibited (on a red route or clearway)	<ul style="list-style-type: none"> <li>• Bay markings and sign plates. 'Clearway' sign must be present.</li> </ul> <p>This restriction is restricted to the carriageway only.</p>	<p>Instant PCN There is no exemption for disabled badge holders. There is no exemption for loading.</p>
47	Stopped on a restricted bus stop or stand	<ul style="list-style-type: none"> <li>• Bay markings and sign plates. There must be a 'Bus Stop Clearway' sign plus solid yellow line.</li> </ul> <p>The restriction does not apply to a 'courtesy' bus stop. This restriction is restricted to the carriageway only.</p> <ul style="list-style-type: none"> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers from other vehicles. There is no exemption for loading.</p>
48	Stopped in a restricted area outside a school when prohibited	<ul style="list-style-type: none"> <li>• Road markings &amp; signs. There must be a 'School Clearway' sign and yellow 'Zig Zag' lines.</li> </ul> <p>Restriction may only apply in school term times.</p>	<p>Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers.</p>

48 Cont		<p>If a yellow line waiting ban runs behind the school keep clear marking, the stopping ban enforced by contravention code 48 always takes precedence during any overlap in operational hours of both restrictions.</p> <ul style="list-style-type: none"> <li>• Photo to show position of vehicle in relation to signing</li> </ul>	There is no exemption for loading.
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Code	Description	Evidence/ Observation	Operational Considerations
49	Parked wholly or partly on a cycle track or lane	<ul style="list-style-type: none"> <li>• Mandatory Cycle Lanes only - separated from the rest of the carriageway by a solid white line or kerb.</li> <li>• Photo to show position of vehicle in relation to signing.</li> </ul>	<p>Instant PCN                      Advisory Cycle Lanes are separated from the rest of the carriageway by a broken white line. Footway Cycle Tracks are advisory only.                      There is no exemption for disabled badge holders.                      There is no exemption for picking up / dropping off passengers.                      There is no exemption for loading.</p>
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	<ul style="list-style-type: none"> <li>• Evidence of vehicle weight (unloaded weight over 7.5 tonnes).</li> </ul>	<p>Nationwide Primary Legislation – TRO not required. Loading permitted if no alternative. If there is an alternative and driver refuses to move when pointed out, loading exemption does not apply &amp; PCN should be issued. CEO to exercise discretion for observation period if appropriate.</p>
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	<ul style="list-style-type: none"> <li>• Road markings.</li> <li>• Diagram to show position of vehicle.</li> <li>• Photo to show position of vehicle in relation to signing.</li> <li>• Observation &amp; notes to confirm vehicle not compelled to stop (e.g. in a line of stationary traffic).</li> </ul>	<p>Instant PCN – No upright signs are required.                      There is no exemption for disabled badge holders.                      There is no exemption for picking up / dropping off passengers.                      There is no exemption for loading.</p>

### OFF STREET CONTRAVENTIONS

Code	Description	Evidence/ Observation	Operational Considerations
80	Parked for longer than the maximum period permitted (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Observation of valve positions.</li> <li>• Record details of all P&amp;D tickets on display, expired and current &amp; all relevant Ringgo sessions.</li> </ul>	Allow 10 minutes before issuing PCN.
81	Parked in a restricted area in a car park (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Make a diagram.</li> <li>• Photos from distance to show area of restriction.</li> </ul>	Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.
82	Parked after the expiry of time paid for (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Record details of all P&amp;D tickets on display, expired and current &amp; all relevant Ringgo sessions.</li> </ul>	Allow 10 minutes from time of expiry before issuing PCN.  Drivers can re-park after expiry of no return period, if so, grace period would reapply.
83	Parked in a car park without clearly displaying a valid pay & display ticket (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Confirmation of searching windscreen &amp; vehicle interior &amp; Ringgo checked, before PCN issue.</li> <li>• Record details of tickets/ permits/ Blue Badges displayed, particularly if face down or partially covered.</li> </ul>	Allow 10 minutes before issuing PCN.  There is no exemption for loading.
84	Parked with additional payment made to extend the stay beyond time first purchased (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Observation/Evidence that vehicle returned before 'no return' period expired.</li> <li>• Observe valve positions. Record details of all P&amp;D tickets on display, expired and current &amp; all relevant Ringgo sessions.</li> </ul>	Allow 10 minutes from time of expiry of initial P&D ticket before issuing PCN.  Drivers can re-park after expiry of no return period, if so, grace period would reapply.

Code	Description	Evidence/ Observation	Operational Considerations
85	Parked in a permit bay without clearly displaying a valid permit (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Note details of permits/ tickets, if any displayed.</li> <li>• Photo to show position of vehicle in relation to signing.</li> <li>• Check permit has not been listed as lost or stolen &amp; report any suspected fraud or misuse of permit to admin team.</li> </ul>	Allow 10 minutes for motorist to get visitor permit / shared Season ticket before issuing PCN. There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.
86	Parked beyond the bay markings (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Diagram to show vehicle position.</li> <li>• Photographs to show position of vehicle in relation to parking bay/ aisle.</li> </ul>	Instant PCN At least one wheel should be outside bay/ space.
87	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge in the prescribed manner (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Confirmation windscreen searched before PCN issue. Note details of tickets/ permits displayed (e.g. expired/ faded / partially obscured badges).</li> </ul>	Instant PCN There is no exemption for loading.
89	Vehicle parked exceeds maximum weight or height or length permitted in the area (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Evidence of height &amp;/or weight.</li> </ul>	Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.

Code	Description	Evidence/ Observation	Operational Considerations
90	Re-parked within one hour or other specified time of leaving a bay or space in a car park (off street car parks)	<ul style="list-style-type: none"> <li>Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>Evidence that vehicle did not move for 'no return' period. Observe valve positions.</li> </ul>	Instant PCN
91	Parked in a car park or area not designated for that class of vehicle (off street car parks)	<ul style="list-style-type: none"> <li>Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>Evidence that vehicle is not in permitted class.</li> </ul>	Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.
92	Parked causing an obstruction (off street car parks)  The term 'obstruction' is not legally defined and is capable of subjective opinion. The CEO must clearly indicate therefore the effect that the parking of the vehicle had (or could have had) on other users of the car park, including those on foot.	<ul style="list-style-type: none"> <li>Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>Evidence of obstruction, full diagram made.</li> <li>Photographs to show position of vehicle in relation to parking bay/ aisle.</li> </ul> This contravention may be covered within 86 above.	Instant PCN There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.
93	Parked in car park when closed (off street car parks)	<ul style="list-style-type: none"> <li>Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>Prohibition may only apply on specific or special days/ dates (e.g. Market days).</li> <li>If a temporary closure - Check that the closure is in force and has been correctly signed.</li> <li>Photo to show position of vehicle in relation to signing.</li> </ul>	Instant PCN. There is no exemption for disabled badge holders. There is no exemption for picking up / dropping off passengers. There is no exemption for loading.

Code	Description	Evidence/ Observation	Operational Considerations
94	Parked with a trailer in a pay & display car park without clearly displaying two valid pay and display tickets when required (off street car parks)	<ul style="list-style-type: none"> <li>• Car park lining and signing as regards tariffs &amp; contraventions etc.</li> <li>• Confirmation windscreen searched before PCN issued. Note details of any tickets displayed.</li> <li>• Photos of vehicle &amp; trailer from distance.</li> </ul>	Instant PCN. There is no exemption for loading.

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## **5. Penalty Charge Recovery Process and How to Challenge or Appeal the Penalty Charge Notice (PCN)**

This section of the guidance sets out the stages of the appeal process:

1. It is very important that you either pay the PCN as early as possible to avoid additional charges or that you write to the Council or adjudication service as early as possible to ensure that your written Appeal or Representation is made within the appropriate time scales and you are not out of time.
2. If you do nothing or do not act within the appropriate time, you may lose your right to pay at the discounted rate or lose your right to appeal, ultimately leading to you having to pay considerably more.
3. Our enforcement officers cannot withdraw a PCN once issued; however they will be happy to record any additional information you give them that may assist you should you choose to appeal.
4. The driver or keeper has 14 days to pay the PCN at the discounted rate (£25 for a lower level contravention or £35 for a higher level contravention). After that it reverts to its full rate of £50 (lower) or £70 (higher).
5. The driver or keeper can appeal against the PCN but must do so in writing. If the appeal is received within the first 14 days from the date the PCN was served and if the appeal is rejected, then the Council will respond in writing and offer the discount period again from the date of the rejection notice for a further 14 days to pay the charge at the discounted rate. If the appeal is successful the PCN will be cancelled.
6. If the appeal is received outside the 14 day discount period the Council will still consider the appeal but if it is rejected the PCN will normally stay at the full amount of £50 (lower level contraventions) or £70 (higher level) unless the Council accept your explanation of mitigating circumstances for the delay.
7. If no payment is made or insufficient payment is received or no challenge is made within 28 days, the Council then contact the Driver Vehicle Licensing Authority (DVLA) who will provide us with details of the Registered Keeper and then the Council send out a Notice to Owner to the Registered Keeper. (Under the Legislation it is the Registered Keeper of the vehicle who is responsible for any PCN's issued to that vehicle irrespective of who was driving, unless this is as part of a vehicle hire agreement).
8. The Notice to Owner informs the keeper that they are expected to pay the PCN or make a formal representation against the PCN within 28 days from the date the Notice to Owner is served, (the rules relating to the service of a PCN by post are included within the Notice to Owner), otherwise if payment or an appeal is not received within this time a Charge Certificate will be served incurring a 50% surcharge.
9. If an appeal is received the Council will consider it and again if accepted the PCN is cancelled. If it is rejected the Council will issue a rejection notice and ask for payment of the PCN. The discount rate will have expired prior to the Notice to Owner being issued.

10. In our rejection notice we will include a form advising you of the Traffic Penalty Tribunals independent adjudication process and the grounds that you may make a representation on to the Tribunal. There is no fee for appealing to the Council or the Tribunal.
11. The decision of the adjudicator is normally binding on the Council and the appellant unless the adjudicator has acted unlawfully or based the decision on circumstances that are outside his/her powers.
12. If the adjudicator accepts the appeal, the case will be closed and the PCN cancelled. If an appeal is dismissed the Penalty Charge remains payable at the full amount of £50 (lower level contraventions) or £70 (higher level) less any part payments already made.
13. If the keeper does not pay within 28 days of the Notice of Rejection or within 28 days of the Adjudicator's decision, a Charge Certificate is sent to the keeper. This means the charges have increased by 50% to either £75 or £105.
14. If this is not paid within 21 days the Council will apply to the Court to register the debt. The Court will charge £7 for this and this fee is added to the amount above. An Order for recovery of unpaid Penalty Charge will be sent to the keeper advising them of the process and the date by which they may submit a witness statement to the Court.
15. If the amount shown on the Order for recovery is not paid within the time specified the Council will ask the court to issue a Warrant for the outstanding debt, which means an Enforcement Agent (formerly known as a bailiff) can be appointed. The Enforcement Agent also adds charges for recovery of the debt (these charges are set by Legislation and shown in the table below). The Enforcement Agent has the power to seize goods and sell them to recover the debt including clamping and removing the vehicle.

In accordance with the Tribunals, Courts and Enforcement Act 2007 the following charges are effective from the 6th April 2014:

Compliance Stage (Administration Fee)	£75
Enforcement Stage	£235
Removal Stage	£110

16. If the keeper submits a witness statement to the Courts within the specified timeframe and this statement is accepted, the Court will instruct the Council to remove the surcharge and reissue the Notice to Owner, see paragraph 6 above, (the PCN will not be cancelled). The Council can ask the Court to reject the declaration if it can show a false statement has been made.

## **6. Policy for Deciding Appeals Against a Penalty Charge Notice including The Statutory Representations Against a Notice to Owner & Mitigation**

Our staff are fully trained in the Legislation that applies to enforcement, including the interpretation and use of Traffic Regulation Orders. All appeals are acknowledged on receipt and in normal circumstances the Council would expect to accept or reject your appeal within four weeks, allowing for a full investigation of the circumstances.

It is important to stress that every appeal to the Council will be considered carefully and in detail. If the Council do not have sufficient information to decide your appeal, the Council will give you a reasonable opportunity to provide the additional evidence we need.

The Traffic Management Act 2004 sets out eight statutory grounds on which an appeal can be made. There may be **other grounds** involving mitigating circumstances which the appellant may put forward.

The Councils policy for considering appeals and representations is outlined in the following tables; the statutory grounds are numbered S1 to S8 and the other grounds or mitigating circumstances are covered under S9:

**Statutory ground 1. The alleged contravention did not occur:**

<b>S1.1 Where the motorist claims he/she was loading/unloading</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<p>On a waiting prohibition or in a controlled bay: If evidence is available or provided to show:</p> <ul style="list-style-type: none"> <li>• Goods being delivered or collected were heavy, bulky, or numerous and it would be unreasonable to expect them to be carried from permitted on street parking place. Loading/unloading activity was adjacent to the premises concerned.</li> <li>• Loading/unloading activity was timely (includes checking goods and paperwork, but not delayed by unrelated activity).</li> <li>• If in the course of business, including commercial delivery/collections, couriers, multi drop parcel carriers, removal services etc.</li> <li>• In car parks if driver was depositing materials in recycling bins and was parked adjacent to those bins for no longer than necessary to unload.</li> </ul>	<ul style="list-style-type: none"> <li>• On restrictions banning loading and unloading or where loading is specified for a particular class of vehicle (i.e. Goods vehicles loading only)</li> <li>• On school zig-zag markings</li> <li>• On bus stop clearways</li> <li>• On Taxi ranks</li> <li>• On Police bays</li> <li>• Where loading is prohibited</li> <li>• In car parks: if a valid pay &amp; display ticket was not purchased first</li> </ul>

<b>S1.2 Where the motorist claims that a parking pay &amp; display machine was faulty</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If service records confirm a fault or that the machine had been taken out of service at the time of the contravention or if there is reasonable doubt because evidence is not available to confirm that a machine was working at the time (check ticket machine transaction report) and there was not another ticket machine nearby which was operating correctly.</li> <li>• In view of the number of counterfeit coins in circulation, if driver claims that the machine rejected their coins and it is their first contravention of this kind and they tried all available ticket machines within reason.</li> </ul>	<ul style="list-style-type: none"> <li>• If there was another ticket machine nearby that was working correctly at the time.</li> <li>• If there is no record of the machine being faulty or taken out of service.</li> <li>• If there is evidence to show that other visitors had been able to purchase tickets during the relevant period.</li> </ul>

<b>S1.3 Where the motorist claims that the restriction is not clearly signed or marked</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If signs and/or markings are missing or if signs and markings are inconsistent with each other and/or Traffic Order or Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• If site visit records or photographs establish that signs and/or markings are correct and consistent with each other and the Traffic Regulation Order.</li> <li>• That while the signs and/or markings were worn their meaning was still legible.</li> </ul>

<b>S1.4 Where the motorist was carrying out building works or works of a statutory nature</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If evidence confirms that loading/unloading was taking place (see policy S1.1, above).</li> <li>• If a valid waiver to park at the location in question had been issued and was on display in the vehicle.</li> <li>• If works are of a statutory nature or are exempted from restrictions by a Traffic Order or Legislation.</li> <li>• If it can be proven that the works were an emergency and no alternative location was suitable.</li> </ul>	<ul style="list-style-type: none"> <li>• If the evidence presented does not support the claim or is inconclusive.</li> <li>• If suitable permitted parking available nearby.</li> </ul>

<b>S1.5 Where the motorist claims that PCN was not served (i.e. PCN not found attached to vehicle or handed to driver, or received by post)</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the CEO's pocket book and/or computer notes confirm that the vehicle drove away before a PCN could be served, i.e. PCN not handed to the driver or fixed to the vehicle, this excludes PCN's issued by post.</li> <li>If the keeper can prove that the Notice was not received by post (incorrect postal address).</li> </ul>	<ul style="list-style-type: none"> <li>If the CEO's notes or photographs confirm that a PCN was correctly served, i.e. handed to the motorist or fixed to their vehicle.</li> <li>If the postal address is correct and the Notice was served by post within the statutory time period.</li> </ul> <p>However if it is claimed that there was no PCN on the vehicle and it is the first appeal of this kind, a copy PCN should be sent with the rejection letter and the discount period reset for a further 14 days as a gesture of goodwill.</p>

<b>S1.6 Where the motorist claims that their vehicle was not parked in the location at the time and on the date alleged on which the PCN which was issued</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the appellant provides evidence to support their claim and the CEOs photographs or notes support their claim, (e.g. registration document shows vehicle to be a Volvo, photo shows vehicle was a Ford indicating number plate may have been cloned).</li> </ul> <p>Report suspected fraud to Police.</p>	<ul style="list-style-type: none"> <li>If the evidence presented does not support the claim or is inconclusive</li> </ul>

<b>S1.7 Where the motorist claims that a valid authorisation to park had been issued e.g. Permit or Waiver.</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If records show that there was a valid Permit or Waiver to park on display.</li> <li>Where the motorist had a valid Permit which was not clearly displayed and/or where the motorist is a new resident and misunderstood the permit scheme rules or had been given a visitor permit to use and misunderstood which location the permit was valid for use in and it is their first contravention of this kind.</li> </ul>	<ul style="list-style-type: none"> <li>If motorist cannot provide a copy of the valid Permit or Waiver.</li> <li>If the motorist did not park in accordance with the Permit or Waiver. (E.g. If the location of the contravention is unrelated to the location listed on the Permit or Waiver).</li> <li>If the motorist has made a similar representation before and had a previous PCN cancelled.</li> </ul>

<b>S1.8 Where the motorist claims that a pay &amp; display ticket was purchased and displayed</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If a Pay &amp; Display parking ticket is produced that was valid at the time the PCN was issued and the CEOs notes or photos confirm that there was a face down ticket or a partially concealed ticket on display and it is their first contravention of this kind.</li> </ul>	<ul style="list-style-type: none"> <li>If the motorist is unable to produce a valid pay &amp; display ticket.</li> <li>If the CEOs notes or photos do not confirm that there was a face down ticket or a partially concealed ticket on display.</li> <li>If the motorist has made a similar representation before and had a previous PCN cancelled.</li> <li>If the CEO observed and recorded that the motorist obtained their ticket from another motorist in the car park.</li> <li>If the permit was issued to an organization for shared use and a previous PCN connected with the organizations permits has been cancelled.</li> </ul>

<b>S1.9 Where the motorist claims that a Pay by Phone parking period was purchased</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the Pay by Phone records show that the PCN was issued after the motorist made the transaction.</li> <li>If there was an error in registering or selecting the vehicle VRN or parking location and it is the first contravention of this kind.</li> <li>If there is evidence of a communication breakdown with either the customers mobile phone network or the system provider.</li> </ul>	<ul style="list-style-type: none"> <li>If the motorist has made a similar representation for a VRN or location error and had a previous PCN cancelled.</li> </ul>

**Statutory ground 2. The penalty exceeded the relevant amount**

<b>S2.1 Where the motorist claims the penalty exceeded the relevant amount</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the PCN and/or Notice to Owner showed the incorrect amount of Penalty Charge, i.e. the wrong Penalty Charge band.</li> <li>System error – check document merge codes</li> </ul>	<ul style="list-style-type: none"> <li>If the PCN or Notice to Owner showed the correct amount of Penalty Charge.</li> </ul>

**Statutory ground 3. The Traffic Order which is alleged to have been contravened in relation to the vehicle concerned was invalid**

<b>S3.1 Where the motorist claims the Traffic Order was invalid</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the Traffic Regulation Order which prescribes the restrictions that the vehicle was parked in contravention of was not made correctly.</li> </ul>	<ul style="list-style-type: none"> <li>If the Traffic Regulation Order which prescribes the restrictions that the vehicle was parked in contravention of was constructed and made correctly</li> </ul> <p>Supply appellant with evidence of correct procedure etc.</p>

**Statutory ground 4. The Owner/Keeper was not the owner/keeper of the vehicle at the time of the contravention:**

<b>S4.1 Where the current registered keeper claims that the vehicle was disposed of before the contravention occurred</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the current Registered Keeper is able to provide proof that the vehicle was disposed of before the contravention, i.e. a bill of sale, registration documents, insurance documents or a letter from the DVLA</li> <li>If the current Registered Keeper is able to provide the full name and address of the person to whom they disposed of the vehicle. ACTION - send a new Notice to Owner to the person named by the current Registered Keeper.</li> </ul>	<ul style="list-style-type: none"> <li>If the current Registered Keeper is unable to prove that they disposed of the vehicle before the contravention nor provide the name and address of the person to whom they disposed of the vehicle.</li> <li>If the person named by the current Registered Keeper as the person to whom they disposed of the vehicle, either does not exist, cannot be traced or is not considered to be bona fide.</li> </ul>

<b>S4.2 Where the current registered keeper claims that the vehicle was purchased after the contravention occurred</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the current Registered Keeper is able to provide proof that the vehicle was purchased after the contravention, i.e. an invoice, registration documents, insurance documents or a letter from the DVLA; and/or if the current Registered Keeper is able to provide the full name and address of the person from whom they purchased the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>If the current Registered Keeper is unable to prove that they purchased the vehicle after the contravention nor provide the name and address of the person from whom they bought the vehicle.</li> <li>If the person named by the current Registered Keeper as the person to whom they purchased the vehicle from, either does not exist, cannot be traced or is not considered to be bona fide.</li> </ul>

**S4.3 Where the current registered keeper claims that a contracted third party was responsible for the vehicle at the time of the contravention**

MAY ACCEPT REPRESENTATIONS	MAY REJECT REPRESENTATIONS
<ul style="list-style-type: none"> <li>Only when a hire agreement exists (see statutory ground 6, below).</li> </ul>	<ul style="list-style-type: none"> <li>In all other circumstances because the Registered Keeper is always liable, including where the vehicle was left in the care of a garage or was driven by an employee of the Registered Keeper.</li> </ul>

**S4.4 Where the motorist claims that they never owned the vehicle**

MAY ACCEPT REPRESENTATIONS	MAY REJECT REPRESENTATIONS
<ul style="list-style-type: none"> <li>If the DVLA confirm that the motorist was not the Registered Keeper at the time of the contravention</li> </ul>	<ul style="list-style-type: none"> <li>If the DVLA confirms that the motorist was the Registered Keeper of the vehicle at the time of the contravention.</li> <li>If the previous Registered Keeper provides proof that the motorist bought the vehicle before the contravention,</li> <li>Or the subsequent Registered Keeper provides proof that the motorist sold the vehicle after the contravention.</li> <li>If the motorist is proven to have hired the vehicle for the day on which the contravention occurred and signed an agreement to take responsibility for PCN's incurred, subject to the time of hire (see Statutory ground 6, below).</li> </ul>

**Statutory ground 5. The vehicle had been taken without owner's consent**

**S5.1 Where the current registered keeper claims that the vehicle had been stolen**

MAY ACCEPT REPRESENTATIONS	MAY REJECT REPRESENTATIONS
<ul style="list-style-type: none"> <li>If the Registered Keeper provides a valid police crime report reference number.</li> </ul>	<ul style="list-style-type: none"> <li>If the current Registered Keeper is unable to provide any proof of theft.</li> <li>If the police crime report reference number provided by the current Registered Keeper does not exist or it does not match the theft or date of the theft alleged.</li> </ul>

**S5.2 Where the current registered keeper claims that the vehicle was driven by a third party (i.e. a friend, relative or estranged partner)**

MAY ACCEPT REPRESENTATIONS	MAY REJECT REPRESENTATIONS
<ul style="list-style-type: none"> <li>In no circumstance</li> </ul>	<ul style="list-style-type: none"> <li>In all circumstances because the Registered Keeper is always liable, except when a hire agreement exists.</li> </ul>

**Statutory ground 6. The owner is a hire company and has supplied the name of the hirer**

<b>S6.1 Where the owner is a hire company and have supplied the name of the hirer</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the hire company is able to provide proof that the vehicle was hired at the time of the contravention, i.e. a signed agreement, and the hire company are able to provide the full name and address of the person to whom they hired the vehicle. ACTION – send a new Notice to Owner to the person named by the hire company.</li> </ul>	<ul style="list-style-type: none"> <li>If the hire company is unable to prove that they hired out the vehicle on the date of the contravention nor provide the name and address of the person to whom they hired the vehicle.</li> <li>If the person named by the hire company as the person to whom they hired the vehicle, without proof, cannot be traced or denies responsibility for the contravention.</li> <li>If the vehicle was being driven as a courtesy car without an agreement signed to accept responsibility for PCN's issued.</li> </ul>

**Statutory ground 7. There has been a procedural impropriety on the part of the enforcement authority.**

<b>S7.1 That there has been a procedural impropriety on the part of the enforcement authority.</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the enforcement authority has failed to observe any requirement imposed on it by the 2004 Act, by the General Regulations or by the Regulations in relation to the imposition or recovery of a Penalty Charge or other sum.</li> </ul>	<ul style="list-style-type: none"> <li>Where there is no evidence that the enforcement authority has acted outside of the Legislation and or regulations.</li> </ul>

**Statutory ground 8. The Notice should not have been served because the penalty charge had already been paid in full or at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and within the time specified in paragraph 1(h) of the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007**

<b>S8.1 The Notice should not have been served because the penalty charge had already been paid in full or at the discounted rate</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence is supplied to support payment from the Council's online payment system or paye.net or cashiers receipt from Council offices showing date and time of payment.</li> </ul>	<ul style="list-style-type: none"> <li>If discounted payment was not received by the last day of the period of 14 days beginning with the date on which the PCN was served, or if payment was received after the Notice was served.</li> </ul>

## Statutory ground 9. Any other information that the motorist / vehicle owner want the Council to take into consideration

### S9.1 Any other information that the motorist / vehicle owner want the Council to take into consideration

The decision whether or not a PCN should be cancelled, will only be taken following very careful consideration taking into account all of the evidence available.

## Our Policy for Considering Mitigating Circumstances

The following section provides advice on the scope for mitigating circumstances to be taken into account in determining appeals against the issue of a PCN

The Council will look at each case sympathetically and in accordance with this guidance.

The schedules below are intended as a guide and are not an exhaustive list. If you are unable to find similar circumstances to those, that you believe would apply to your particular case then please write in with as much supporting evidence as you are able, for us to consider.

### S9.1 Where the motorist claims to have become unwell while driving or whilst parked

#### MAY ACCEPT REPRESENTATIONS

- If evidence is provided of a medical condition, temporary or permanent, that is consistent with the conditions described.
- Or when the notes made by the CEO support the motorist's representations (e.g. driver returned & was using crutches or heavily pregnant).

#### MAY REJECT REPRESENTATIONS

- If evidence proof of a medical condition, temporary or permanent, consistent with the conditions described is not provided.
- Or where other evidence contradicts the motorist's claims (e.g. the officer's notes say the driver returned carrying bags of shopping & no sign of incapacity).

### S9.2 Where the motorist stopped to use the toilet

#### MAY ACCEPT REPRESENTATIONS

- Provision of medical evidence confirming a relevant medical condition and in support of the circumstances described in a representation.
- If child passenger (not baby in nappies), under 3 years of age needed to use the toilet and it is their first appeal of this kind.

#### MAY REJECT REPRESENTATIONS

- Where other evidence contradicts the motorists claims (e.g. the officers notes say the driver returned carrying bags of shopping & or no sign of child).
- If the motorist has made a similar representation before and had a previous PCN cancelled (unless this is due to a medical condition).

### S9.3 Where the motorist stopped to collect (prescribed) medication from a chemist

#### MAY ACCEPT REPRESENTATIONS

- Only in exceptional circumstances and the use of a permitted parking place would have caused an unacceptable delay.

#### MAY REJECT REPRESENTATIONS

- In any lesser circumstances.

<b>S9.4 Where the motorist was a patient visiting a doctor's surgery</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If a letter from a doctor is provided to confirm that the visit was urgent and that they were unable to walk from the nearest legal parking space.</li> </ul>	<ul style="list-style-type: none"> <li>If the motorist was not the patient but only driving the vehicle carrying the patient</li> <li>If the motorist was attending a pre-arranged, non-urgent appointment.</li> <li>If the motorist could reasonably have been expected to parked legally elsewhere.</li> </ul>

<b>S9.5 Where the motorist claims a recent bereavement</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If no evidence exists to the contrary, taking into account the sensitivity of this issue and it is their first appeal of this kind.</li> </ul>	<ul style="list-style-type: none"> <li>Only if there is a significant reason to doubt the sincerity of representations, e.g. previous appeal on similar grounds &amp; no evidence supplied.</li> </ul>

<b>S9.6 Where the motorist claims to have been collecting or depositing monies at a bank</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence is available or provided to show:                             <ol style="list-style-type: none"> <li>The quantity of Money being deposited was heavy, e.g. large quantity of coins and it would be unreasonable to expect them to be carried from a permitted parking place.</li> <li>Loading/unloading activity was adjacent to the premises concerned.</li> <li>Loading/unloading activity was timely (includes banking &amp; receipting, but not delayed by unrelated activity).</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>In all other circumstances</li> </ul>

<b>S9.7 Where motorist stopped to answer mobile phone</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>In no circumstances</li> </ul>	<ul style="list-style-type: none"> <li>On all occasions</li> </ul>

<b>S9.8 Where the motorist was delayed in returning to their vehicle and parking time purchased had expired, or where motorist was delayed in returning to their vehicle parked in a limited waiting parking place</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• Submission of evidence that the delay in returning to the vehicle was caused by circumstances that were entirely unforeseen, unavoidable and exceptional.</li> <li>• If motorist's vehicle had broken down, subject to concurrence with policy S9.9 below.</li> <li>• If the motorist was unable to drive, since parking the vehicle.</li> <li>• The motorist had been detained by the Police see Statutory ground S9.12.</li> </ul>	<ul style="list-style-type: none"> <li>• If the delay was entirely avoidable, i.e. queuing in a shop.</li> <li>• If the motorist simply underestimated the time needed and could have reasonably purchased more time, i.e. when conducting business, shopping or attending an appointment.</li> <li>• A grace period of 10 minutes is given before PCNs are issued in these circumstances.</li> </ul>

<b>S9.9 Where the motorist claims that their vehicle had broken down</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If evidence of a breakdown is provided, i.e. proof of vehicle recovery or a bill of sale for repair or parts.</li> </ul>	<ul style="list-style-type: none"> <li>• If the motorist is unable to provide evidence that their vehicle had broken down.</li> <li>• If vehicle was not removed within a reasonable time.</li> <li>• If the CEO's notes contradict the circumstances described e.g. car bonnet still hot or notes of contradictory conversation with driver.</li> </ul>

<b>S9.10 Where the motorist claims that they were attending an emergency or another vehicle that had broken down</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<p>If the motorist is able to provide reasonable proof of the emergency, i.e. a report of an accident or incident, or evidence that they were attending to another vehicle that had broken down.</p>	<ul style="list-style-type: none"> <li>• If the motorist is unable to provide evidence that they were attending an emergency or another vehicle which had broken down</li> <li>• If the CEO's notes contradict the circumstances described e.g. no evidence of another vehicle or notes of contradictory conversation with driver</li> </ul>

<b>S9.11 Where the motorist states they were visiting a friend or relative in urgent circumstances</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence provided that the parking contravention could not be avoided due to the exceptional nature of the incident.</li> </ul>	<ul style="list-style-type: none"> <li>If the CEO's pocket book notes contradict the submission.</li> <li>If the motorist was parked in an area which does not correspond with claims made in representations.</li> <li>If the motorist could reasonably have been expected to parked legally elsewhere.</li> <li>If the motorist has made a similar representation before and had a previous PCN cancelled.</li> </ul>

<b>S9.12 Where the motorist states they were in police custody when PCN issued</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence has been provided that the police had instructed the motorist to leave the vehicle e.g. it had been identified as uninsured or the driver was unlicensed.</li> <li>If the time of arrest (proof required from the Police) indicated that the motorist had parked legally and was then unable to move vehicle before the restriction came into force.</li> </ul>	<ul style="list-style-type: none"> <li>If no proof provided that vehicle may have been legally parked before arrest.</li> <li>If the motorist had been detained and charged by the police since parking due to excess alcohol in the body.</li> </ul>

<b>S9.13 Where the motorist made payment for subsequent time to park in the same place or returned to the same place within a specified and prohibited time period</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>In no circumstances</li> </ul>	<ul style="list-style-type: none"> <li>If the motorist overstays initial period of time purchased or returns within a period of 'No return'.</li> </ul>

<b>S9.14 Where the motorist left the vehicle parked without a valid ticket on display to obtain change.</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
If the motorist has provided a ticket that was purchased within the observation period of 10 minutes.	<ul style="list-style-type: none"> <li>• If the parking attendant's notes indicate that the motorist returned to their vehicle, having completed their purpose for parking, while the PCN was being issued, i.e. carrying shopping and without a pay and display ticket.</li> <li>• If the motorist provides a ticket purchased after the 10 minute observation period.</li> </ul> <p>If the CEO observed and recorded that the motorist obtained their ticket from another motorist in the car park.</p>

<b>S9.15 Where the motorist claims to have been unaware of charges or restrictions in the car park.</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
If information on restrictions on tariff boards are incorrect or missing	In all other circumstances

<b>S9.16 where the motorist claims to have put money into the wrong ticket machine</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
If it is agreed that the position of the ticket machine used by the motorist in relation to their parked vehicle could have caused confusion.	If the motorist has made a similar representation before and had a previous PCN cancelled.
Only in Broadwater Road car park if Aldi ticket is provided / was displayed	

<b>S9.17 where the motorist claims to have paid on Ringgo for the wrong car park or vehicle registration</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
If evidence of payment to park on Ringgo system concurs with details of appeal.	If the motorist has made a similar representation before and had a previous PCN cancelled.

<b>S9.18 where the motorist claims to have been unaware of recent changes in tariff</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
If statutory notices were not erected in accordance with procedural regulations. see statutory ground S7	If statutory notices were erected in accordance with procedural regulations and tariff board(s) were correct
If revised tariff is not on tariff board(s)	

<b>S9.19 where the motorist assumed that they were entitled to “a period of grace” before the PCN was issued</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
In no circumstances.	In all circumstances.

<b>S9.20 where motorist states they were unaware of enforcement on Bank/Public holidays, Sundays or evenings</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
In no circumstances	In all circumstances.

<b>S9.21 where the motorist had parked with one or more wheels outside of a marked bay in a car park or on street</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>Where the bay markings are unclear i.e. faded or snow or leaves were covering the bay markings.</li> <li>Where a Blue Badge Holder (passenger or driver) requires extra room to access the vehicle and it is the first appeal of this kind.</li> </ul>	<ul style="list-style-type: none"> <li>When supporting evidence (photographs &amp; CEO notes) show bay markings were distinct.</li> <li>If the motorist has made a similar representation before and had a previous PCN cancelled.</li> </ul>

<b>S9.22 Where the motorist claims that snow, foliage, fallen leaves or flooding covered the signs or markings</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If it can be established that such conditions prevailed at the time of the contravention and that the signs and markings were obscured and there was no alternative indication of the restriction.</li> </ul>	<ul style="list-style-type: none"> <li>When supporting evidence (photographs &amp; CEO notes) show restriction signs &amp; markings were distinct and /or the location of the contravention was unlikely to be subject to the natural conditions described by the motorist, i.e. it was under cover.</li> </ul>

<b>S9.23 Where the motorist claims to have been unaware of the existence of a controlled parking zone</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If it can be established that the signing and marking of the Controlled Parking Zone are incorrect.</li> </ul> <p>See statutory ground S7.</p>	<ul style="list-style-type: none"> <li>If site visit records or photographs establish that signs and/or markings are correct and consistent with each other and the Traffic Regulation Order.</li> </ul>

<b>S9.24 Where the motorist claims to have been unaware of a temporary parking restriction or special event restriction</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the motorist claims that there was no indication of the restriction, and the CEO's notes/photographs do not confirm that appropriate signing was in place. See statutory ground S7.</li> </ul>	<ul style="list-style-type: none"> <li>If the CEO's notes/photographs confirm that the vehicle was parked in an area restricted by the Temporary Order or Notice, and that appropriate signing was in place and clearly visible.</li> </ul>

<b>S9.25 Where the motorist is a Blue Badge holder/transporting a Blue Badge holder and they did not have their Blue Badge and/or clock on display or could not be read or had expired</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence provided that they hold a valid blue badge or were transporting a blue badge holder.</li> <li>If the badge had expired within the two weeks prior to the contravention and a new valid badge is produced by the badge holder see statutory ground S1.7 and this is the first contravention of this type.</li> <li>Or on receipt of doctors or social services letter outlining compelling reasons due to mental or physical capabilities of the blue badge holder.</li> </ul>	<ul style="list-style-type: none"> <li>If the motorist has previously been advised to display a valid badge /time clock correctly.</li> <li>If the motorist was parked on a waiting restriction beyond the 3 hour time limit permitted by the blue badge scheme, or on another restriction for which the Blue Badge does not provide an exemption e.g. loading bay.</li> <li>If the motorist has made a similar representation before and had a previous PCN cancelled.</li> </ul>

<b>S9.26 Where the motorist was displaying an expired authorisation to park, i.e. waiver, season ticket, residents permit or visitors permit</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If the renewal of the authorisation was delayed by the Council's administrative processes.</li> <li>If it can be established that other reasonably unforeseen circumstances delayed the renewal of an authorisation to park, e.g. sickness on the part of the applicant or a postal dispute/delays (supported by appropriate evidence).</li> <li>In the case of season tickets and residents / visitors parking permits only, if the authorisation had expired by less than 2 days the onus is on the permit holder to display the renewed permit without delay.</li> </ul>	<ul style="list-style-type: none"> <li>In all other circumstances subsequent production of the season ticket/permit will not necessarily cause automatic cancellation of the PCN; check permit records including temporary permit issue log, was there a delay in submission of supporting documents or payment?.</li> <li>If the motorist has previously had a PCN cancelled under similar circumstances.</li> </ul>

**S9.27 Where the motorist is parked in contravention of a waiting/parking prohibition whilst displaying a resident's visitor permit.**

**MAY ACCEPT REPRESENTATIONS**

- If it can be established that the signing and marking of the restriction are incorrect, see statutory ground S7.

Where the motorist had been given a visitor permit to use and misunderstood which location the permit was valid for use in and it is their first contravention of this kind.

**MAY REJECT REPRESENTATIONS**

- If site visit records or photographs establish that signs and/or markings are correct and consistent with each other and the Traffic Regulation Order.

If the location of the contravention is unrelated to the location listed on the Permit or the motorist has previously had a PCN cancelled under similar circumstances.

**S9.28 Where the motorist is a new resident within a Permit parking area and had parked in a permit bay without displaying a valid permit**

**MAY ACCEPT REPRESENTATIONS**

- If it can be established that the signing and marking of the restriction are incorrect.

**MAY REJECT REPRESENTATIONS**

- If site visit records or photographs establish that signs and/or markings are correct and consistent with each other and the Traffic Regulation Order.

**S9.29 Where a Council officer or Member parked in contravention and claims to have been on Council business**

**MAY ACCEPT REPRESENTATIONS**

- If the officer was carrying out emergency work.

**MAY REJECT REPRESENTATIONS**

- If it can be established that the officer/Member could have reasonably parked elsewhere or obtained a parking permit.

**S9.30 Where the motorist claims they were attending a funeral**

**MAY ACCEPT REPRESENTATIONS**

- If no evidence exists to the contrary, taking into account the sensitivity of this issue.

**MAY REJECT REPRESENTATIONS**

- Only if there is a significant reason to doubt the sincerity of the representations.
- If the motorist was not parked in a permitted parking place.

<b>S9.31 Where the motorist says they had stopped to drop someone off</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If the time stopped was consistent with the time required to drop someone off and this activity was not prohibited.</li> <li>• If, in exceptional circumstances and subject to observations times, the motorist had to escort a passenger child, elderly or disabled person.</li> </ul>	<ul style="list-style-type: none"> <li>• If motorist was parked /stopped on school keep clear markings, pedestrian crossing, bus stop clearway or Taxi Rank.</li> <li>• If the motorist could reasonably have been expected to parked legally elsewhere.</li> </ul>

<b>S9.32 Where the motorist claims to be a doctor, nurse, health visitor attending a patient</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If supporting documentation to show that there was urgent need to park in restricted area is provided and/or is exempt under the relevant Order (e.g. emergency services) and if there was no available legal parking place nearby.</li> </ul>	<ul style="list-style-type: none"> <li>• If motorist was not attending a patient in urgent circumstances or if there were alternative legal parking spaces available nearby.</li> <li>• If motorist was parked outside their practice or other place of work for any reason other than to collect supplies for an urgent call.</li> <li>• If motorist was parked in an area which does not correspond with claims made in representations i.e. not near to patient's location.</li> <li>• If the motorist could reasonably have been expected to parked legally elsewhere.</li> </ul>

<b>S9.33 Where the vehicle in question was on police, fire brigade or ambulance duties</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• If a senior officer of the service advises in writing that the vehicle was engaged on operational activities.</li> </ul>	<ul style="list-style-type: none"> <li>• In all other circumstances</li> </ul>

<b>S9.34 Where the registered keeper liable for payment of the PCN is expected to be absent for a long period of time e.g. is temporarily living abroad or in prison.</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>• In no circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• On all occasions</li> </ul>

<b>S9.35 Where the registered keeper liable for payment of the PCN is said to have died</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>Where the circumstances can be confirmed (by sensitive enquiry).</li> </ul>	<ul style="list-style-type: none"> <li>Only if there is evidence to doubt the sincerity of the representations.</li> </ul>

<b>S9.36 Where the motorist states that the restriction was marked after the vehicle had been parked</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If records confirm that signing/lining/ placement of cones or suspension notices was likely to have taken place after the vehicle parked.</li> </ul>	<ul style="list-style-type: none"> <li>If there is evidence to show that markings were already in place at the time of parking.</li> </ul>

<b>S9.37 Where the vehicle driven by the motorist is diplomatically registered</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>In all circumstances. A Notice to Owner should never be sent to the keeper of a diplomatically registered vehicle.</li> </ul> <p>HCC should be informed of all Penalty Charges un-recovered from keepers of diplomatically registered vehicles. They will pass information concerning these debts on to the Foreign and Commonwealth Office [Source – Secretary of State’s Traffic Management and Parking Guidance, Vienna Convention on Diplomatic Relations, Diplomatic Privileges Act 1964 and Government Report on Review of Vienna Convention.</p>	<ul style="list-style-type: none"> <li>In no circumstances</li> </ul>

<b>S9.38 Where the motorist received a Fixed Penalty Notice (FPN) from a police officer and a PCN from a CEO, or has received two PCN’s when parked in the same location on the same day</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>Criminal offence takes precedence; if confirmation provided by the police that proceedings for a criminal offence in connection with the same parking/waiting incident have been instituted.</li> <li>If a previous PCN was served on the same date for the same contravention in the same location.</li> </ul>	<ul style="list-style-type: none"> <li>In all other circumstances</li> </ul>

<b>S9.39 Where the motorist claims there was no legal place to park</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>Only in the most exceptional of circumstances with evidence to support the exceptional circumstances that has not been considered before.</li> </ul>	<ul style="list-style-type: none"> <li>In the absence of exceptional circumstances</li> </ul>

<b>S9.40 Where the motorist claims they were parked on private property</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If land search maps confirm location is private property &amp; not subject of the relevant Traffic Regulation Order.</li> <li>If there is insufficient evidence to establish the precise location of vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>In all other circumstances.</li> </ul>

<b>S9.41 Where the motorist had parked while asking directions / opening gates to private property</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If evidence provided by the CEO does not contradict representations.</li> </ul>	<ul style="list-style-type: none"> <li>If the CEO's pocket book notes contradict the submission.</li> <li>If the motorist was parked in an area which does not correspond with claims made in representations.</li> <li>If the motorist could reasonably have been expected to parked legally elsewhere.</li> </ul>

<b>S9.42 Where the motorist states that the details on the PCN are incorrect, e.g. location or make of vehicle</b>	
<b>MAY ACCEPT REPRESENTATIONS</b>	<b>MAY REJECT REPRESENTATIONS</b>
<ul style="list-style-type: none"> <li>If there is reason to doubt that the PCN was issued correctly, or registration number recorded incorrectly.</li> </ul> <p>Check the vehicle number plates &amp; location in the photos &amp; officer notes.</p>	<ul style="list-style-type: none"> <li>If the PCN was fully and correctly completed.</li> </ul> <p>Vehicle colour and make are subject to CEO error, if no badges or poor light, this does not invalidate the charge notice.</p>

## **7. Frequently Asked Questions**

### **How Do I Pay a Penalty Charge Notice (PCN)?**

You can make payment by Debit card on line at: [www.testvalley.gov.uk/](http://www.testvalley.gov.uk/) and click **Pay** on the 'DO IT ONLINE SERVICES' line on the web page, or as long as you are sure about the amount you need to pay, our customer services team can process your payment by Debit card if you phone 01264 368000 during office hours. Please ensure you have your Debit card details, PCN number and vehicle registration number to hand. Our office hours are 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday (excluding Bank Holidays and the Christmas/New Year Period).

You can also pay by post with a cheque (please do not send cash by post). Please send your payment to the address on the reverse of the Penalty Charge Notice: Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, SP10 3AJ and write the PCN number on the reverse of the cheque.

Please ensure that you include details of the PCN Number when making the payment and ideally include your name, address and telephone number in case there is a query. If you are taking advantage of the 14 day discount period and are paying by post, you are advised to use first class post and allow 2 working days for your payment to reach us. You are advised to call us on the 14<sup>th</sup> day to ensure the payment has reached us in time.

You can also visit the Council offices during office hours to pay by Debit card or cheque at our Customer Services. Our office hours are 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday (excluding Bank Holidays and the Christmas/New Year Period).

### **I don't know how much I should pay or I have several Penalty Charge Notices and don't know which one to pay first?**

Call us, or visit the Council offices. We can tell you how much you owe and the date by which they must be paid. If you have more than one PCN and you cannot afford to pay them all, we can advise you of the best sequence of payments to minimise the total amount you have to pay.

### **I don't have the money to pay the Penalty Charge. What should I do?**

Contact us as soon as possible; in certain circumstances the Council will accept instalments. Once the first payment is made against the PCN the Council will freeze the amount outstanding as long as the payments continue to be made according to the agreement the Council make with you.

Where a registered keeper claims financial hardship or where there are multiple Penalty Charges outstanding, the Council may refer you to the local Citizens Advice Bureau or Debt Management Service that has the means to authenticate claims of hardship, which may require a longer arrangement period to settle and assist the debtor to plan their repayments.

Please remember that if you ignore the PCN and further correspondence from us the charge can increase from £25 or £35 to £75 or £105 within a few months and Enforcement Agent (bailiff) charges can increase the debt to several hundred pounds. The earlier you contact us the easier it is for us to help you minimise the debt.

### **I can't afford to pay the Penalty Charge, will you accept a smaller amount?**

The Council does not negotiate the levels of charge; these are laid out in the Legislation.

## **I thought my Penalty Charge was for a specific amount and I paid it but you still want more. Why is this?**

The most common reasons are:

- There were insufficient funds to clear the cheque or it was unsigned or corrections had not been signed against therefore it was not cleared by the bank;
- Your payment was late and the charge had increased because of this (payment is considered in law to be made on the day on which the Council receive it, not the day it was posted to us);
- You paid too little in the first instance;
- You wrote a post dated cheque that could not be banked before the Penalty Charge increased;
- You thought someone else was going to pay it and they didn't;
- You made the correct payment but forgot to include information that linked the payment to the PCN;
- You did not respond to a letter rejecting an appeal;
- You did not respond to correspondence the Council issued which explained the increase in charges;
- The case has been referred to the courts or Enforcement Agents (bailiffs).

## **I have received demands for payment from the Enforcement Agents. Who do I pay?**

The debt will be due to the Enforcement Agents, not the Council. You should contact them directly from the correspondence they send you or from the agent who visits your premises. The Council accept no liability for the amount levied by the Enforcement Agents to offset against their costs as these are set by the Courts.

## **I wish to appeal or make a representation against a Penalty Charge Notice. How do I contact the Council?**

This must be in writing either; online at <http://www.testvalley.gov.uk/parking> and click on "Penalty Charge Notices", by email to [carparks@testvalley.gov.uk](mailto:carparks@testvalley.gov.uk) or by letter to Parking Team, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, SP10 3AJ.

When you contact us please make sure you include:

- Your full name and postal address,
- The PCN number which starts with either TS or UY,
- The date of contravention.

Please tell us about the circumstances that led to the PCN being issued and why you believe the notice should be cancelled or waived. You should provide as much information and evidence as possible to support what you say because this helps us to identify all the facts and allows us to make the right decision as quickly as possible.

## **I have difficulty in reading, writing or expressing myself- what do I do?**

The Council can help you if you come into the Council offices. Someone who is not directly involved in enforcement will write your appeal or representation from the information you convey to them. They will read it back to you and will ask you to sign it as confirmation of your statement.

Alternatively, a friend or relative, the local Citizen's Advice Bureau, or your local councillor might help you write a letter, but please make sure it is clear who the driver or owner is, so we can make sure we write back to the right person at the right time.

### **How long does it take to make a decision on an appeal or representation?**

All appeals are acknowledged on receipt and in normal circumstances we would expect to respond to your appeal within three or four weeks, allowing for a full investigation of the circumstances. If the Council receive an appeal within the 14 day discount period, we will put the case on hold until we respond, and if the appeal is rejected we will re-offer the discount period for a further 14 days from the date of our letter. However, if an appeal arrives after the discount period has expired, the Council will not reset the discount. If an appeal is received after Notice to Owner the discount period will not be reset as the discount period would have expired before the Notice to Owner was issued. Where an appeal is received following a PCN, Notice to Owner or an appeal is made to the independent adjudication service, the Penalty Charge will be put hold at whatever stage it is at until a decision notice has been sent out.

### **Who can I talk to about this?**

The Council are happy to give further advice if you are unsure about what to do. Please call us on our enquiry line 01264 368000 to discuss your case further.

Many people call us and explain the circumstances leading to the issue of the notice and expect us to make decisions 'on the spot'. The Council are unable to do this as we need the written evidence of why you feel the Penalty Charge should be cancelled, and we will need to look at the notes made by the enforcement officer and any photographs taken. We may also need to make a site visit if, for instance, you claim that the lines or signs are missing or damaged.

### **Can my Local Councillor, MP or Citizens Advice Bureau help?**

Yes and they may choose to make representations on your behalf.

The Council will consider any representation on your behalf as if it were your own 'appeal' (i.e. no 'weight' will be placed on our consideration of your PCN because of the status of another person representing you);

The Council will only consider relevant information from a third party, so this should not be confused with canvassing to get a PCN waived when it would otherwise remain payable.

### **I returned to my vehicle while the enforcement officer was there and I appealed to him/her – Why didn't they withdraw the Penalty Charge Notice?**

Our enforcement officers are under instructions that once a Penalty Charge Notice has been printed it cannot be withdrawn and the driver or keeper must appeal to us in the normal way. The officers have no authority to withdraw a notice.

### **I was the driver and I don't want the owner to find out?**

The Legislation says that after 28 days the Council must issue the Notice to Owner to the Registered Keeper. The only way to avoid the owner becoming aware of the PCN is either to pay the Penalty Charge immediately or to appeal it quickly and pay the charge if the appeal is rejected. A full payment closes the case and there is no retrospective notification to the Keeper.

### **I was the driver but I am not the owner- can I appeal?**

Yes, you can appeal and we will write back to you in the first 28 days. However please remember that the keeper is liable for the Penalty Charge so as soon as we receive details from DVLA we will issue a Notice to Owner and from that point on, we must correspond with the keeper.

### **I changed my residence so didn't receive your notices?**

You will still be liable for the Penalty Charge. The level of charge will depend upon the circumstances and the evidence you put forward. You need to provide evidence that you moved, the date you moved and that you made arrangements for your mail to be forwarded to your new address.

Please note it is an offence to fail to notify DVLA promptly of your change of address and your insurance may be invalidated if you do not advise your insurer. While this in itself has no bearing on our consideration of any appeal, the absence of these disclosures could place doubt on your claim if no other means of substantiating a change of address is provided.

### **Why is the keeper (owner) liable, not the driver?**

The Legislation made the keeper liable to avoid debate about who should be liable for the payment of the PCN.

### **Why is the Penalty Charge so high?**

The Government sets the Penalty Charge levels.

### **What evidence do you gather when you issue a Penalty Charge Notice?**

This depends on the nature of the contravention. For all PCN's the Council record the following:

- Registration mark
- Vehicle make and colour
- Place, time and date
- The contravention code and description
- The PCN Number (which is created automatically)
- The Enforcement Officers patrol number who issued the Notice
- The amount of charge specified for the contravention

For contraventions involving tickets and permits we also record ticket or permit details such as, expiry time and or date, serial number, road or car park covered by permit or ticket. For contraventions involving time limits we also record valve positions to show the vehicle has not moved. Not all of this information is shown on the PCN.

We also when possible record additional notes in the officers note books, such as conversations with drivers, observations about the nearest signs and line and conditions at the time (leaves, snow, machine faults). We also take photographic evidence of the vehicle to support a Penalty Charge Notice to show any tickets or permits on display in the windscreen and to prove the PCN was secured to the vehicle.

If the Council receive a challenge or representation we can draw on the evidence to help us reach a decision.

### **Can I see the evidence?**

In most cases yes, photographic evidence will be included in our response to any appeal or representation.

If you take your case to adjudication the Council are required to disclose all the evidence in putting our case to the adjudicator, and you will receive a copy of this at the appropriate time.

The Council will only decline to release our evidence where it is linked to an ongoing police investigation or proceedings, or subject to Data protection considerations.

### **What about the Freedom of information Act and the Human Rights Act?**

The Council is subject to the Freedom of Information Act 2000 (FOIA). It has a statutory duty to respond to requests for information. Information may only be withheld from disclosure in limited circumstances. More information is available about FOIA on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

The Human Rights Act creates the fundamental right to an individual to challenge an accusation of wrongdoing and to have that challenge considered in a way that is not prejudicial to that individual. In most cases that right is exercised through the Courts. The role of the adjudication service fulfils that right, so there is no conflict between the respective Legislation.

### **What is a Notice to Owner?**

This is the legal notice the Council send out to the Registered Keeper of a vehicle if a PCN remains unpaid or partially paid after 28 days. It tells the keeper the amount outstanding and advises the keeper to pay the amount due or make a representation against the PCN otherwise a surcharge will be added to the debt.

### **What is a Charge Certificate?**

After a minimum of 28 days follows the Notice to Owner and tells the Registered Keeper that a 50% surcharge has been added to the debt and that their right of representation has been lost.

### **What is the Adjudication Service?**

Solicitors and Barristers whose appointment is sanctioned by the Lord Chancellor are located around the Country. They consider cases put forward to them by the Registered Keeper who wishes to appeal. To have an appeal considered, the discount period will have expired, a Notice to Owner will have been served, representation against the Notice to Owner will have been made and rejected by the Council, who will then provide the necessary form on which to make the appeal to the adjudication service.

The essence of the Legislation is that a driver or keeper must make a choice – to pay the PCN at its discounted rate for a 'no contest, minimum cost settlement', or to exercise the right to defend the allegation. The right to defend will incur time and costs on both sides, as a deterrent to unnecessary appeals the PCN must be at its full value.

In most cases once an appeal is made it has to be completed. For example; the driver or keeper cannot pay at the discounted rate to minimise costs then appeal to try and win it back. Nor can they appeal and then ask to pay at the discounted rate after an appeal has failed. In exceptional cases the adjudication service may ask the Council to allow payment at the discounted rate following an appeal but this is normally at the discretion of the Council.

### **What is an Order for Recovery of an unpaid PCN?**

This follows the Charge Certificate and tells the Registered Keeper that the unpaid debt for the PCN has been registered with Northampton County Court Traffic Enforcement Centre (the national clearing centre for parking contraventions). It also advises that the £7.00 costs for Court fees is added to the outstanding debt, and failure to pay could result in an application for a warrant to instruct Enforcement Agents to collect the debt.

### **What is a Statement of Truth?**

This is a document you complete and sign after the Order for Recovery has been received if you have not received a document that is fundamental to you being able to exercise your rights under parking Legislation. This document has the same status as being under oath in a Court, so proceedings for contempt of Court may be brought against you if you make or cause to be made a false statement in a statement of truth without an honest belief in its truth.

It is an important protection for those whose circumstances have genuinely resulted in disadvantage, but equally hazardous for those who abuse the facility. Council's can ask for a review of a statement of truth in the local County Court if they suspect a false statement has been made. In extreme cases, they can ask the police to investigate whether a criminal offence has been committed.

A successful Statement of Truth does not cancel a Penalty Charge; it only serves to instruct the Council to return the PCN to the level that opens up the right to appeal in Legislation (revert back to the Notice to Owner stage).

### **What can an Enforcement Agent (formerly known as a Bailiff) legally do and what can they legally take away?**

A certified Enforcement Agent acting under an Order of Court (a Warrant) can take all reasonable steps to recover a debt. Normally they will send a letter to the debtor's last known address advising them that a Warrant has been issued and the debt is payable to the Enforcement Agent. A second letter normally follows this a few weeks later. If these letters are ignored an Enforcement Agent will visit the premises to establish whether the debtor still resides there.

If you get a visit from an Enforcement Agent, regarding a former owner or tenant, or even a person who never lived at your address, you only need to satisfy them that the person pursued does not reside at the address. As long as you co-operate with them and tell them everything you know about the former owner or tenant they are unlikely to trouble you further.

If you are the debtor, an Enforcement Agent has a right of entry to your home or premises, but must not break in or use physical force to gain entry.

They will always try to obtain a settlement in cash (i.e. cash, credit card and sometimes a cheque), and may agree to instalments if it is likely the debtor will stick to an agreement. They will only resort to seizing goods if there is no reasonable prospect that the debt is paid in cash, or if the debtor is hostile. The Enforcement Agent will always try to secure debt against the item that brought about the debt and the item most likely to recover the debt in full (i.e. the vehicle). Household effects will only be taken as a last resort. There are items that they are not allowed to take such as children’s clothing and toys, cooking equipment, and heating appliances.

Enforcement Agents are answerable to the Courts for their conduct and most subscribe to a professional code of conduct and practises which includes a complaints procedure with the Enforcement Agent company.

The warrant and any subsequent letters or visits will not be recorded on credit reference files or on any deeds to your home. The only exception to this is where an Enforcement Agent has to levy a charge over your property because you, the debtor and owner refuse to pay the debt and you have no other goods to seize. (Normally this only happens when a person owes a very large amount of money from multiple enforcement actions.

**What happens if I don’t pay a PCN charge or I don’t respond to the documents sent to me?**

The debt will increase in line with the procedure outlined above. **Please don’t let this happen to you - Don’t ignore the documents sent to you, consider paying the Penalty Charge as early as you can to avoid increased charges.**

**Will parking enforcement Court Orders affect my credit records?**

No. While anything dealt with by the courts remains a matter of public record, Penalty Charge debts are not communicated to credit reference agencies, nor are they automatically attached to Deeds of a property.

It is possible that Court Orders might show up in a detailed search of a persons or company history.

**If you have any other questions that have not been covered in this section then please contact us to discuss your concerns. We may not have the answer immediately but will endeavour to respond as quickly as possible.**

RECORD OF AMENDMENTS				
Date	Section	Amendment	Notes	Signature

## **ITEM 8      Community Infrastructure Levy – Revised Regulation 123 Infrastructure List**

Report of the Planning Policy and Transport Portfolio Holder

### **Recommended:**

- 1. That the proposed revisions as a result of public consultation set out in the Draft Revised Regulation 123 List (November 2016) in Annex 2 to the report are approved.**
- 2. That the addendum to the Test Valley Access Plan 2015 as set out in Annex 3 to the report is approved.**
- 3. That the Corporate Director, in consultation with the Planning Policy and Transport Portfolio Holder, be authorised to make changes of a minor nature to improve the presentation of the Draft Revised Regulation 123 List and the Test Valley Access Plan.**

- The Draft Revised Regulation 123 List was publicly consulted on between 12 August and 23 September 2016.
- As a result of public consultation, several amendments have been made to the revised Regulation 123 List to address consultee comments.
- The purpose of this report is to seek approval for the Draft Revised Regulation 123 List and an addendum which categorises the projects within the Test Valley Access Plan.

### **1 Introduction**

- 1.1 Regulation no. 123 of the Community Infrastructure Levy (CIL) Regulations, 2010 (as amended) requires CIL Charging Authorities to set out what types of infrastructure or infrastructure projects it intends to fund, in whole or in part, through CIL receipts. This is to ensure there is a degree of clarity regarding funding of projects and infrastructure from CIL and ensures that CIL and S106 developer contributions are not secured for the same item of infrastructure.
- 1.2 Public consultation was carried out on a revised Regulation 123 List between 12 August and 23 September 2016. A total of 9 responses were received, a summary of which, alongside proposed changes to the Regulation 123 List, can be viewed in Annex 1.

## **2 Background**

- 2.1 The CIL Charging Schedule was adopted in January 2016 and the Council commenced charging CIL from 1 August 2016. Although the accumulation of funds through the gathering of CIL receipts may take a number of years, the publication of an up to date CIL Regulation 123 List provides clarity on what the Council proposes to spend CIL receipts on.
- 2.2 The current CIL Draft Regulation 123 List is out of date and the document refers to key strategies and Supplementary Planning Documents that have been updated.
- 2.3 Furthermore, the CIL Inspector noted at the CIL Examination that the current Regulation 123 List was not sufficiently detailed and should be refined in the future.
- 2.4 The revised Regulation 123 List seeks to strike a balance between addressing consultee comments and developing a sufficiently detailed Regulation 123 List to ensure clarity over the type of infrastructure that the Council intends to fund through CIL.

## **3 Corporate Objectives and Priorities**

- 3.1 As the use of S106 to secure developer contributions is scaled back, CIL receipts will provide an important source of funding to deliver infrastructure to support the Borough's growth from proposed development as identified in the adopted Local Plan 2016.
- 3.2 The accumulation of sufficient CIL funds will allow the Council to prioritise spending which will be informed by the projects and types of infrastructure identified on the Regulation 123 List. The proposed amendments to the CIL Regulation 123 List in this report will help ensure that the Council has a strategy to provide relevant and necessary infrastructure across the Borough and help fulfil the Corporate Plan priority of enabling those that live and work in and also those that visit Test Valley 'to contribute to and be part of a strong community' and 'enjoy the natural and built environment'.

## **4 Consultations/Communications**

- 4.1 Public consultation on revisions to the Draft Regulation 123 List was undertaken between 12 August and 23 September 2016 from which 9 responses were received. A number of the representations made during the public consultation has resulted in several proposed changes to the Regulation 123 List (see Annex 1).
- 4.2 The main changes relate to highways schemes and further detail regarding flood alleviation works arising from comments from both HCC and the Environment Agency.
- 4.3 Highways infrastructure – Hampshire County Council (HCC) raised concerns regarding their ability to seek improvements to the Borough's roads and pedestrian/cycle paths through the use of S278 Highways Agreements.

A S278 Agreement allows HCC as the Highway Authority to enter into a direct agreement with developers to mitigate the impact of additional traffic. TVBC officers have developed an approach to the inclusion of highways projects in the Regulation 123 List in liaison with HCC Highways officers that meets the needs of both TVBC and HCC.

- 4.4 The projects in the adopted Romsey and Andover Town Access Plans are separated into categories, such as ‘Measures to reduce the impact of additional traffic’ and ‘Cycling, walking and accessibility’. The approach to the Revised Regulation 123 List is to fund some Access Plan categories through CIL and other categories to be funded using alternative mechanisms (e.g. S106 developer contributions).
- 4.5 The Test Valley Access Plan (TVAP) 2015 is developed in consultation with Parish Councils and lists highways improvements and pedestrian and cycling schemes in the Borough’s rural areas. However, it is not separated into categories. A ‘re-categorised’ addendum to the TVAP, as set out in Annex 3, places the schemes listed into categories to align with the Romsey and Andover Town Access Plans. It should be noted that no schemes have been amended or removed from the TVAP but simply reorganised into two categories – ‘Measures to reduce the impact of additional traffic’ and ‘Cycling, walking and accessibility’. It is intended to inform stakeholders, such as Parish Councils, of the re-categorised version of the TVAP, in addition to the amendments to the Regulation 123 List arising from the consultation.
- 4.6 Flood defences - With regard to flood alleviation schemes, the two schemes now listed have arisen from a review of the impact of flooding across the Hampshire region led by HCC and the Environment Agency (EA). The schemes are one of 1500 schemes identified across England as part of the government’s £2.3bn investment plan and both are considered to be a priority by HCC and the EA for Test Valley communities.
- 4.7 Suitable Alternative Natural Greenspace (SANGs) – To satisfy the Habitats Regulations, the Council will need to explore how a proportion or an annual sum could be committed from CIL receipts to deliver SANGs. The Strategic Allocations are nil rated for CIL, therefore will not contribute towards the SANGs ‘pot’. However, these sites will need to provide their own SANGs land to mitigate the recreational impact from their development. For Hoe Lane and Whitenap, this has been identified as Luzborough Plantation.
- 4.8 A34/A303 Bullington Cross – It is proposed to remove this scheme from the ‘Highways Improvements’ section of the Regulation 123 List. An assessment of the possible works to be undertaken to deliver this scheme is being undertaken by Highways England. At this stage there is limited information regarding the cost and feasibility of the works proposed. On this basis, it is proposed to remove this scheme.

## **5 Options**

- 5.1 The Council has 2 options regarding the development of the CIL Regulation 123 List.

### Option 1

- 5.2 The first option is retain the existing Regulation 123 List which was developed in 2013.

### Option 2

- 5.3 The second option is to refine the existing Regulation 123 List based on the proposed amendments arising from consultee comments as identified in Annex 1.

## **6 Option Appraisal**

### Option 1

- 6.1 Test Valley is in the best position to identify necessary infrastructure that will require funding from CIL.
- 6.2 The current CIL Regulation 123 List is out of date. The document refers to key strategies and Supplementary Planning Documents that have been updated.
- 6.3 Furthermore, the CIL Inspector noted at the CIL Examination that the current Regulation 123 List was not sufficiently detailed and should be refined in the future.

### Option 2

- 6.4 Option 2 is the preferred option. A revised Regulation 123 List provides certainty and transparency in how the Council allocates funding from CIL in the light of fewer S106 developer contributions. The Council would be at risk of challenge if it does not make clear projects to be funded through CIL receipts.
- 6.5 As of 6 April 2015, the Council is no longer able to pool more than 5 separate S106 contributions towards the one item of infrastructure. CIL is not bound by any pooling restrictions, therefore the Council can direct CIL receipts to projects that are identified on the CIL Regulation 123 List. An updated list provides clarity and transparency regarding how the Council allocates CIL receipts and to avoid any perceptions that the Council is securing CIL contributions and S106 developer contributions for the same item of infrastructure.
- 6.6 The revised List also makes reference to currently adopted documents and strategies. It also provides a more detailed description of projects and removes projects that are no longer relevant (e.g. Andover Discovery Centre).

- 6.7 A more detailed list allows the Highway Authority to secure improvements to reduce the impact of additional traffic on the Borough's roads and highway network for all users through a S278 Highways Agreement. Under the CIL Regulations, a project cannot be funded from both CIL and S278, similar to the restrictions in place with S106 and CIL.

## **7 Risk Management**

- 7.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors on 13 October 2013 Cabinet, Item 11.

## **8 Resource Implications**

- 8.1 There will be no resource implications for the publication of the revised Regulation 123 List and re-categorised Test Valley Access Plan.

## **9 Legal Implications**

- 9.1 Legal Services have been consulted on the proposed wording in the revised Regulation 123 List to ensure robustness. Legal Services have also advised that the Revised Regulation 123 List can be published following approval by Cabinet.

## **10 Equality Issues - none**

## **11 Other Issues**

- 11.1 Community Safety – none
- 11.2 Environmental Health Issues – none
- 11.3 Sustainability and Addressing Changing Climate – none
- 11.4 Property Issues – none
- 11.5 Wards/Communities Affected – all

## **12 Conclusion and reasons for recommendation**

- 12.1 To seek agreement for the amendments and revisions to the CIL Regulation 123 List will allow the Council to maximise opportunities for expenditure of CIL receipts in a transparent and justified way as well as address the representation made during the August/September 2016 public consultation exercise. The proposed amendments will also address the CIL Inspector's recommendations regarding refinements to the Draft Regulation 123 List, given its preparation in the early stages of the CIL process.

- 12.2 Revisions to the List are timely in the context that the Council commenced charging CIL on 1 August 2016 and CIL receipts will begin to accumulate. The List provides clarity to those developments that will be liable for CIL as to how the CIL receipts will be spent.
- 12.3 In light of the above, it is recommended that the Revised CIL Regulation 123 List is approved and the ‘re-categorised’ addendum Test Valley Access Plan is published following notification of Parish Councils.

<u>Background Papers (Local Government Act 1972 Section 100D)</u> Community Infrastructure Levy Draft Revised Regulation 123 List July 2016 Test Valley Access Plan 2015			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	Pt6_17 161130
(Portfolio: Planning Policy and Transport) Councillor M Hatley			
Officer:	Katie Rasdall Lawes	Ext:	8256
Report to:	Cabinet	Date:	30 November 2016

**Proposed amendments to Reg 123 List resulting from public consultation  
August/September 2016**

Issue raised in representation	Proposed amendment to Reg 123 List				Reg 123 List page no.	
<p><u>Hampshire County Council - officers</u></p> <p>Concern that Highways Authority would not be able to exercise its discretion in securing highways works through a S278 with developers. Inclusion of a scheme on the Reg 123 List will preclude the Highways Authority from entering into a S278 agreement.</p>	TVBC propose to list the categories of projects works as they appear in the Access Plans either to be funded from CIL or to be excluded from funding through CIL.					
	Section in Reg 123 List	Access Plan category	CIL	Non-CIL		Pg.1 of Annex 2
	Highways improvements	Measures to reduce the impact of additional traffic		✓		Pg.2 of Annex 2
	Public transport	Public and community transport	✓			Pg.2 of Annex 2
	Public transport	Smarter Choices		✓		Pg.3 of Annex 2
	Cycle schemes and pedestrian links	Cycling and walking	✓			Pg.5 of Annex 2
	Parking	Parking control and management measures	✓			
<p><u>West Berkshire Council</u></p> <p>Provided general update of the status and stages of West Berkshire's CIL Reg 123 List. Did not wish to comment specifically at this time.</p>	No changes proposed					
<p><u>Sport England</u></p> <p>SE recommends using the adopted Playing Pitch Strategy to identify relevant and specific projects for inclusion in the Reg 123 List.</p> <p>Welcomes clarification that sports facilities intended to be provided</p>	<p>No changes proposed. TVBC have listed specific sports projects for funding through CIL.</p> <p>The Strategic Allocations of Whitenap and Hoe Lane are of such a</p>				Pg. 6 of	

<p>on the strategic allocations are excluded from the CIL Reg 123 List.</p>	<p>scale that sports pitch/pitches will be provided on site.</p> <p>Development on the Strategic Allocations of Picket Piece and Picket Twenty will provide contributions towards existing sports facilities which have been provided as part of the ongoing development of these strategic sites.</p>	<p>Annex 2</p>
<p><u>Environment Agency</u></p> <p>Would like to see 2 specific schemes listed.</p> <p><u>Scheme 1:</u> Romsey. Reduce the risk of flooding from the River Test and surface water sources. Scheme has a funding gap of approximately £1.7m.</p> <p><u>Scheme 2:</u> Bourne Valley. Flood alleviation works to prevent flooding to villages, particularly Vernham Dean, Upton and Hurstbourne Tarrant. Scheme has a funding gap of approximately £400K.</p>	<p>TVBC propose to include the schemes put forward by the Environment Agency to be specifically listed for potential funding from CIL, subject to available funds.</p>	<p>Pg.7 of Annex 2</p>
<p><u>Natural England</u></p> <p>Would like to see the list set out priority projects.</p> <p>TVBC is reliant on CIL as a delivery mechanism for SANG therefore should be first priority in the top tier of a priority list. This is to ensure there is certainty over delivery of mitigation to ensure the Local Plan is compliant with the Habitats Regulations.</p>	<p>No change in response to NE comments. However, amendments proposed to ‘Exclusions’ column to specify that SANGs land at Luzborough Plantation in relation to Strategic Allocations of Whitenap and Hoe Lane are excluded from CIL.</p> <p>The proportion of CIL funds to be set aside to provide mitigation for the New Forest SPA is currently being developed through the TVBC New Forest SPA SANGs Strategy.</p> <p>A CIL Regulation 123 List is not exhaustive and allows CIL to be spent on projects not specifically listed.</p>	<p>Pg.1 of Annex 2</p>
<p><u>Historic England</u></p> <p>HE suggest that the Council</p>		

<p>considers whether any heritage-related projects within the Borough would be appropriate for CIL funding. Evidence base for the Local Plan could identify opportunities for CIL to help deliver growth and thereby meet the objectives for the historic environment.</p>	<p>No changes proposed.</p> <p>Alternative funding is available for the historic environment.</p> <p>A CIL Regulation 123 List is not exhaustive and does not preclude the possibility of using CIL funding on heritage related infrastructure in the future.</p>	
<p><u>Savills</u></p> <p>Concerns specifically relate to the words <u>on-site</u> and <u>on the</u> strategic allocation. Improvements to the existing Picket Twenty community centre and the pitches at the Urban Park may be considered off-site for the purposes of the Policy COM6A.</p> <p>Savills suggests amending the wording to read, “site-specific provision or site-specific facilities associated with the Strategic Allocations.”</p>	<p>TVBC propose to amend wording of the revised CIL Regulation 123 List to allow for developer contributions from Strategic Allocations towards infrastructure associated with the site.</p>	<p>In exclusions column throughout Reg 123 List (Annex 2)</p>
<p><u>New Forest National Park Authority</u></p> <p>Reference to the provision of the Forest Park no longer appears in the revised Consultation Reg 123 List. NFNPA seeks clarification on whether it is still the Council’s intention to develop the Forest Park with CIL funding.</p>	<p>The Revised CIL Regulation 123 List references the Green Infrastructure Strategy of which the Forest Park is a part. The List will be amended to specifically reference the Forest Park as an example of Green Infrastructure.</p>	<p>Pg.7 of Annex 2</p>
<p><u>Hampshire County Council – Cllr Roy Perry</u></p> <p>Highway Authority’s position would be strengthened if the Reg 123 List was more explicit about which transport schemes are intended to be funded through CIL.</p>	<p>Changes proposed. TVBC propose to list the categories of highway improvement works as they appear in the Access Plans either to be funded from CIL or to be excluded from funding through CIL. This approach provides HCC as Highway Authority an opportunity to secure highway improvement works through a</p>	<p>Pgs. 1 – 5 of Annex 2</p>

	S278 agreement where justified. See response to HCC Officers.	
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**Proposed amendments to Draft Revised CIL Regulation 123 List**

Infrastructure type or project		Exclusions
<b>Suitable Alternative Natural Greenspace (SANGS)</b>		<b>Strategic Access Management and Monitoring (SAMM)</b>
Provision and ongoing maintenance in perpetuity of Suitable Alternative Natural Greenspace (SANG) (Part of the New Forest National Park Special Protection Area Avoidance and Mitigation Measures)  This is necessary to meet Article 6 (3) of the Habitats Directive		Strategic Access Management and Monitoring (SAMM). These measures are not deemed to be infrastructure and will be secured via separate legal agreements.  Beggarspath Wood and Luzborough Plantation in relation to the Local Plan Strategic Allocations of Whitenap (Policy COM3) and Hoe Lane (Policy COM4).
<b>Roads and other transport facilities</b>		
Highways Improvements	<ul style="list-style-type: none"> <li>• <del>Improvements to access from A34/A30 on slip road A303 West at Bullington Cross</del></li> </ul>	<p><u>“Measures to reduce the impact of additional traffic” as identified in:</u></p> <ul style="list-style-type: none"> <li>• <u>Andover Town Access Plan SPD 2015</u></li> <li>• <u>Romsey Town Access Plan SPD 2015</u></li> <li>• <u>Test Valley Access Plan SPD 2015</u></li> </ul> <p><u>and subsequent updated versions as published from time to time.</u></p> <p><u>Provision of infrastructure directly related to an individual site to be provided to avoid/mitigate the impacts arising from development as identified by a Transport Assessment.</u></p> <p><u>Infrastructure as required to meet the needs of the</u></p>

		<p><u>Strategic Allocations<sup>1</sup> as outlined in the Local Plan Policies in addition to:</u></p> <p><u>COM 3 Whitenap – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Capacity at Winchester Road/Southampton Road – Plaza roundabout</u></li> </ul> <p><u>COM 4 Hoe Lane – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Measures to ease traffic congestion at Baddesley Crossroads</u></li> </ul> <p><u>COM 6 Picket Piece – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Junctions of the A3093/A3057/A303(T)</u></li> <li>• <u>Traffic management measures along Ox Drove</u></li> </ul> <p><u>COM 6A Picket Twenty – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Junctions and links of the A3093/A3057/A303(T)</u></li> </ul> <p><u>Implemented schemes or those with sufficient funding in the Access Plans are excluded.</u></p>
<p>Public Transport</p>	<p><u>“Public and Community Transport” as identified in:</u></p> <ul style="list-style-type: none"> <li>• <u>Andover Town Access Plan SPD 2015</u></li> <li>• <u>Romsey Town Access Plan SPD 2015</u></li> </ul> <p><u>and subsequent updated versions as published from time to time.</u></p>	<p><u>“Smarter Choices” as identified in:</u></p> <ul style="list-style-type: none"> <li>• <u>Andover Town Access Plan SPD 2015</u></li> <li>• <u>Romsey Town Access Plan SPD 2015</u></li> </ul> <p><u>and subsequent updated versions as published from time to time.</u></p> <p><u>Provision of infrastructure and facilities which are directly</u></p>

<sup>1</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

	<p><u>Towards upgrading, improving or redeveloping Romsey Bus Station, including suitable provision of bus stop facilities.</u></p> <p><u>Improvements to Romsey Railway Station to facilitate better access and encourage use of sustainable modes of transport.</u></p>	<p><u>related to an individual site to be provided to avoid/mitigate the impacts arising from development.</u></p> <p><u>Infrastructure required to meet the needs of the Strategic Allocations<sup>2</sup> as outlined in the Local Plan Policies in addition to:</u></p> <p><u>COM 3 Whitenap – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Bus infrastructure along routes servicing the development</u></li> </ul> <p><u>COM 4 Hoe Lane – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Bus infrastructure along routes servicing the development</u></li> </ul> <p><u>COM 6 Picket Piece – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Bus infrastructure along routes servicing the development</u></li> </ul> <p><u>COM 6A Picket Twenty – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Bus infrastructure along routes servicing the development</u></li> </ul> <p><u>Implemented schemes or those with sufficient funding in the Access Plans are excluded.</u></p>
<p>Cycle schemes and pedestrian links</p>	<p><u>“Cycling, walking and accessibility” as identified in:</u></p>	<p><u>Provision of infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate</u></p>

<sup>2</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

	<ul style="list-style-type: none"> <li>• <u>Andover Town Access Plan SPD 2015</u></li> <li>• <u>Romsey Town Access Plan SPD 2015</u></li> <li>• <u>Test Valley Access Plan SPD 2015</u></li> <li>• <u>Cycle Strategy and Network SPD 2015</u></li> </ul> <p><u>and subsequent updated versions as published from time to time.</u></p>	<p><u>the impacts arising from development.</u></p> <p><u>Excludes infrastructure required to meet the needs of the Strategic Allocations<sup>3</sup> as outlined in the Local Plan Policies in addition to:</u></p> <p><u>COM 3 Whitenap – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Pedestrian and cyclist facilities along Whitenap Lane</u></li> <li>• <u>Safety of cyclists along Lee Lane</u></li> <li>• <u>Reduce conflict of vehicles, cyclists and pedestrians at Rapids roundabout – Southampton Road/Romsey bypass</u></li> </ul> <p><u>COM 4 Hoe Lane – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Off-road cycle route along Firgrove Road</u></li> <li>• <u>On-road cycle route along Sylvan Drive linking Hoe Lane to Rownhams Lane</u></li> <li>• <u>On-road cycle route and widening of footways along A3057 to Rownhams Lane and/or reduce traffic speeds along Hoe Lane</u></li> <li>• <u>Cycle route from Romsey to Redbridge</u></li> </ul> <p><u>COM 6 Picket Piece – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Pedestrian and cycle links along Ox Drove</u></li> </ul> <p><u>COM 6A Picket Twenty – Provision of/improvements to:</u></p> <ul style="list-style-type: none"> <li>• <u>Footway along Andover Down to Picket Twenty Urban Park</u></li> </ul>
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<sup>3</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

		Implemented schemes or those with sufficient funding in the Access Plans are excluded.
<u>Parking</u>	<p><u>“Parking control and management” as identified in:</u></p> <ul style="list-style-type: none"> <li>• <u>Andover Town Access Plan SPD 2015</u></li> <li>• <u>Romsey Town Access Plan SPD 2015</u></li> </ul> <p><u>and subsequent updated versions as published from time to time.</u></p>	<p><u>Provision of infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate the impacts arising from development.</u></p> <p><u>Excludes infrastructure required to meet the needs of the Strategic Allocations<sup>4</sup> as outlined in the Local Plan Policies.</u></p>
<b>Schools and other educational facilities</b>		
Further and higher education	Andover College, Andover Town Centre Campus	
	Provision or improvement of community resource and learning centres accommodating a range of public services	
<b>Community resource, learning and cultural facilities</b>		
Provision and improvement of multi-purpose community resource facilities and recreational spaces including proposals for new health, wellbeing and leisure facilities, and a hub for learning, arts, drama and culture		<p><u>Excludes site-specific provision or site-specific infrastructure associated with the Strategic Allocations<sup>5</sup> as outlined in the Local Plan Policies of COM3/4/5/6 &amp; 6A</u></p> <p><u>Excludes provision of community and education facilities at Picket Twenty and Picket Piece.</u></p> <p><u>Excluding provision of or contributions towards</u></p>
Improvement, refurbishment or replacement of Crosfield Hall in Romsey		

<sup>4</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

<sup>5</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

		<u>infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate the impacts arising from development.</u>
<b>Sporting and recreational facilities</b>		
Sports facilities and pitches	<p>Provision, replacement and enhancement of existing sports pitches and facilities including:</p> <ul style="list-style-type: none"> <li>• Swimming pools</li> <li>• Redevelopment of or new Leisure Centre for Andover</li> <li>• Increasing the capacity of dry side and wet side provision at the Romsey Rapids</li> <li>• Increasing the capacity for extreme sports across the borough, both indoor and outdoor (including climbing/bouldering, skate boarding, BMX and free running)</li> </ul>	<p><u>Excludes site-specific provision or site-specific infrastructure associated with the Strategic Allocations<sup>6</sup> as outlined in the Local Plan Policies of COM 3/4/5/6 &amp; 6A</u></p> <p><u>Excludes provision of sports facilities and pitches at the Urban Park at Picket Twenty and at Picket Piece.</u></p> <p><u>Excluding provision of or contributions towards infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate the impacts arising from development.</u></p>
<b>Open Spaces</b>		
Parks, public gardens, informal recreation areas, provision for children and teenagers and allotments	<p>Provision and enhancement of existing open spaces including parks and public gardens, informal recreation areas, provision for children and teenagers and allotments including:</p> <ul style="list-style-type: none"> <li>• The purchase of land to offset the</li> </ul>	<p><u>Excludes site-specific provision or site-specific infrastructure associated with the Strategic Allocations<sup>7</sup> as outlined in the Local Plan Policies of COM 3/4/5/6/&amp; 6A</u></p> <p><u>Excludes provision of parks, public gardens, informal recreation areas and provision for children and teenagers at Picket Twenty and Picket Piece.</u></p>

<sup>6</sup> As above

<sup>7</sup> Local Plan allocations of Whitenap (COM3), Hoe Lane (COM4), Park Farm (COM5), Picket Piece (COM6), Picket Twenty extension (COM6A) and George Yard/Black Swan Yard (LE14)

	deficit of public open space in wards across the borough	Excluding provision of open space infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate the impacts arising from development of the site in accordance with the policy requirements of LHW1 (including Annex F) of the adopted Local Plan (January 2016) and in the interests of securing sustainable high quality development. Space for the provision for children and teenagers can be incorporated within areas set aside for Informal Recreation.
Green infrastructure, and waterways enhancement	Provision and enhancement of the Green Infrastructure Network and areas of sensitive biodiversity identified in the Green Infrastructure Strategy and Biodiversity Action Plan including: <ul style="list-style-type: none"> <li>• Improving the ecological condition of rivers and wetlands across Test Valley</li> <li>• <u>Forest Park</u></li> </ul>	<p><u>Excludes site-specific provision or site-specific infrastructure associated with the Strategic Allocations<sup>8</sup> as outlined in the Local Plan Policies of COM 3/4/5/6/ &amp; 6A</u></p> <p><u>Excludes provision of green infrastructure at Picket Twenty and Picket Piece.</u></p> <p><u>Excluding provision of green infrastructure and facilities which are directly related to an individual site to be provided to avoid/mitigate the impacts arising from the development.</u></p>
<b>Flood Defences</b>		
Flood defences and flood prevention measures	<p><u>Romsey Flood Defence Scheme</u>  <u>Reduce the risk of flooding from the River Test and surface water sources which has a funding gap of approximately £1.7m</u></p> <p><u>Bourne Valley Flood Alleviation Scheme</u></p>	

<sup>8</sup> As above

	<u>Flood alleviation works to prevent flooding to villages, particularly Vernham Dean, Upton and Hurstbourne Tarrant which has a funding gap of approximately £400,000</u>	
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## Addendum to Test Valley Access Plan 2015

Re-categorisation of schemes

### 1. Measures to reduce the impact of additional traffic

District Statement Reference	Parish & TVAP reference	TVAP issue	Location	Scheme/proposal	Status/funding
TVBC 0145	Abbots Ann AA03	Look at improving safety and access adjacent to School. Source: TVBC	Duck Street (formally Red Rice Road).	Traffic calming scheme.	Traffic Calming Scheme delivered by TVBC in 2012/13. Traffic Management Scheme to be investigated 2015/16.
TVBC xxxx	Abbots Ann AA04	Consider traffic calming measures in the village. Source: Parish Council	Little Ann Road.	Look at the feasibility of traffic calming in specific locations. HGV restriction in Monxton, Abbots Ann, Grateley and Quarley area. Introduction of a TRO to restrict vehicles over weight and or width entering the area except for access to properties within the area. Provision signs on site. Other minor measures such as bollards to reduce damage caused by HGV's.	Scheme in management programme.

TVBC xxxx	Ampfield AM06	Look at traffic calming to reduce speeds and improve safety through village. Source: Parish Council	On A3090.	Feasibility of traffic calming measures along sections of A3090 to be carried out.	No funding yet identified.
TVBC 0153	Awbridge AW02	Concern regarding traffic speeds, look at traffic calming within parish to reduce traffic speeds and improve safety. Source: Parish Council.	Romsey Road	No scheme proposed. Monitoring of traffic speeds with radar or other speed measuring devices taking place.	TVBC has undertaken traffic speed monitoring.
TVBC 0154	Bossington BO 01	Improve highway safety Source: HCC Area Team.	C17	Provision of a passing bay along C17 to ensure adequate opportunity for vehicles to safely negotiate each other.	Several informal passing places exist. Funding to formalise this has not been identified.
TVBC 0156	Braishfield BRA 02	Improve safety at the road junction Source: Parish Council.	Common Hill Road at junction with Braishfield Road by school.	Re-alignment of the road.	No funding yet identified.
TVBC 0163	Bullington BUL 01	Inappropriate parking and access by HGV. Source: Parish Council	A303 onto the U54 at Bullington and C55 as an access road to A30.	Consider action to deter heavy vehicles parking on the slip from using the (east) and Barton Stacey (west).	Highways Agency to investigate concerns regarding heavy vehicles parking on the A303 deceleration lane. HCC have confirmed parking in the A30 lay-by is not considered to be a significant problem.

TVBC 0164	Bullington BUL 02	Investigate improvement and operations of Bullington Junction the back-up of traffic, particularly at peak times can be dangerous. Source: Parish Council	A34/A30 on slip road A303 West at Bullington Cross.	Any potential scheme requires the input of Highway Agency.	Advice is being sought from the Highway Agency and HCC.
TVBC xxxx	Charlton CH 01	Need to address traffic calming and pedestrian movements in Charlton Source: Parish Council	Charlton Lane and Foxcotte Lane	Feasibility scheme underway looking a traffic calming and pedestrian crossing opportunities.	Some funding identified.
TVBC 0165	Chilbolton CB 01	Concern regarding the safety due to a lack of visibility at the A3057 junction with the bridge over the River Test Source: Parish Council	Coley Lane with A3057.near The Mayfly PH	Improve visibility splays at junction by possibly realigning the approach roads.	Some funding identified.
TVBC xxxx	Chilbolton CB 04	Junction improvements. Source: Parish Council	Winchester Street/Martins Lane.	Investigate junction improvements to improve access and safety.	No funding yet identified.
TVBC xxxx	Chilbolton CB 06	Provide up to 8 vehicle passing places. Source: Parish Council	Martins Lane.	No scheme yet considered.	No funding yet identified.

TVBC xxxx	Chilbolton CB 07	Introduce 20 mph limit in village. Source: Parish Council	Village wide.	20 mph scheme for village	HCC including this in rural pilot scheme.
TVBC 0174	Chilworth CW 05	Provision of on-road cycle route. Source: Test Valley Cycle Strategy 2009.	From Castle Lane to Chilworth Road along Misselbrook Lane	No scheme yet considered but provision likely to include traffic management measures.	No funding yet identified.
TVBC 0183	East Tytherley ET 01	Reduction of vehicle speeds in the village. Source: Parish Council.	Consider reducing speed limit to 30mph from existing 40mph through village.	No scheme yet considered.	No funding yet identified.
TVBC 0179	Enham Alamein EA 04	Improved pedestrian access to the Countryside. Source: Parish Council	By-way 755 from Ickneild Way towards Enham village, linking with footpath 717.	The route to the farm access via Anton Lane to be resurfaced. Remainder of route to be unaffected with the exception of junction with Ickneild Way. Including measures to address ponding.	Some works undertaken, improving access to farm. Remainder upon adoption of playing fields at East Anton
TVBC xxxx	Enham Alamein EA 08	Consideration of appropriate and/or necessary traffic calming measures. Source: TVBC	Along A343 as a result of development of East Anton.	No scheme yet considered.	Developer contributions available.
TVBC 0190	Grateley GR 02	Junction improvements. Source: Parish Council and TVBC	Wallop Road and Old Stockbridge Road (B3084)4	Priority change.	This scheme is part of Over Wallop whole village traffic management scheme.

TVBC xxxx	Grateley GR 03	Consider revising speed limits through the village Source: Parish Council	Village wide.	HCC to consider HGV restrictions on vehicle width and weight and other minor measures such as bollards to reduce damage caused by HGV's.	Scheme in TVBC 2015/2016 Traffic Management Programme.
TVBC xxxx	King Somborne KS 07	Speed and volume of traffic a concern for the accessibility and safety for pedestrians. Source: Local residents	Furzedown Road.	Parish Council looking at introducing regular speed monitoring.	Posts to be ordered.
TVBC 0206	Leckford LE 01	Concern regarding the safety due to a lack of visibility at the A3057 junction with the bridge over the River Test Source: Parish Council	Coley Lane with A3057.near The Mayfly PH	Improve visibility splays at junction by re-aligning of approach roads.	Some funding identified.
	Little Somborne LS 01	Safety issue regarding parked vehicles and junction. Local Member	Strawberry Lane.	Consider white lines to mark junction.	TVBC to consider implementing.
TVBC 0208	Lockerley LO 03	Provide parking opportunities. Source: SRtS.	On The Green.	Scheme to provide alternative and appropriate car parking	No funding yet identified.
TVBC xxxx	Lockerley LO 05	Junction improvements. Source: Parish Council	East Dean Road junction with Romsey Road.	Change the priority.	In TVBC design programme for 2015/2016

TBVC xxxx	Longparish LP 01	Road Safety.	Southside Hill.	Creation of a vehicle passing place on Southside hill to allow vehicles to pass one another.	No funding yet identified.
TVBC xxxx	Longparish LP 03	Possible safety issues outside village hall. Source: Parish Council	Adjacent to village Hall B3048.	Improve and define highway adjacent to B3048 by appropriate use of kerbing, surfacing, planting and drainage to create safe access and a safe area which can be used for vehicles needing to stop off the road.	No funding yet identified.
TVBC 0215	Melchet Park & Plaitford MPR 01	Consider measures to ease traffic congestion. Source: Parish Council.	Church Lane between Comptons Drive and the Ford.	Implementation of a formal passing place to allow traffic to safety pass.	Submission for HCC Minor Works Programme 2016/17
TVBC xxxx	Monxton MON 03	Look at delivering improved parking for Village Hall. Source: Parish Council	Adjacent to Village Hall.	Phase 1 –lining and timber posts. Phase 2 metalling of part of the highway verge.	Phase 1 – implemented. Phase 2 – funding secured.
TVBC xxxx	Monxton MON 04	Consider changes to speed limit and traffic calming within the village	Andover and Grateley roads.	Installation 'Gateway's on approach to village.	Works funded, detailed design and location to be agreed.
TVBC 0233	Nether Wallop NW 02	Consider revising speed limits through the village. Source: Parish Council	Station Road and Salisbury Lane.	Investigate the reduction of the speed of through traffic using by providing traffic calming/ management.	Consideration of alternation of traffic calming measures being considered by HCC. Parish Council advised

					by HCC. Traffic calming of A343/Station Road constructed 2015
TVBC 0217	North Baddesley NB 01	Consider measures to ease traffic congestion. Source: TVBC	Baddesley Crossroads.	Investigate improvements to Baddesley Crossroads and possible removal of the island in Nutburn Road to reduce congestion.	The County Council is upgrading the traffic signals and the road surfacing at the junction in 2-15 to reduce traffic queue lengths and increase the capacity of the junction.  The scheme also involves improvements to the ped/cycle crossing facilities and will future proof the junction for cycle improve in the coming years.
TVBC 0225	Nursling & Rownhams NR 03	Consider changes to speed limit and traffic calming within Hillyfields.	Hillyfields.	Proposed traffic calming in Hillyfields area. Source: TVBC	TVBC have undertaken initial feasibility. Need to reappraise whole area in a new study.
TVBC 0231	Nursling & Rownhams NR 10	Junction improvements to manage traffic congestion. Source: Parish Council	Bakers Drove/Redbridge Lane junction.	Junction improvements	Some funding identified.
TVBC 0234	Over Wallop OW 1	Consideration of appropriate and/or necessary traffic calming and management	Station Road and Salisbury Lane. Also, at cross road A343 with Salisbury Rd. Installation	Investigate reduction of traffic speed by providing traffic calming/management.	Reclassification of B3084/C250 implemented. Remaining stage junction improvements at both ends of Salisbury Lane

		measures. Source: Parish Council	pedestrian refuges and bell mouth narrowing		and traffic calming/management along Station Rd and Salisbury Lane.
TVBC 0235	Over Wallop OW 2	Consideration of appropriate works and/or traffic management measures. Source: Parish Council	Old Stockbridge Road.	Investigate change of priority to encourage use of Old Stockbridge Road for through traffic at Grateley end and improvement at A343 end. .	See above.
TVBC 0236	Over Wallop OW 3	Consideration of appropriate and/or necessary traffic calming measures. Source: Parish Council	Salisbury Lane.	Possible closure of Salisbury Road to reduce 'rat running.'	See above.
TVBC 0238	Penton Grafton PG 02	Consideration of appropriate and/or necessary traffic calming/management measures. Source: Parish Council	Along Foxcotte Lane.	Extension to speed limit proposed, after traffic calming trail was unsuccessful.	HCC progressing amendment to speed limit.
TVBC 0240	Penton Mewsey PM 02	Investigate traffic calming within the village. Source: Parish Council	C33 Weyhill to Charlton Road.	Traffic calming scheme implemented and unsuccessful. Speed reduction scheme now beginning investigated by HCC.	Some funding available.
TVBC xxxx	Quarley QU 01	Consider traffic calming measures in the village. Source: Parish Council	Parish wide	HGV restriction proposed in the area to restriction, width and weight of HGV vehicles. Also, minor measures to	In TVBC traffic management programme for 2015/16

				reduce vehicle damage, e.g. bollards	
TVBC 0249	Shipton Bellinger SB 01	Highway safety improvements. Source: Parish Council	A338 Salisbury Road/Watery Lane and A338 Salisbury Road/High Street.	Junction improvements to improve highway safety.	A scheme will commence in summer 2015 providing a new right turn lane on the A338 for traffic travelling south and wanting to turn right into Watery Lane (just south of existing tank crossing) There will also be two new short sections of footway on both sides of the A338 with a pedestrian refuge island in the centre of the carriageway to link tow footpaths.
TVBC 0256	SM 05	Improve the safety and accessibility for pedestrians. Source Parish Council	Smannell Road.	Look at introducing a gateway entrance sign at the north end of the Parish.	Some developer funding available.
TVBC 0257	SM 07	Improve highway Safety and reduce traffic speeds. Source: Parish Council	Near School.	Investigate the provision of light coloured surfacing and speed signs on the road.	Some developer funding available
TVBC xxxx	SM 08	Improve highway Safety and reduce traffic speeds. Source: TVBC	A343	Consideration of appropriate and/or necessary traffic calming measures along as a result of development of East Anton	Some developer funding available

**2. Cycling, walking and accessibility**

District Statement Reference	Parish & TVAP reference	TVAP issue	Location	Scheme/proposal	Status/funding
TVBC 0143	Abbots Ann AA01	Improve access safety of vehicles and pedestrians at St Johns Cross. Source: HCC/Parish Council	Fullerton Road and Duck Street junction with A343.	Improvements at junction to improve safety and accessibility.	Partial funding identified, additional funding being sought.
TVBC 0144	Abbots Ann AA02	Lack of access between Balksbury Hill and Andover Garden Centre. Currently, pedestrians walk in the road Source: Parish residents	Salisbury Road from the Garden Centre to underpass with the A303	Investigate the provision of a footway/cycleway along Salisbury Road.	Initial feasibility undertaken; difficulties in implementing footway/cycleway identified owing to presence of trees and land ownership. A gravel path maybe to considered.
TVBC 0147	Ampfield AM02	Provide safe routes for pedestrians and cyclists between Ampfield and Romsey. Source: Test Valley Cycle Strategy 2009.	Ampfield to Romsey	Provision of cycle route.	Two phases completed, more to follow.
TVBC 0148	Ampfield AM03	Improve footways. Source: HCC	Baddesley Road from St James Park eastwards to Flexford Close.	Widen footways to improve safety and accessibility.	Some work has been completed.

TVBC 0149	Ampfield AM04	Safety of pedestrians adjacent to A3090. Source: Ampfield Primary School.	Along the A3090 between the school and the village hall.	Railings considered, however they would reduce the width of the footway to the minimum, other options to be explored.	No funding yet identified.
TVBC xxxx	Ampfield AM05	Look at improving access for pedestrians/cyclists between from Ampfield to the Borough boundary Source: TVBC	Along the A3090 to the Borough boundary.	Look at implementing shared foot/cycleway.	No funding yet identified.
TVBC 0150	Amport AMP01	Provision and/or enhancement to footways. Source: HCC.	C17, in the vicinity of the school.	Provision of a new footway to improve safety and accessibility. Virtual footway proposed adjacent to the school.	Developer funding potentially available.  Some minor works funding available.
TVBC 0151	Appleshaw APP01	Provision of an off-road cycle route and cycle crossing opportunities to improve safety and accessibility. Source: TVBC BUG Group.	A342 Andover to Ludgershall	Off-road cycle route alongside the A342 to improve safety and accessibility. Phase I to, connect the off-road route from Weyhill Fair to the junction of Biddesden Lane and associated cycle crossing to Fyfield.	Prefeasibility – some developers funding available to implement the first phase of the scheme.

TVBC 0152	Appleshaw APP02	Provision of a new footway to provide access to bus services. Source: Parish Council	Specifically, additional footway either side of the A342	Installation of footway adjacent to the A342. Phase II	No funding yet identified.
	Ashley Parish	No schemes currently identified			
Removed from District Statement	Awbridge AW01	Provision of footway within parish to improve safety and accessibility for pedestrians. Source: HCC.	Along Romsey Road to connect village hall and school.	Provide footway	Phase 1 constructed. The remainder to be delivered following land acquisition or alternative scheme, HCC investigating.
TVBC 0161	Barton Stacey BS02	Provision of safer crossing opportunities to improve safety and accessibility Source: Parish Plan.	Village centre.	Provision of safer informal crossing points within the village centre.	Scheme being designed by TVBC.
TVBC 0162	Barton Stacey BS 03	Improve safety and accessibility of pedestrians. Source: Parish Plan.	Bullington Lane between Kings Elms and Roberts Road	Provision of footway along to improve safety and accessibility.	Scheme being designed by TVBC.
TVBC 0155	Braishfield BRA 01	Improve safety and accessibility of pedestrians in the village. Source: HCC.	Braishfield Road	Improved crossing points for pedestrians and traffic calming proposed.	Some developer funding available.

TVBC xxxx	Braishfield BRA 03	Lack of pedestrian access from the town to Sir Harold Hillier Gardens and footway link to Braishfield	Braishfield Road/Jermyns Lane	Provide footway to link to entrance to Sir Harold Hillier Gardens and to link to new development at Abbotswood with Braishfield.	To be provided as part of the development at Abbotswood. Developer's contributions.
TVBC 0157	Broughton BRO 01	Safety of pedestrians and cyclists in the village. Source: SRtS.	Upper High Street (near the Old Baptist Chapel).	Investigate opportunities along the bend for improvement for pedestrians.	No funding yet identified.
TVBC 0158	Broughton BRO 03	Lack of footway and crossing facilities outside the School, look at improving safety and accessibility. Source: HCC SRtS & Parish Council	School Lane, Broughton	Investigate opportunities to extend the footway along School Lane.	Crossing facilities delivered. Footway along School Lane in the School Travel Plan. No funding yet identified to deliver it.
TVBC xxxx	Charlton CH 02	Need for a footway from the village to the cemetery/sports centre. Source: Parish Council	Charlton Road	Investigate the option extending the footway to the cemetery/sports centre.	No funding yet identified.
TVBC xxxx	Chilbolton CB 02	Provide additional parking and facilities for cyclists and walkers to avoid use of bridge carrying A3057 to access Test Way/PH. Source: Parish Council	Adjacent to A3057 south of Coley Lane.	Consider additional cycle parking in Coley Lane and/ or alternative access to PH	Some funding identified.

TVBC xxxx	Chilbolton CB 03	Improve access for cyclists to the Test Way. Source: Parish Council	Length of Test Way within parish particularly Mayfly Bridge	Investigate option of improved cycling access	No funding yet identified.
TVBC 0170	Chilworth CW 01	Progression of cycle route to link Chilworth, and North Baddesley. Source: Test Valley Cycle Strategy 2009.	Chilworth to North Baddesley.	Continuation of route. Also, look at the priority/conflict across vehicular accesses	Some limited funding identified.
TVBC 0171	Chilworth CW 02	Provision of on-road cycle routes. Source: Test Valley Cycle Strategy 2009	Birch Road across A27, Pinelands Road – Hadrian Way to Chilworth Ring.	No scheme yet considered.	No funding yet identified.
TVBC 0172	Chilworth CW 03	Provision of off-road cycle route. Source: Test Valley Cycle Strategy 2009.	Along Old Roman Road.	No scheme yet considered.	No funding yet identified.
TVBC 0173	Chilworth CW 04	Provision of off-road cycle route. Source: Test Valley Cycle Strategy 2009.	Along Manor Road and Chilworth Drove then onwards to the boundary with Southampton	No scheme yet considered.	No funding yet identified.
TVBC 0175	Chilworth CW 06	Provision of Cycleway. Source Test Valley Cycle Strategy 2009.	Along Winchester Road from Chilworth to Chandler's Ford	Off road route being considered linking with Eastleigh and Southampton boundaries.	No funding yet identified.

TVBC 0180	East Dean ED 01	Provision of a missing footpath link. Source: Parish Council	To join the CROW12 land in East Dean to Top Green.	No scheme yet considered.	No funding yet identified.
TVBC 0181	East Dean ED 02	Improve footpaths through the village. Source: Parish Council	From Newman's Cottages to the railway crossing to improve pedestrian safety.	No scheme yet considered.	No funding yet identified.
TVBC 0182	East Dean ED 03	Improve footpaths through the village. Source: Parish Council	Specifically along East Dean Road.	No scheme yet considered.	No funding yet identified.
TVBC xxxx	East Tytherley ET 02	Improve footpaths through the village. Source: Parish Council	Coach Road and Cedars View to the children's play area	No scheme yet considered.	No funding yet identified.
TVBC 0176	Enham Alamein EA 01	Upgrade footways to include provision for cycles, including removal of the gate/s. To improve access to the countryside. Source: TVBC	Footpath 717 (The Cinder Path) from Anton Lane to Woodhouse Lane	No scheme yet considered.	Developer contributions available.
TVBC 0178	Enham Alamein EA 03	Improved railing for pedestrian safety. Source: Parish Council	Newbury Road up to the Doctors Surgery.	No scheme yet considered, widths of footway require checking.	No funding yet identified.
TVBC xxxx	Enham Alamein EA 07	Improved pedestrian access. Source: Parish Council	A343 near Knights Enham School, linking Roman Way with King Arthurs Way.	Feasibility undertaken, preferred option identified to enhance pedestrian access and reduce congestion in the vicinity of the	Developer funding and some HCC funding available

				schools accesses.	
TVBC xxxx	Enham Alamein EA 10	Look at implementing improved community transport links facilitating the movement of people with mobility impairment. Source: TVBC	Enham Alamein to the town centre,	Creation of the Enham Way route, suitable for all.	Funding secured, works to be implemented during 2015.
TVBC 0184	Facombe FA 01	Improvements to facilitate cycle usage, including small scale infrastructure improvements e.g. widening paths and or gates to allow safe passage of cyclists. Source: Sustrans	NCN 246 through Facombe	No scheme yet considered.	No funding yet identified.
TVBC 0185	Fyfield FY 01	Improve the safety and accessibility for pedestrians and cyclists. Source: TV BUGS Group.	Weyhill Fair roundabout towards Ludgershall.	Part of proposed off-road cycle route from Andover to Ludgershall.	No funding yet identified.

TVBC 0187	Goodworth Clatford GC 02	Footway provision to improve pedestrian safety and access within the village. Source: Local residents	Along eastern end of Barrow Hill to The Crescent.	No scheme yet considered.	No funding yet identified.
TVBC 0189	Grateley GR 01	Footway provision within the village. Source: HCC	Across Cholderton Road and along Station Road (C43) between Cholderton Road and pedestrian access to Railway Station.	Provision of a footway and footpath link to north platform of Railway Station to improve safety and accessibility to the railway station and bus stop.	Feasibility undertaken, works to implemented 2015/2016 subject to landowners consent.
TVBC 0191	Grateley GR 04	Improve the safety of pedestrians Source: Parish Council.	Specifically, crossing the B3084 either side of the bridge.	Consider lining measures on the approach to the bridge and possible realigning the kerb lines and/or provision of a pedestrian refuge island.	Linked to TVBC 0189/GR 01 above.
TVBC 0192	Houghton HO 01	Footway provision to link two sections of the Clarendon Way footpath. Source: HCC	North of Mayfield House, south to the road junction at South End Cottages.	No scheme yet considered.	Some funding identified.
TVBC xxxx	Houghton HO 03	Improve Field Path in Houghton. Source: Parish Council	Field path runs between the Houghton Farm and the Church.	Consider the inclusion of Field Path as it does provide an alternative to pedestrians walking on carriageway through the village.	A site visit will be made to determine the extent and feasibility of work.
TVBC 0196	Hurstbourne Tarrant	Improvements to facilitate cycle usage,	NCN246 through Hurstbourne	No scheme yet considered.	No funding yet identified.

	HT 03	including small scale infrastructure improvements e.g. widening paths and or gates to allow safe passage of cyclists. Source: Sustrans	Tarrant.		
TVBC 0198	Kimpton KI 01	Improve the safety and accessibility for pedestrians and cyclists. Source: TV BUGS Group	Weyhill Fair roundabout towards Ludgershall.	No scheme yet considered.	No funding yet identified.
TVBC 0199	King Somborne KS 01	Improve accessibility for pedestrians. Source: HCC Area Team/Parish Council	From Spencer's Farm to New Farm on Winchester Road.	Provision of a new footway to improve safety and accessibility.	No funding yet identified.
TVBC 0201	King Somborne KS 03	Improve accessibility for pedestrians. Source: TVBC	From Cemetery to Sunnyside View (former Carlton Civil Engineering office) on the A3057	Provision of a new footway to improve safety and accessibility.	Funding secured through S106 linked to development.
TVBC 0202	King Somborne KS 04	Improve accessibility for pedestrians. Source: TVBC	From the School to Eldon Road and the Village Hall	Provision of a new footway to improve safety and accessibility.	HCC progressing the scheme.
TVBBC 0203	King Somborne KS 05	Improve accessibility for pedestrians. Source:TVBC	An uncontrolled pedestrian crossing outside the School and at the end of	Investigate the possibility of a crossing point to improve safety and accessibility.	Acquisition of land is likely to be required. No funding yet identified.

			Froghole Lane (note limited land available)		
TVBC 0204	King Somborne KS 06	Improve accessibility for cyclists. Source: TVBC	Test Way via Horsebridge Lane	Provision of cycle route.	No funding yet identified.
	Linkenholt LI 01	No schemes currently identified.			
TVBC 0206	Lockerley LO 01	Improve accessibility for pedestrians. Source: Parish Council	Romsey Road between the school and church and then along East Dean Road towards Lockerley Green	Provide footway improve safety and accessibility.	Phase 1 - section of footway from the school to the railway bridge has been completed.
TVBC 0207	Lockerley LO 02	Improve accessibility for pedestrians. Source: SRtS	Romsey Road	Proposed crossing improvement to improve safety and accessibility.	No funding yet identified.
TVBC xxxx	Lockerley LO 04	Improve accessibility for pedestrians. Source: Parish Council	Access into Jubilee Field.	Investigate improved pedestrian access.	No funding yet identified.
TVBC	Longstock LS 01	No schemes currently identified.			
TVBC 0216	Michelmersh and Timsbury MT 01	Improve safety and accessibility of cyclists and pedestrians. Source: TVBC Cycle Strategy 2014.	Timsbury to Romsey Town.	Provision of an off-road cycle route	Partly constructed; remainder to be delivered when funding and land becomes available.
TVBC 0213	Mottisfont MOT 01	Improve accessibility for pedestrians.	B3084 from the railway station to Hatt Lane and	Provision of a new footway to improve safety and accessibility.	Phase 1 completed, railway station to public footpath. No funding yet

		Source: HCC & Parish Council	continuing to the Village Hall.		identified for phase 2, to village hall.
TVBC 0232	Nether Wallop NW 01	Improvements to bus stop infrastructure To improve access to vehicles. Source: HCC Passenger Transport.	Along the route of the 77/87 through Nether/Middle Wallop.	New poles, hardstandings, information and shelter for passengers required.	No funding yet identified.
TVBC 0218	North Baddesley NB 02	Provision of bus infrastructure improvements for the benefits of passengers. Source: HCC Passenger Transport	North Baddesley.	Improvements to bus stop infrastructure along the route of the Bluestar 4 to improve access to vehicles, information (including Real Time) and shelter for passengers.	No funding yet identified.
TVBC 0219	North Baddesley NB 03	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009	Firgrove Road to the Science Park.	Provision of an off-road cycle way to improve safety and accessibility. Source: TVBC Cycle Strategy 2009.	No funding yet identified.
TVBC 0220	North Baddesley NB 04	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009 Source: SRtS	Rownhams Lane.	Improve cycle lanes as they are regularly obstructed by parked vehicles. This could be provided by a shared use cycleway/footway with a combination of carriageway and or verge reduction.	No funding yet identified.
TVBC 0221	North Baddesley NB 05	Improve safety and accessibility of cyclists.	Sylvan Drive linking Hoe Lane to Rownhams	Provision of on-road cycle route.	No funding yet identified.

		Source: TVBC Cycle Strategy 2009	Lane.		
TVBC 0222	North Baddesley NB 06	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009	A3057 to Rownhams Lane and/or to reduce traffic speeds in Hoe Lane.	Provision of on-road cycle route from and possible widening of footways to create off-road routes to improve safety and accessibility.	No funding yet identified.
TVBC 0223	Nursling & Rownhams NR 01	Improve accessibility for pedestrians Source: SRtS Team.	Nursling Street.	Improvements to footway.	No funding yet identified.
TVBC 0224	Nursling & Rownhams NR 02	Provision of bus infrastructure improvements for the benefits of passengers. Source: HCC Passenger Transport	Along the route used by BlueStar4.	Provision of additional bus infrastructure (including shelters, raised kerbs and hardstandings)	Some funding secured. Initial investigation underway.
TVBC 0226	Nursling & Rownhams NR 04	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009	Romsey to Redbridge	Provision of cycle route.	No funding yet identified.
TVBC 0227	Nursling & Rownhams NR 05	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009	Nursling Street, Horns Drove and Routs Way to Rownhams Lane.	Provision of on-road cycle route.	No funding yet identified.
TVBC 0229	Nursling & Rownhams NR 07	Improve safety and accessibility of cyclists. Source: TVBC Cycle Strategy 2009	Balmoral Way and Bakers Drove.	Provision of on-road cycle route.	No funding yet identified.

TVBC 0230	Nursling & Rownhams NR 09	Improve accessibility for pedestrians. Source: Parish Council.	Station Road between Dairy Lane and Church Lane.	Provision of a footway.	No funding yet identified.
TVBC 0237	Penton Grafton PG 01	Improve safety and accessibility of cyclists. Source: TV BUGS Group	Weyhill Fair roundabout to Ludgershall.	Proposed off-road cycle route. This will improve the safety and accessibility for pedestrians and cyclists..	Some funding available.
TVBC 0239	Penton Mewsey PM 01	Improve the safety and accessibility for pedestrians and cyclists. Source: TV BUGS Group	Weyhill Fair roundabout towards Ludgershall.	Proposed off-road cycle route.	Some developer funding identified.
TVBC 0241	Romsey Extra RE 01	Improve safety and accessibility for pedestrians. Source: Parish Council.	Highwood Lane around the bend opposite Stroud School to link with Botley Road.	Enhance foot links westwards towards Halterworth Land and continue route southwards down the length of Highwood Lane to junction of Botley Road.	First phase complete 2013. Prefeasibility on next phase.
TVBC 0243	Romsey Extra RE 03	Improve the safety and accessibility for pedestrians and bus passengers. Source: Parish Council	Crampmoor	Improve accessibility to the bus stops by introducing a pedestrian refuge on Winchester Road. Source: Parish Council.	Developer funding available.
TVBC 0244	Romsey Extra RE 04	Improve the safety and accessibility for cyclists. Source: TVBC Cycle Strategy 2014.	Straight Mile (A3090) phase 2 Crampmoor Lane and Phase 3 from eastern end of	Provision of both on & off road cycle route forming part of Romsey – Ampfield cycleway.	Phases 1 & 2 complete. Prefeasibility of phase 3.

			Straight Mile towards Ampfield.		
TVBC 0245	Romsey Extra RE 05	Improve the safety and accessibility for cyclists. Source: TVBC Cycle Strategy 2014.	Adjacent to Romsey Canal between Romsey & Timsbury and on-road through Belbins.	Provision of off road cycle route.	Some developer funding available.
TVBC 0246	Romsey Extra RE 06	Improve the safety and accessibility for cyclists. Source: TVBC Cycle Strategy 2014.	Romsey to Wellow .	Provision of off road cycle route.	Some developer funding available.
TVBC 0247	Romsey Extra RE 07	Improve the safety and accessibility for cyclists. Source: TVBC Cycle Strategy 2014.	Romsey to Redbridge	Provision of Cycleway.	Some developer funding available.
TVBC 0248	Romsey Extra RE 08	Improve the safety and accessibility for all adjacent to the waterways of Romsey. Source: TVBC	Within Romsey and its surroundings.	Development of access routes in conjunction with Romsey's waterways and Wetlands enhancement strategy 2013. Linking with the cycle route adjacent to the Canal (see above)	No funding yet identified.
TVBC xxxx	Romsey Extra RE 09	lack of pedestrian access from the town to Sir Harold Hillier Gardens and footway link to Braishfield.	Braishfield Road/Jermyns Lane	Provide footway to link to entrance to Sir Harold Hillier Gardens and to link to new development at Abbotswood with Braishfield.	To be provided as part of the development at Abbotswood. Developer's contributions.

TVBC 0250	Sherfield English SE 01	Improve the safety and accessibility for pedestrians. Source: Parish Council.	A27 and accessibility from Melchett View to Village Hall.	Improve footway and provide pedestrian island	Due to be constructed in phases. First phase constructed.
TVBC 0251	Sherfield English SE 02	Improve the safety and accessibility for pedestrians and bus passengers. Source: Parish Council	A27	Provide improved bus infrastructure including kerbs, shelters and hardstanding. Source: HCC Passenger Transport.	Improvements to hard standing/ new poles/ shelters and information are proposed in HCC minor works programme for 2016/2017
TVBC 0252	Smannell SM 01	Improve the safety and accessibility for pedestrians and cyclists within the village. Source: TVBC Councillor.	Smannell to Ridges Copse/Little London and from Little London into Smannell	Investigate a scheme to upgrade/create a through cycle route.	Some developer funding available.
TVBC 0253	SM 02	Improve the safety and accessibility for pedestrians. Source Parish Council	Footway along Smannell Road and/or improvements to public footways.	Look at appropriate improvements to facilitate access.	Some developer funding available and some initial feasibility was undertaken in 2014/2015.
TVBC 0254	SM 03	Improve the safety and accessibility for pedestrians. Source Parish Council	School/PH The Oak direct to Woodhouse	Improvements to permissive paths.	Some developer funding available.
TVBC 0255	SM 04	Improve the safety and accessibility for pedestrians. Source Parish Council	Footpaths 714, 717 and 756	Improve gates and surfacing and improved access.	Some developer funding available.
	SM 06	Improve the safety and accessibility for	Entrances to local footpaths.	Improve 'kissing gate' entrances to local	Some developer funding available.

		pedestrians. Source Parish Council		footpaths enabling for access for all.	
	Tangley			No schemes currently identified.	
	Thrupton			No schemes currently identified.	
	Upper Clatford			No schemes currently identified.	
TVBC 0265	Valley Park VP 01	Need to improve safety for cyclists. Source: Test Valley Cycle Strategy 09	Templars Way	Provision of cycle route along Templars Way.	Footway along Templars Way has been installed between School Lane and Raglan Close. A Traffic Regulation Order is required to allow cyclists to use the route from Raglan Close to Montgomery Way. Coordination with Eastleigh Borough Council is also required.
	Vernham Dean			No schemes currently identified.	
TVBC 0269	Wellow PC WE 01	Improve the safety and accessibility for cyclists. Source: TVBC Cycle Strategy 09	Romsey and Wellow along the A3090, Ryedown Lane Whinwhistle Road & Romsey Road	Provision of a cycle route to improve safety and accessibility.	No funding yet identified.
TVBC 0270	Wellow PC WE 02	Improve the safety and accessibility for pedestrians and bus passengers. Source:	Improvements to bus route X7,	To include bus stop, hardstanding; and shelter.	No funding yet identified.

		HCC Passenger Transport.			
TVBC 0271	Wellow PC WE 03	Improve safety and accessibility and crossing opportunities for pedestrians Source: New Forest National Park Authority	A36	Provision for safe pedestrian and cyclists crossings opportunities.	No funding yet identified.
TVBC 0272	Wellow PC WE 04	Improve the safety and accessibility for pedestrians. Source: Parish Council	Romsey Road	Provision of a footway.	No funding yet identified.
	West Tytherley & Frenchmoor PC			No schemes currently identified.	
TVBC 0274	Wherwell PC WH 01	Improve the safety and accessibility for cyclists. Source: Source: Sustrans	Make improvements to NCN 246	To facilitate cycle usage along the route, including land purchase, small scale infrastructure improvements e.g. widening paths and or gates to allow safe passage of cyclists.	No funding yet identified.

## **ITEM 9                    Medium Term Financial Strategy 2017 - 2020**

Report of the Economic Portfolio Holder

### **Recommended:**

- 1.     That the Medium Term Financial Strategy (MTFS) for 2017/18 to 2019/20 attached as Annex 1 to the report be approved.**
- 2.     That the Medium Term Financial Forecast outlined in Appendix 3 of the strategy be noted.**

#### **SUMMARY:**

- This MTFS sets out the framework within which the 2017/18 budget will be prepared.
- It also sets out the Medium Term Financial Forecast for the General Fund Revenue Budget together with details of Revenue savings, which will form the basis of the 2017/18 budget.

### **1     Introduction**

- 1.1    The Constitution sets out the processes for preparing the Council's budget. The Cabinet is required to consult with Members and other Committees in formulating the budget proposals to be presented to Council.
- 1.2    The MTFS appended to this report sets out the key financial assumptions that have been made in producing the Medium Term Financial Forecast and sets out a proposed framework within which to work over the life of the plan.
- 1.3    It should be stressed that all of the options and assumptions in this report, relating to any potential budget changes, are for indicative planning purposes only. Final decisions on the overall Budget and Council Tax Level will not be made until February 2017 once the Local Government Settlement has been announced. These decisions can only be made by Full Council.

### **2     Budget Process**

- 2.1    The MTFS is attached as Annex 1 to this report. Pages 7 and 8 of this annex set out the timetable for the development of the MTFS and the detailed budget for 2017/18 starting in June and concluding with the approval of the budget and setting of the Council Tax for the coming year in February.

- 2.2 The development of the MTFs is dependent on a number of factors. Depending on the circumstances, it may be necessary to report more regularly (or less often) than the timetable sets out. Members will be kept fully informed on the progress of the budget throughout the process.
- 2.3 In previous years, the budget gap and reduction in Government funding has been estimated with a reasonable amount of confidence which has resulted in very robust financial planning. Localisation of business rates and of support for council tax have both introduced a level of funding risk that individual authorities have had to accept. Monitoring arrangements are now in place, but income and expenditure in these two areas of activity are extremely volatile and difficult to forecast. These issues are covered in more detail in the strategy itself, but it must be stressed that the figures presented here and in the strategy and budget forecast are based on very broad assumptions, which will need refining as more detail is released by the Government. One of the key areas surrounding the budget is the Local Government Finance Settlement, which is announced very late in the budget setting process. The final announcement is not expected to be made until January 2017, which makes forward planning very difficult.
- 2.4 Further complexity has been added this year by a raft of Government Consultations and external factors. These include:
- (a) “Self-sufficient local government: 100% business rate retention”;
  - (b) “Fair Funding Review: Call for evidence on Needs and Redistribution”;
  - (c) “New Homes Bonus: Sharpening the Incentive”;
  - (d) Revaluation of Business Rates from April 2017;
  - (e) Continuing delays to the implementation of Universal Credit;
  - (f) A new Government with new ministers;
  - (g) The impact of Brexit on public finances;
  - (h) The impact of Combined Authority proposals.

### **3 Medium Term Financial Strategy**

- 3.1 The Medium Term Financial Strategy (MTFS) complements the Council’s Corporate Plan and sets out a clear framework for financial decision making.
- 3.2 The Corporate Plan makes clear what the Council’s priorities are, and the MTFS sets out how the financial management process will contribute to delivering these priorities.
- 3.3 It is a detailed strategy that incorporates:
- the overall financial framework and principles that have been used in formulating the medium term financial position;

- the assumptions used in producing the detailed financial forecasts shown in appendices 2 - 6;
- a review of the Council's reserves;
- a comprehensive budget strategy (both revenue and capital) for the next three years.

3.4 The MTFS has been updated, but remains largely unchanged from the Strategy approved by Cabinet on 16 December, 2015.

#### **4 Revenue Pressures**

4.1 As part of the budget cycle, Heads of Service were asked to provide details of where the costs of providing the existing level of service will be increased above the rate of inflation in 2017/18.

4.2 This exercise highlighted seven areas totalling £541,600 which will have to be carefully monitored and managed during the year. Most notably, these relate to:

- (a) A reduction in investment returns from the Council's cash holdings of £187,400, partly due to an anticipated reduction in interest rates, and partly due to a reduction in the cash portfolio as money is being diverted into more profitable property investments;
- (b) A reduction in DWP Administration Grants totalling £191,100; and
- (c) An increase in Employers' Pension contributions of £126,000 resulting from the 2016 Pension Fund actuarial revaluation.

All revenue budget pressures are shown in Appendix 6.

#### **5 Corporate Challenge Savings Options and income generation**

5.1 Each year, the Corporate Directors and the Head of Finance meet separately with each Head of Service in a Corporate Challenge session to challenge resource use and decide the best options for providing services including exploring ways to deliver priorities, efficiencies, additional income and improve value for money. So far, savings options totalling £471,750 and additional income of £86,000 have already been identified for 2017/18 and these have been included in the budget forecasts. In addition, £686,800 of property investment income has been included in the MTFS offset by a reduced draw from reserves.

5.2 More options are currently being evaluated and will be reported later in the year. Appendices 4 and 5 show a summary of the proposals received from Heads of Service.

## **6 2017/18 Budget forecast**

- 6.1 The Council is in a position where, due to inflationary effects, its base expenditure increases at a faster rate than its income generation.
- 6.2 This means that every year, savings need to be found to balance the budget before considering additional pressures and enhancements to services.
- 6.3 The Council started the financial year projecting a budget gap of £680,000 for 2017/18 rising to £1.76m in 2019/20. The corporate challenge process has identified significant savings and additional income of £557,750, and the proposed use of New Homes Bonus to offset cuts in Government Grant has reduced the current budget gap for next year to £177,600 rising to £1.13m by 2019/20. Work will continue to refine the budget forecast as more details become available and an update will be taken to Cabinet on 18 January, 2017.

## **7 Medium Term Forecast**

- 7.1 Over recent years, the economic crisis, government deficit reduction programme and major changes to key funding streams such as Council Tax and Business Rates, have created significant challenges to local authorities in setting annual budgets and modelling medium term financial strategies. However, based on the assumptions laid out in the MTFs, the latest Medium Term Financial Forecast is set out in Appendix 3.
- 7.2 Forecasting is not helped by the announcement of the Provisional Local Government Settlement so late in the budget process (17 December last year with some of the crucial details missing).
- 7.3 Other factors such as pay and prices inflation, business rates income and investment returns are dependent on economic conditions in the future that cannot be accurately predicted over the medium term.
- 7.4 The budget forecast shows a current budget deficit in 2018/19 of £740,100 and in 2019/20 of £1.13m. As these totals are cumulative, the work currently being done to reduce the 2017/18 budget gap will naturally reduce these shortfalls to a more manageable level.
- 7.5 The Council is currently involved in the “Heart of Hampshire” combined authority proposal to the Government. This could change the basis for government funding for the Council in the future. The outcome of the proposal is not known at this stage and therefore combined authority implications have not been built into the financial forecasts.

## **8 Next Stages**

- 8.1 The information contained in this report will form the base information for future discussions around the budget. It will go forward to Overview & Scrutiny Committee for comments.

- 8.2 Once the provisional Local Government Finance Settlement has been received in late December it will be necessary to update the current figures and to take account of the comments made by the Overview and Scrutiny Committee. It is planned to update the Cabinet with these figures and comments on 18 January 2017.

## **9 Risk Management**

- 9.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified the significant (Red or Amber) risks detailed in Annex 1.

## **10 Resource Implications**

- 10.1 Resource implications are contained within the Strategy itself..

## **11 Equality Issues**

- 11.1 An **EQIA screening** has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EQIA has not been carried out.

## **12 Conclusion and reasons for recommendation**

- 12.1 The MTFFS presented with this report takes account of all known financial implications and makes various assumptions in projecting the budget forward for the next three years.
- 12.2 The budget position outlined in the Medium Term Financial Forecast is not inconsistent with the position most other Local Authorities will face. However, significant savings will need to be found over the coming years.
- 12.3 These papers will now go forward to Overview and Scrutiny Committee for consideration. The next budget update will be in January, 2017.
- 12.4 The MTFFS is recommended for approval for the following reasons:
- to ensure that the Council has a strategic approach to the management of its finances, and
  - to enable available resources to be allocated to services in line with Council priorities over the medium term.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1 annex, 6 appendices	File Ref:	
(Portfolio: Economic) Councillor P Giddings			
Officer:	Will Fullbrook	Ext:	8201
Report to:	Cabinet	Date:	30 November 2016

# **MEDIUM TERM FINANCIAL STRATEGY**

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# 1. INTRODUCTION

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- 1.1 This Medium Term Financial Strategy (MTFS) complements the Council's Corporate Plan and sets out a clear framework for financial decision making. The Corporate Plan makes clear what the Council's priorities are, and the MTFS sets out how the financial management process will contribute to delivering these priorities.
- 1.2 The MTFS has been produced at a challenging time for the Council's finances. The Council has a balanced budget and reserves are at a safe level – but there is little room for manoeuvre and savings will be required in future to maintain financial stability. The Government and the public expect that Council Tax increases are kept to a low level and the Council is committed to achieving this. At the same time, expectations on the Council to provide efficient and effective services have never been higher.
- 1.3 2013 saw a radical change in the world of local government funding. Localisation of business rates and of support for council tax has had a profound effect on local authority finances and the level of funding risk that individual authorities face. The implications of these changes have been and continue to be monitored carefully to ensure that any adverse financial impacts are addressed as soon as possible.
- 1.4 Universal Credit will replace a number of means tested benefits for working age residents including Housing Benefit. On 21 September 2015 Universal Credit was rolled out in the Test Valley area for single jobseekers without children, this has had a limited impact on the workload of the Council's Benefits team. Rollout of the full digital solution for all new working age claims has started in a small number of Jobcentres and is currently scheduled to complete by the end of June 2019; following this all existing Housing Benefit cases for working age customers will migrate to Universal Credit between July 2019 and March 2022. A rollout schedule is being formulated so it is currently unclear when there will be a significant impact for Test Valley residents.
- 1.5 Funding levels for Local Government are falling rapidly and will continue to do so as the Government tackles the national deficit. So far, the Council has responded by "doing things differently" and by finding efficiencies, savings and raising additional income where it can without affecting front-line services.
- 1.6 This MTFS includes a forward look over the next 3 years, to anticipate additional spending requirements, and the level of savings that will be needed to keep Council Tax affordable. By anticipating financial pressures now, the

Council will be in a better position to meet the challenges ahead in a way that ensures financial resources are targeted to the Council's highest priorities.

- 1.7 The MTFS forecasts will be revised at least annually to reflect the most up to date issues, priorities and pressures faced by the Council. Further information on any aspect of the Council's finances can be obtained from the Council's [website](#).

# 2. FINANCIAL MANAGEMENT PRINCIPLES

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***“Investing in Test Valley...is about devoting our energy, skills and resources to achieving the best results for our residents and communities across the Borough.” – “Investing in Test valley” Corporate Plan 2015-2019 and beyond.***

- 2.1 The Council has a duty to the public for responsible use of their money. The Council will at all times conduct its financial affairs in a prudent, responsible manner, but in a way that encourages innovation, achieves improvement and facilitates partnership.
- 2.2 The following specific principles underpin the Council’s financial management arrangements:
- The Council will conduct its financial management with integrity, probity and in accordance with the standards and expectations of a publicly funded body.
  - The Council will ensure that budgets are aligned to the Corporate Plan and based on realistic estimates.
  - The Council will work with partners in the public, private and voluntary sectors to maximise funding available to deliver strategic priorities.
  - The Council will base its decision making upon complete, reliable and timely financial information, and a full evaluation of all the financial and risk implications.
  - The Council will ensure that ongoing funding is available before recruiting new staff and will make use of temporary appointments where this will meet business needs.
  - The Council will secure value for money and have regard to environmental considerations in the procurement of supplies and services and will improve the efficiency and effectiveness of its procurement process. To encourage better procurement practice there will be no inflationary increases in budgets for supplies and services (except when there is a contractual obligation to apply indexation).

- The Council will maximise its income and will increase its fees and charges by at least the rate of inflation except where strategic aims, legal requirements, contractual obligations or market forces would render this inappropriate.
- The Council will hold its managers accountable for remaining within their budgets, but will empower managers to take the business decisions necessary to do so.
- Before committing to additional expenditure, the Council will ensure that additional funding, improved income and/or savings are identified to meet the extra costs.
- The Council will maintain balances and reserves to enable the Council to respond effectively to unexpected events and opportunities, and sufficient to meet all known future liabilities.
- The Council will identify savings to support budgetary pressures and not use its general balances; however, use of earmarked reserves may be made to fund specific or one-off items where appropriate.
- The Council will ensure that its published financial information is reliable and understandable.

# 3. CORPORATE PLAN

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3.1 The Council’s Corporate Plan sets out the vision for the Borough as follows:

**“To be an organisation of excellence committed to improving the quality of life of all the people of Test Valley.”**

3.2 The Council’s main aims are to ensure that the Borough remains a great place to:

- **Live, where the supply of homes reflects local needs**
- **Work and do business**
- **Enjoy the natural and built environment**
- **Contribute and be part of a strong community**

3.3 The Council will ensure that budgets are directed towards these key priorities. The mechanism for achieving this is the Council’s Strategic Planning Framework (corporate clockwork), which includes a timetable for developing budgets and service plans to ensure that budgets are aligned to these priorities:

**The Council’s service and planning timetable**

<b>Cycle Date</b>	<b>Task</b>	<b>Who</b>
May/June	Corporate challenge process	Heads of Service
June - September	Review of proposals from the corporate challenge exercise	Management Team
September-October	High level draft budget strategy compiled including a review of reserves	Heads of Service
October	Overview and Scrutiny Committee (OSCOM) Budget Panel consider fees and charges	OSCOM Panel
October	Budget Strategy and forecast approved Fees and charges approved	Cabinet
November	Overview and Scrutiny Committee (OSCOM) Budget Panel consider budget strategy	OSCOM Panel

November	Capital Programme and Asset Management Plan (AMP) recommended to Council	Cabinet
November /December	Local business consultation on budget	Finance/ Estates
December	OSCOM receive Budget Panel's recommendations	OSCOM
December	Draft budgets aligned with service plans	Finance/ Heads of Service
January	Council tax support scheme, Capital Programme and AMP approved	Council
January	Budget update and consultation feedback	Cabinet
January	Budget Review	OSCOM
January	Performance target, milestones and detailed service action plans agreed	Heads of Service
February	Final budget recommended to Council	Cabinet
February	Final Budget and Council Tax approved	Council

# 4. Budget Strategy

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## 4.1 Financial Strategy Aims

4.1.1 The Council's financial aims for the period covering the next three years are set out below. These aims are described in detail in this report and form the overarching aims for each budget setting year within the financial strategy period.

1. To maintain a low Council Tax whilst delivering high quality frontline services.
2. To ensure that the efficiency culture is embedded within the Council, systematically challenging and securing Value for Money.
3. To ensure that the Council's resources are focussed on meeting the Council's Vision for Test Valley and achieving its aims and priorities.
4. To ensure that the Council's infrastructure is fit for purpose and that new capital needs are identified and met.
5. To ensure that the Council's core ongoing financial position remains stable and continues to support the Council's key aims.
6. To ensure that the Council is not dependent on Government Revenue Support Grant by 2020/21.
7. To continue to seek out new investment opportunities through Project Enterprise, making better use of cash resources to enhance revenue returns.

## 4.2 Budgetary Assumptions

4.2.1 The budget over the duration of this Strategy is based on the following assumptions:

### **Revenue**

- A continuing reduction in Revenue Support Grant as follows:

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Revenue Support Grant	1,012	417	56	0
Reduction	40%	59%	87%	100%

- A continuation of the amendments to Council Tax exemptions and discounts to offset, in full, the reduction in Central Government funding for Local Council Tax Support.
- The Test Valley element of Council Tax rising at £5 p.a. over the next three years.
- The Andover Levy being reviewed and then pegged to the movements in Council Tax over the medium term.
- A general zero inflation allowance for all expenditure budgets except for contractual obligations and a possible staff pay increase.
- The minimum level of working reserves is maintained at £2m over the financial strategy period.
- The Council continues to make cashable efficiencies every year.
- No growth bids will be entertained until the strategy is reviewed in July 2017 – i.e. all growth pressures (except the items detailed in Appendix 6) will be managed by Heads of Service within existing budgets or met from earmarked reserves where this is appropriate.
- No in-year supplementary estimates will be approved by the Cabinet, although a small contingency provision will be available to meet exceptional or extraordinary items of expenditure.
- Income will be maximised by thorough fees and charges' reviews. These are expected to be increased by a minimum of inflation, or such increase as the individual markets can bear except where strategic aims, legal requirements, contractual obligations or market forces would render this inappropriate.
- New Homes Bonus to level out in 2017/18 and then to decrease. This element of financing to be used for specific purposes as follows:
  - Topping up the Community Revenue Fund as necessary
  - Annual contribution to the Community Asset Fund
  - Offset to the expected continuing reductions in Government grants

More details of this budget assumption are set out in paragraph 4.3.

### **Capital**

- The Council will maximise the utilisation of, and rate of return on, the assets it holds on its balance sheet.
- New capital spending to be cash limited to financing available from usable capital receipts, or where capital receipts are delayed due to market conditions, from borrowing as an interim measure.
- All capital expenditure will be funded in accordance with the principles contained in the Prudential Code for Local Authority Capital Finance. All decisions on capital expenditure to be taken so that investment is prudent, sustainable and affordable, and that the full implications of all capital expenditure decisions are taken into account in the Council's Revenue Budget.

## 4.3 Review of Reserves

- 4.3.1 Reserves are held for a variety of different reasons. Some relate to known and relatively certain future costs such as a planned building maintenance, vehicle and IT replacement. Others concern possible, though less certain, liabilities such as unexpected additional costs, or a sudden drop in income from fees and charges. This is where one moves into questions of judgment and prudence.
- 4.3.2 Reserves are a hedge against risk. Demand for public services is increasing at the same time that the Government is putting a squeeze on public expenditure. Though predictable in general terms, these trends are difficult to quantify and forecast precisely. Reserves provide a fall-back if there is a gap between the assumptions made in the budget and the trends which actually emerge.
- 4.3.3 The Corporate Challenge process has been very successful over the past seven years in challenging all aspects of the Council's spending, but as the Council approaches the next budget round for 2017/18, opportunities to find further savings and efficiencies are becoming harder to identify. In previous years, the Council has managed to balance the budget and protect frontline services through a mixture of savings, efficiencies, shared services, additional income and taking only a limited amount from reserves.
- 4.3.4 In 2017/18, the expected draw from the New Homes Bonus Reserve in respect of the reduction in Government Revenue Support Grant will be £1.93m. This sum represents just over 40% of the bonus expected to be received in 2017/18. The Bonus thus forms an increasing proportion of the Council's income as Revenue Support Grant reduces and Business Rates income remains relatively static. It is inevitable that if councillors wish to continue to protect services, they will need to draw down a larger element of reserves than in previous years. In doing so, they will need to exercise great care, including working through medium and long term consequences.
- 4.3.5 The nature of most local services is that they require recurring funding to meet staff and running costs year after year. Reserves are a one-off, finite source of funding. They can cover a shortfall in recurring funding for a specific period but, after they have been exhausted, the underlying shortfall will still be there. To solve the problem, services will need to be adjusted to a level which is affordable within the envelope of funding available.

## **Reserves as at 31/3/16 (£000s)**

		31/3/15		31/3/16
<b>Usable Reserves</b>				
General Fund Balance	2,000		2,000	
Revenue and Earmarked Reserves	17,584		17,134	
Capital Receipts Reserve	32,272		26,132	
<b>Total Usable Reserves</b>		<b>51,856</b>		<b>45,266</b>
<b>Unusable Reserves</b>				
Revaluation Reserve	17,431		17,454	
Capital Adjustment Account	120,795		135,249	
Deferred Credits	7		7	
Collection Fund Adjustment Account	(1,322)		2,034	
Accumulated Absences Account	(173)		(176)	
Pension Fund Reserve	(50,530)		(47,790)	
<b>Total Unusable Reserves</b>		<b>86,208</b>		<b>106,778</b>
<b>Total Equity</b>		<b>138,064</b>		<b>152,044</b>

4.3.6 The Council's reserves are classified as either "usable" or "unusable".

4.3.7 Usable reserves include the unallocated General Fund Balance, Earmarked Revenue Reserves and the Capital Receipts Reserve. These are cash-backed reserves that the Council can apply to future expenditure subject to statutory conditions (e.g. the Capital Receipts Reserve can only be used to finance capital expenditure).

4.3.8 Unusable reserves contain technical accounting adjustments and, as the name implies, these reserves are not cash-backed and therefore cannot be used to finance expenditure.

4.3.9 The Head of Finance has carried out a detailed review of the Council's usable reserves and looking at current levels of balances, he considers that they will remain adequate for meeting the Council's needs over the medium term.

### **(a) Reserves – Their purpose and use**

#### **General Fund Balance**

4.3.10 This represents a working balance to help cushion the impact of uneven cash-flows and minimise unnecessary temporary borrowing. It is reviewed annually by the Head of Finance and, based on the forecast cash-flows identified in the Council's Medium Term Financial Strategy, councillors are recommended to retain a prudent minimum balance in the General Fund. Currently, this is £2m.

### ***Earmarked Reserves***

4.3.11 Earmarked reserves are a means of building up funds to meet known or predicted liabilities. The Council currently has twenty-one earmarked reserves totalling £17.1m. These are shown in more detail on page 54 of the Council's [Statement of Accounts](#).

### ***Capital Receipts Reserve***

4.3.12 Capital receipts from the disposal of assets are treated in accordance with the provisions of the Local Government Act 2003. The Capital Receipts Reserve can only be used to fund capital expenditure, to repay debt (this council is debt-free), or to fund credit arrangements subject to the de minimis level set out in the relevant regulations (currently £10,000). A large proportion of the cash held in this reserve came from the LSVT of Council housing stock on 27<sup>th</sup> March, 2000. At the time, it was recognised that the Council would have additional residual costs to bear following the formal transfer of assets and winding up of the Housing Revenue Account. Interest earned on these capital receipts has therefore been used (and continues to be used) to help offset these costs and achieve a balanced budget.

### ***New Homes Bonus (NHB) Reserve***

4.3.13 The New Homes Bonus is a grant paid by central government to local councils for increasing the number of homes and their use. The New Homes Bonus is currently paid each year for 6 years. It is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes.

4.3.14 The Council has been very successful in attracting New Homes Bonus. Actual and forecast amounts received and due, amount to more than £26m in the nine year period up to 2019/20. So far £6.4m has been committed from the NHB Reserve. With a further £2.8m being recommended to be drawn from the reserve in 2017/18, this will leave a projected balance of £9.6m available by 31<sup>st</sup> March 2018. Details of actual and forecast receipts and payments are shown below (n.b. figures in grey are for illustrative purposes only):

<b>New Homes Bonus (£m)</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
2011/12 actual allocation	0.410	0.410	0.410	0.410	0.410	0.410			
2012/13 actual allocation		0.460	0.460	0.460	0.460	0.460			
2013/14 actual allocation			0.788	0.788	0.788	0.788	0.788		
2014/15 actual allocation				1.065	1.065	1.065	1.065		
2015/16 forecast allocation					0.849	0.849	0.849	0.849	
2016/17 forecast allocation						1.221	1.221	1.221	1.221
2017/18 forecast allocation							0.879	0.879	0.879
2018/19 forecast allocation								0.715	0.715
2019/20 forecast allocation									0.678
One-off adjustments			0.017	0.007	0.007	0.005			
<b>Total each year (£m)</b>	<b>0.410</b>	<b>0.870</b>	<b>1.675</b>	<b>2.730</b>	<b>3.579</b>	<b>4.798</b>	<b>4.802</b>	<b>3.664</b>	<b>3.493</b>
<b>Approved expenditure:</b>									
Contribution to Rural Broadband			0.062	0.062	0.062				
Ward Budgets		0.006	0.016	0.025	0.036	0.070	0.070	0.070	0.070
Housing Temporary Post		0.013	0.028	0.030	0.017				
Revenues' post for NDR transition			0.015						
Independent Retail Grant			0.003	0.007	0.009	0.020			
Business Incentive Grant						0.024	0.024	0.024	0.024
Capital Programme Financing			0.035	0.087	0.796	0.053	0.118		
Asset Management Plan funding			0.142	0.040		0.355	0.370		
Hampshire Credit Union funding			0.009	0.003					
Small Community Grants						0.010	0.010	0.010	0.010
Community Asset Fund				0.170	0.033	0.489	0.300	0.300	0.300
New Housing Development Officer Post						0.045			
King John's House one off staffing funding						0.002			
Offset to Government grant (RSG) cuts				0.706	1.407	1.544	1.930	2.226	2.556
<b>Total cumulative balance (£m)</b>	<b>0.410</b>	<b>1.261</b>	<b>2.627</b>	<b>4.227</b>	<b>5.446</b>	<b>7.632</b>	<b>9.612</b>	<b>10.646</b>	<b>11.179</b>

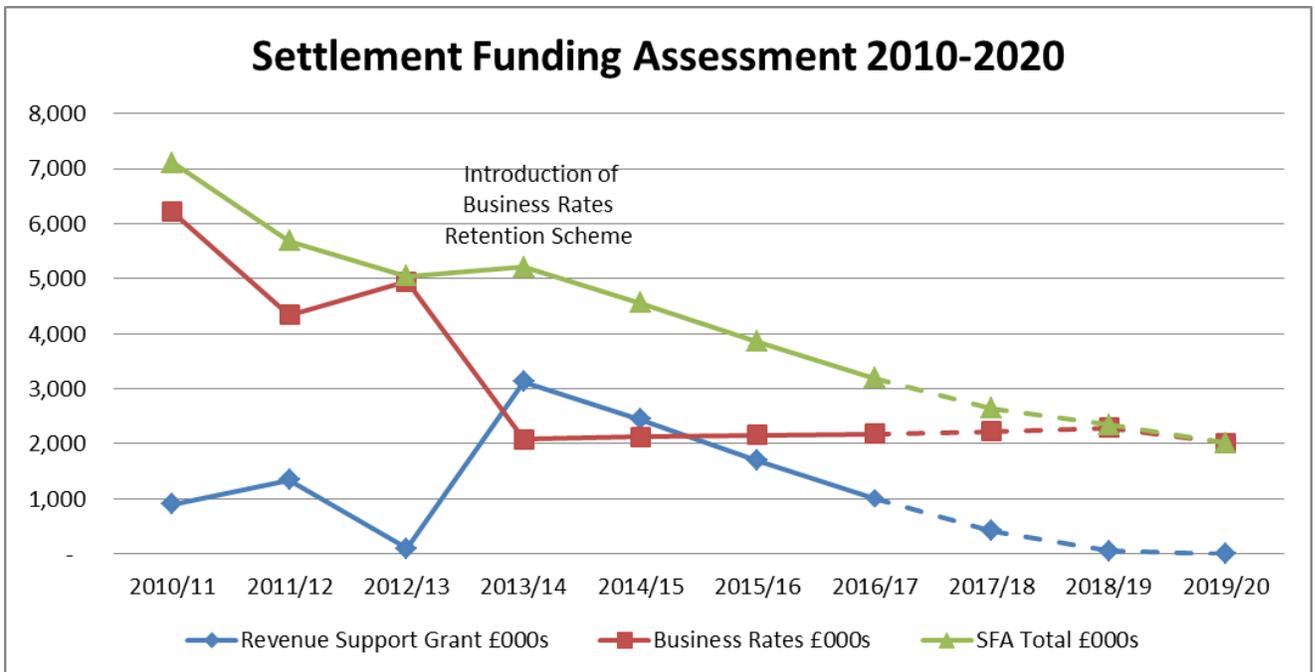
4.3.15 The government has consulted on reforms to the New Homes Bonus this year, including means of “sharpening” the incentive to reward communities for additional homes and reducing the length of payments from 6 years to 4 years. This will include a preferred option for savings of at least £800 million nationally, which can be used for social care. Details of both reforms will be set out as part of the local government finance settlement consultation later in the year, which will include consideration of proposals to introduce a floor to ensure that no authority loses out disproportionately.

4.3.16 At the same time as receiving this substantial unringfenced annual grant from the Government, the Council is facing unprecedented cuts in the level of Revenue Support Grant (RSG) through the Settlement Funding Assessment (SFA).

4.3.17 The Government’s Comprehensive Spending Review (CSR) 2010 indicated that, over a four year period, funding would be cut by 28% leading up to 2014/15. In fact, cuts were even more extreme than expected for most district councils including ours. In 2010/11, Government support via SFA totalled £7.1m. By 2014/15, SFA reduced to £4.6m, a reduction of £2.5m or 36%. Taking into account inflation, the cut in Government support in real terms over four years was over 44%. By 2019/20, SFA is projected to be less than a third of the amount received in 2010/11, a reduction of £5.1m.

4.3.18 The Council's forecast of Government support for the next three years is shown below:

<b>ACTUAL AND FORECAST LOCAL GOVERNMENT FINANCE SETTLEMENT</b>					
<b>Year</b>	<b>Revenue Support Grant £000s</b>	<b>Business Rates £000s</b>	<b>SFA Total £000s</b>	<b>Change £000s</b>	<b>Change %</b>
2010/11	902	6,208	<b>7,110</b>		
2011/12	1,341	4,340	<b>5,681</b>	-1,429	-20.1%
2012/13	96	4,946	<b>5,042</b>	-639	-11.2%
2013/14	3,127	2,080	<b>5,207</b>	+165	+3.3%
2014/15	2,444	2,121	<b>4,565</b>	-642	-12.3%
2015/16	1,696	2,161	<b>3,857</b>	-708	-15.5%
2016/17	1,012	2,179	<b>3,191</b>	-666	-17.3%
2017/18	417	2,222	<b>2,639</b>	-552	-17.3%
2018/19	56	2,288	<b>2,344</b>	-295	-11.2%
2019/20	-	2,013	<b>2,013</b>	-331	-14.1%



## 4.4 Local Taxation Policy

- 4.4.1 The financial strategy aims to keep Council Tax at a low level taking into account spending priorities and Central Government funding. This should be set in the context of Central Government's expectations of local authorities and already very low levels of Council Tax charged in the borough. The Council Tax for Test Valley Borough Council was frozen at £121.41 in 2011/12 and again in 2012/13. In 2013/14, the Government recognised the problems created by being a low tax authority and made a special dispensation to allow those councils in the bottom quartile to put up Council Tax by £5. The Council took advantage of this offer and approved an increase of 4.1% to £126.41. The Council Tax was frozen again in 2014/15 and in 2015/16, and then increased by £5 for 2016/17. The current level of Council Tax at £131.41 is still very low - the 23<sup>rd</sup> lowest out of the 201 district councils in England, and the 3<sup>rd</sup> lowest in Hampshire. It is also £44, or 25%, lower than the average Council Tax payable in the rest of England.
- 4.4.2 The MTFs forecast assumes that Council Tax will rise by £5 in each year from 2017/18. The Government has announced its council tax referendum threshold for 2017/18 which will allow the Council to increase its Council Tax by up to £5 without triggering a referendum. The table below illustrates that the Government will continue to make this concession up to 2019/20 and has in fact built this higher increase into its own estimates of the Council's "spending power". The Council is therefore basing its forecasts on the Government's own assumptions about the level of Council Tax increases needed to minimise the loss in its spending power.

Illustrative Core Spending Power of Local Government;					
	2015-16	2016-17	2017-18	2018-19	2019-20
	£ millions				
Settlement Funding Assessment*	3.9	3.2	2.6	2.3	2.0
Council Tax of which:	6.0	6.4	6.8	7.2	7.6
<i>Council Tax Requirement excluding parish precepts (including base growth and levels increasing by CPI)</i>	6.0	6.2	6.5	6.8	7.1
<i>additional revenue from referendum principle for social care</i>	-	-	-	-	-
<i>additional revenue from £5 referendum principle for all Districts' Band D Council Tax level</i>	-	0.2	0.3	0.4	0.5
Improved Better Care Fund	-	-	-	-	-
New Homes Bonus	3.6	4.8	4.8	3.0	2.9
Rural Services Grant	-	-	-	-	-
Transition Grant	-	0.1	0.1	-	-
<b>Core Spending Power</b>	<b>13.5</b>	<b>14.4</b>	<b>14.3</b>	<b>12.5</b>	<b>12.5</b>
Change over the Spending Review period (£ millions)					-1.0
Change over the Spending Review period (% change)					-7.6%

## 4.5 National Context and other external factors

### *Local Government Finance Settlement*

4.5.1 A Comprehensive Spending Review (CSR) usually takes place every four years. On 25<sup>th</sup> November, 2015, the Government released its [Spending Review and Autumn Statement 2015](#) which set out the action required to return the country to surplus by the end of the Parliament. This provides a great deal of information about National Control Totals for the period up to 2020/21, but very little detail about the breakdown of individual departmental budgets and the consequential impact for local government.

4.5.2 There were however, a couple of significant announcements. These included:

### 4.5.3 **Funding Context**

- A real-terms cut in non-protected services of £19bn (12.6%) between 2015-16 and 2019-20.
- Real-terms protection for NHS, an increase by 0.5% per year in real terms for the MOD, protection for Schools budgets and International Development.
- An implied significant cash-terms cut in local government funding:

### ***Estimated cuts to Local Government Funding (£Bns)***

	2015-16	2016-17	2017-18	2018-19	2019-20
Unprotected	78.3	77.1	70.4	64.6	62.2
Council tax	22.0	22.6	23.1	23.7	24.3
Total	100.3	99.6	93.5	88.3	86.5
Cut required		-1.2	-6.7	-5.8	-2.4
Local government	43.9	43.4	40.3	37.6	36.6
Deduct council tax	-22.0	-22.6	-23.1	-23.7	-24.3
Local government	21.9	20.8	17.1	13.9	12.3
Reduction		-5.0%	-17.6%	-18.7%	-11.6%
Cumulative reduction		-5.0%	-21.7%	-36.4%	-43.8%

### 4.5.4 **100% Business Rates Retention**

- The Chancellor announced plans to increase Local Government retention of business rates from 50% to 100% by end of parliament.
- This proposal has numerous technical challenges but perhaps the major issue is deciding on a fair and equitable redistribution mechanism.
- Potentially, this could favour councils such as Test Valley Borough Council having relatively low needs and a healthy local economy.

4.5.5 On 13<sup>th</sup> July, 2016, the Rt. Hon. Philip Hammond MP was appointed Chancellor of the Exchequer, replacing George Osborne who was in this post since 2010. In recent speeches and interviews given by Philip Hammond, he has indicated that he will “manage public finances in a different way” to his predecessor. He has recognised that the UK’s deficit is still “eye-wateringly large” and there remains a need to keep down day-to-day spending but there is scope to introduce “specific targeted investment”. The impact of this change in attitude and how this may affect the Government’s control totals will become clearer as the next [Autumn Statement 2016](#) is announced on 23<sup>rd</sup> November, 2016.

### *Welfare Reform*

4.5.6 As mentioned in paragraph 1.4, Universal Credit was rolled out in the Test Valley area in September 2015. Timescales have been extended yet again and full migration to the new system is not now expected to be completed until 2021/22. The nature of the council’s on-going role has not yet been established. Levels of staffing may be affected and the current Administration Grant is under review. The Government has now deferred making a decision regarding the administration of Housing Benefits for Pensioners; changes are now likely to be implemented after the Universal Credit project has been completed in 2022.

4.5.7 An evaluation of the impacts will need to take place in the future, recognising that the government’s timescales may slip, and the potential effects of Universal Credit have not been factored into the MTFS at this stage. The Council will therefore need to monitor the position carefully and accept that there may be a risk of increased expenditure which will need to be dealt with in future.

### *Business Rates Revaluation*

#### 4.5.8 **New Draft Valuation List**

A new valuation list for non-domestic properties takes effect from April 2017. Valuations will be based on non-domestic properties’ rateable value in April 2015. On 30th September, 2016, the Valuation Office Agency [published](#) details of individual properties’ draft rateable values for the new list, providing ratepayers with an estimate of their business rates bill from April 2017.

#### 4.5.9 **Transitional Arrangements**

In order to manage the impact of the revaluation on ratepayers, a transitional relief scheme will operate, as in previous years. The Department for Communities and Local Government published a [consultation](#) on 28th

September, 2016 on the arrangements for transitional relief. The consultation ran for four weeks and closed on 26th October, 2016.

The transitional relief arrangements are designed to be self-funding, with the cost of the relief for those ratepayers facing increases funded from other ratepayers. The consultation proposes two options for the scheme; the Government's preferred option (Option 2) would allow for a larger number of medium value properties to move to a lower bill more quickly, if they have benefitted from the revaluation.

#### 4.5.10 **Impact on the Council's Income**

The revaluation is designed to be 'fiscally-neutral', meaning the overall income business rate receipts will remain constant in real terms at the start of the new list. In order to achieve this, given an overall national increase in rateable values, the multiplier will be reduced. According to the [press release](#) accompanying the consultation, DCLG indicated that 'the small business multiplier is estimated to fall, from April 2017, by 1.7p to 46.7p; and the standard multiplier is also estimated to fall by 1.7p to 48.0p to ensure business rate receipts remain constant in real terms'.

The Government has previously indicated that tariffs and top-up would be adjusted following a revaluation, to ensure, as far as is practicable, that authorities' retained income is the same after revaluation as immediately before. The DCLG [technical consultation](#) on the 2017/18 local government finance settlement, published on 15th September 2016, sets out a methodology to achieve this. The proposed methodology would identify and isolate the amount by which business rates income in the authority will change purely due to the revaluation and uses these figures to adjust tariffs/top-ups in order to cancel out the impact of revaluation.

## Prospects for interest rates

4.5.11 The Council's treasury advisor, Capita Asset Services, has provided the following forecast:

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19
<b>Bank rate</b>	0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%
<b>5yr PWLB rate</b>	1.00%	1.00%	1.10%	1.10%	1.10%	1.10%	1.20%	1.20%	1.20%	1.20%	1.30%
<b>10yr PWLB rate</b>	1.50%	1.50%	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.70%	1.80%
<b>25yr PWLB rate</b>	2.30%	2.30%	2.40%	2.40%	2.40%	2.40%	2.50%	2.50%	2.50%	2.50%	2.60%
<b>50yr PWLB rate</b>	2.10%	2.10%	2.20%	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%	2.30%	2.40%

4.5.12 Capita Asset Services undertook a quarterly review of its interest rate forecasts after the Monetary Policy Committee (MPC) meeting of 4th August cut Bank Rate to 0.25% and gave forward guidance that it expected to cut Bank Rate again to near zero before the year end. The above forecast therefore includes a further cut to 0.10% in November this year and a first increase in May 2018, to 0.25%, but no further increase to 0.50% until a year later. Mark Carney, the Governor of the Bank of England, has repeatedly stated that increases in Bank Rate will be slow and gradual after they do start. The MPC is concerned about the impact of increases on many heavily indebted consumers, especially when the growth in average disposable income is still weak and could well turn negative when inflation rises during the next two years to exceed average pay increases.

4.5.13 The MTFs forecast is based on base rate levels as shown in the table above. Further work is currently being carried out to assess the likely cashflows expected in 2017/18 and beyond. A further update will be provided to Cabinet in January and February using the latest market information.

***Key budgetary issues for the Council relating to external factors are:***

- The uncertainty about future levels of government funding and how severe any future reductions in Revenue Support Grant and specific grants will be;
- Uncertainties introduced by ongoing and proposed changes in the localisation of Business Rates – levels of business rate income, tariffs and levies, appeals and revaluations, and new equalisation mechanisms;
- Fluctuations caused by the Business Rates Revaluation 2017 and transitional arrangements;
- The proposed changes announced for the New Homes Bonus Grant;
- The impact of major central government policy changes, particularly the implementation of Universal Credit;
- The length of the Government's austerity programme and its impact on increasing demands for services;
- The timing of the recovery of interest rates and the consequent increase in investment returns;
- The impact of Brexit on public finances;
- The impact of Combined Authority proposals.

Given the range of issues listed above, the next three year period will be extremely challenging for the Council. However, Test Valley Borough Council has consistently shown that it can manage its overall finances in a robust manner and with limited resources.

## 4.6 Efficiency Agenda

***“Managing for the long term is not about predicting the future: it is about preparing for it. Planning involves understanding future demand, assessing the impact of probable changes, and reviewing the gaps between funding needs and possible income. Plans to meet estimated budget gaps should combine basic efficiency measures with more ambitious options to transform service delivery and manage demand.” – Audit Commission “Surviving the Crunch”***

- 4.6.1 The Council has a good track record of achieving and exceeding Government efficiency targets.
- 4.6.2 These efficiencies have been achieved by a combination of:
- Corporate Challenge – to review **what** we are doing
  - Service and function reviews – to look at **how** we are doing things with regard to economy, efficiency and effectiveness
  - Channel shift and digital transformation
  - Corporate Procurement – to harvest savings through better and collaborative procurement
  - Corporate Asset Management – to make the best use of the Council’s considerable asset holdings
  - Enterprise and Innovation Project – to adopt a more entrepreneurial approach
  - Establishment of a new Housing Development and Management Company
- 4.6.3 In achieving these targets, budget holders have shown great discipline in working within ever tighter financial constraints.
- 4.6.4 It is fair to say that it is becoming increasingly difficult to identify savings after ten years of budget restrictions, with options now looking at asking the fundamental question of whether we continue to provide all of our current services in the existing way, or indeed if we provide them at all.
- 4.6.5 The Council has made great strides in establishing a sustainable and targeted approach to finding even more cashable efficiencies and this work must continue over the next three years. With this in mind, in October 2016 the Council approved an Efficiency Plan 2016-20 setting out its plans for making additional efficiencies over the next four years. This is shown in Appendix 1. The Efficiency Plan was duly submitted to the Government applying for a multi-year finance settlement. The Council should hear about whether its application has been successful imminently.

## 4.7 Revenue Budget Medium Term Forecast

- 4.7.1 The Revenue Forecasts for 2017/18 to 2019/20 have been drawn up at a macro level. They do not constitute detailed budgets, which will continue to be prepared on an annual basis within the normal timescales. However, the costing of specific issues and evaluation of proposed developments has informed the forecast.
- 4.7.2 The forecast is based on a middle case scenario using the assumptions shown in Appendix 2. It should be recognised that there will not be sufficient resources to meet all the service delivery ambitions and priorities of the Council without the generation of significant savings or additional income. This financial strategy for the three year period to 2019/20 should ensure that the financial resources of the Council continue to be aligned to the delivery of the Council's service and organisational priorities.
- 4.7.3 Achieving the improvements that the Council has set itself will require difficult policy decisions and resource choices to be made.
- 4.7.4 The budget principles and guidelines outlined in this strategy will allow for a phased use of reserves over the medium term to allow time to adjust to a standstill budget and an ever decreasing amount of external support. The previous section stressed the importance of finding service efficiencies. The Council started the financial year projecting a budget gap of £680,000 for 2017/18 rising to £1.76m in 2019/20. The corporate challenge process has identified significant savings and additional income of £555,080, and the proposed use of New Homes Bonus to offset cuts in Government Grant has reduced the current budget gap for next year to £160,900 rising to £1,093,500 by 2019/20. The savings and additional income options being put forward for consideration are shown in Appendix 4 and 5. Appendix 4 also includes additional net income of £588,000 being the full year impact of income from property investments made over the last two years less an agreed contribution to capital reserves to repay the capital sum over time. This unbudgeted net income has been used to reduce the draw from the New Homes Bonus Reserve and will help to achieve the strategic aim of working towards a position where the Council is not dependent on Government Revenue Support Grant.

4.7.4 Current financial projections indicate the following financial position:

	<b>2017/18 £000s</b>	<b>2018/19 £000s</b>	<b>2019/20 £000s</b>
Approved 2016/17 Net Budget	12,064		
<b>Adjusted for:</b>			
- Inflation	+500	+500	+500
- Revenue Pressures (Appendix 6)	+542	+295	+126
- Other base changes	-371	0	0
- Corporate Challenge Savings/Income Generation (Appendix 4 and 5)	-558	0	0
- Net Additional Income from property investments	-687	0	0
- Business Rates Adjustment	-1,650	0	0
- Additional draw from New Homes Bonus	-386	-297	-331
<b>Current Spending projections</b>	<b>9,454</b>	<b>9,952</b>	<b>10,247</b>
Budget guideline based on expected aggregate external finance available	9,276	9,212	9,113
<b>Cumulative Budget Shortfall (Appendix 2 &amp; 3)</b>	<b>178</b>	<b>740</b>	<b>1,134</b>

Full details are set out in the attached appendices to this report.

4.7.5 Details of further efficiency and other savings are currently being gathered together for Members' consideration in terms of the funding gap identified above and these will be presented to Cabinet in January 2017. The Cabinet will then decide on which options should be taken forward as recommendations to full Council as part of the budget setting process in February 2017.

4.7.6 The Council has a number of earmarked reserves set aside specifically to support the budget over the medium term:

- Budget Equalisation Reserve £682,000
- Income Equalisation Reserve £355,000
- Investment Income Equalisation Reserve £492,000

4.7.7 Whilst this £1.53m will be available to ease the pressure of balancing the budget during the next three years, it should be noted that this is not a sustainable solution to bridging the budget gap, as these reserves can only be used on a one-off basis.

## 4.8 Achieving the strategy over the Medium Term

4.8.1 It is anticipated that the required level of savings will be achieved through a combination of the following:

- Corporate Challenge process
- Procurement savings
- Improving value for money
- Service transformation
- Savings from partnership and shared services
- Generating additional income through use of fees and charges
- Generating additional income through external funding sources
- Generating additional income through Project Enterprise

However, it is inevitable that savings of this order can only be achieved by making difficult choices about the best use of limited and reducing resources and the relative priority of services offered to Council Taxpayers and stakeholders.

The following section outlines a proposed action plan to achieve a balanced budget over the next three years.

## Action Plan

	Item	Background	Action
1.	<b>To deliver, either directly or through others, good quality and efficient services; assisted by a finance culture where continuous improvement and the search for more efficient, effective and economical ways of working are pursued throughout the organisation.</b>	Test Valley Borough Council's culture needs to ensure that efficiency, effectiveness and economy are at the heart of service provision. These issues need to be driven from the top of the organisation. When incurring expenditure all staff need to be as vigilant (if not more so) as they are when incurring expenditure in their domestic lives, and this needs to be evaluated when reviewing performance.	<ul style="list-style-type: none"> <li>Require officers to prepare budgets and service plans which demonstrate new and continuing savings on the cost of existing services each year.</li> </ul> <p>Savings are to be found on the basis of the following priority :-</p> <ol style="list-style-type: none"> <li>Make efficiency savings;</li> <li>Secure external income for specific projects or initiatives;</li> <li>Reduce or cease delivering lower priority services;</li> <li>Increase charges.</li> </ol> <ul style="list-style-type: none"> <li>Continue a programme of Corporate Challenge and Service/Function Reviews and provide appropriate training throughout the organisation to support the culture of efficiency.</li> <li>Ensure relevant staff and managers are provided with enhanced financial training through management development initiatives.</li> <li>Focus upon the opportunities for partnerships and external funding to support revenue, and capital programmes.</li> </ul>
2.	<b>To make demonstrable progress in moving financial resources to the Council's highest priorities as set out in the corporate plan.</b>	In a period of constant financial pressures the Council has a good record of making savings.	<ul style="list-style-type: none"> <li>Review the Council's Corporate Plan each year prior to the initial consideration of the Budget Strategy in July.</li> <li>Review the allocation of resources between priority services and those identified by the Council as being its non-priorities.</li> </ul>
3.	<b>To prepare and implement strategies on capital and external funding that support the Council's aspirations in the corporate plan.</b>	The Council must take an integrated view of capital and revenue spending, since capital expenditure impacts through financing and revenue costs of projects upon the revenue budget.	<ul style="list-style-type: none"> <li>Target available capital funding towards high priority initiatives identified in the Council's Corporate Plan.</li> <li>Develop a strategy on external funding and the possible use of public/private partnerships, in future years, to support the aspirations in the Corporate Plan.</li> <li>Review the Asset Management Plan at least annually to identify opportunities for creating capital resources from the disposal of surplus and under-performing assets.</li> <li>Review the implications of the Prudential Code for Capital</li> </ul>

			Finance in relation to the framework for Capital investment and the Council's "debt-free status", and investigate opportunities for affordable prudential borrowing.
4.	<b>To prepare financial projections (budget forecast) for at least three years ahead which show how the Council intends to balance its budget.</b>	The preparation of financial projections is well-established within the authority.	<ul style="list-style-type: none"> <li>• Agree a preliminary budget forecast in July each year which shows a clear outline of how a balanced budget at an acceptable Council Tax level is expected to be achieved over a three year period.</li> <li>• Review the Asset Management Plan to establish whether there are further opportunities for revenue generation.</li> <li>• Ensure that the revenue costs of capital schemes are fully evaluated through good project management and appraisals without optimism bias.</li> <li>• On a yearly basis, evaluate whether any borrowing should be undertaken to fund capital schemes, taking into account the impact of borrowing on the desired level of Council Tax.</li> </ul>
5.	<b>To agree a policy as part of the consideration of the Budget Strategy to constrain Council Tax increases to a reasonable level, in line with any Government Guidelines.</b>	Whilst consideration needs to be given each year to the detail of budget requirements this framework is intended to give some strategic direction to the setting of Council Tax levels. It needs to be recognised that the level of increases each year has a long term effect on the Council's ability to deliver services	<ul style="list-style-type: none"> <li>• Review the Council Tax strategy in detail every July at the start of the budget process and consider the long term implications on levels of service.</li> <li>• Consult public and stakeholder groups on the priority of services on a regular basis.</li> </ul>
6.	<b>To manage a budget process which allows adequate time for, and takes account of, consultation with the public, business community, councillors and staff.</b>	The Council's budget processes have been evolving in recent years. The budget process should include adequate external consultation with the public and strategic partners.	<ul style="list-style-type: none"> <li>• Agree a budget timetable each year in accordance with the Council's Strategic Planning Framework (corporate clockwork), which allows for adequate consultation to take place.</li> </ul>
7.	<b>To maintain balances and reserves that provide the Council with the ability to react to contingencies, provide for future known liabilities and to take advantage of opportunities</b>	The Council's balances and reserves fall into four categories:- (a) General Fund Balance: the Council's strategy is to maintain a minimum balance of £2m over the medium term. This is deemed to be the minimum prudent level having taken into account	<ul style="list-style-type: none"> <li>• Continue to maintain a General Fund balance of a minimum balance of £2m, without the need to budget for increases of balances (i.e. any required increases should normally be met from out-turn savings).</li> </ul>

	that arise.	<p>such factors as:-</p> <ul style="list-style-type: none"> <li>• the size of authority</li> <li>• the volatility of income and expenditure streams</li> <li>• the overall accuracy of budgets</li> <li>• the quality of financial management, systems, processes and information</li> <li>• the risks faced by the authority (e.g. extreme weather conditions or legal action brought against the Authority regarding damages)</li> <li>• the financial risks inherent in significant partnerships.</li> </ul> <p>(b) Reserves and Provisions to meet the cost of liabilities not covered by insurance (i.e. where the Council bears risks, e.g. through policy excesses, instead of arranging insurance).</p> <p>(c) Capital Reserves specifically to meet future capital expenditure.</p> <p>(d) Reserves for earmarked for specific purposes.</p>	
8.	<b>To maintain a charging structure that aims to recover full cost, provides value for money and makes adequate provision for social factors.</b>	All fees and charges are reviewed annually, but more can be done to link these to the cost of service provision and ensure that costs are fully recovered.	<ul style="list-style-type: none"> <li>• Review all charges and potential new sources of charges income annually against the following principles: <ul style="list-style-type: none"> <li>• Services should raise income wherever there is a power or duty to do so.</li> <li>• The income raised should cover the full costs of providing the service, including all overheads and cost of capital where capital is involved.</li> <li>• Any departures from these general principles must be fully justified in a transparent manner with reference to the Council's priorities and policies.</li> </ul> </li> <li>• Review any further opportunities for introducing charges for discretionary services</li> </ul>
9.	<b>To employ strong, well-respected and timely budgetary</b>	The Council prepares budgetary monitoring reports for Members each quarter and budgetary control has been	<ul style="list-style-type: none"> <li>• Prepare regular Member budgetary monitoring reports based upon the latest approved Budget.</li> </ul>

	<b>control.</b>	continuously improving. Financial regulations permit the use of Virement, to assist managers in delivering the purposes of the budget. The Council's budget already includes a staff vacancy allowance amounting to 3% of staffing budgets and it is proposed to increase this to 4% from 1 <sup>st</sup> April 2017.	<ul style="list-style-type: none"> <li>• Review budgetary monitoring reports monthly at Service meetings and at each Performance Board meeting to inform the quarterly reporting to Cabinet.</li> <li>• Ensure an appropriate relationship between budget holders and accountancy staff within the service structures and provide training where necessary.</li> <li>• Review the provisions for staff vacancy and out-turn variations each year in May/June.</li> <li>• Focus on financial capability in management training and appraisal.</li> <li>• Thoroughly investigate reasons for underspent budgets at the end of the year to identify any areas of overprovision.</li> <li>• Continue to challenge budget assumptions through the Corporate Challenge process.</li> </ul>
10.	<b>To provide clear and user-friendly financial management information.</b>	The Financial Management Information system was replaced in April 2010. This system, although adequate for accounting purposes, is now six years old and investment in its development has been poor. It is also complex for the end user to extract the management information they need, and may now not be the best solution for the Council.	<ul style="list-style-type: none"> <li>• Ensure that managers and budget holders receive adequate refresher training so that they are aware of and can use the financial reporting system to its full potential and have access to the financial information they want.</li> <li>• Start work in 2017 on investigating a potential replacement Financial Management Information System either alone or in partnership with other authorities.</li> </ul>
11.	<b>To implement sound, modern, imaginative financial systems and procedures.</b>	The Council's Financial Regulations and Contract Standing Orders require reviewing to take into account changes in systems, processes and new legislation.	<ul style="list-style-type: none"> <li>• Review the Council's financial regulations and contract standing orders to ensure that they remain fit for purpose.</li> <li>• Work to improve the Council's procurement procedures and to achieve savings through better procurement.</li> <li>• Pay all suppliers within 10 working days.</li> <li>• Set and monitor against targets for the efficient collection of</li> </ul>

			<p>Council Tax, Business Rates and other debts.</p> <ul style="list-style-type: none"> <li>• Continue with an approach to Treasury Management based on a cautious approach to risk in relation to the approved Treasury Management Policy and Strategy.</li> <li>• Develop risk based approaches to all aspects of the Council's systems, controls and procedures.</li> </ul>
12.	<b>To implement a scheme for Council Tax Support and ensure it is carefully monitored to assess the impact on clients and the finances of the Council.</b>	Council Tax Benefit was replaced by a local scheme of Council Tax Support from 1/4/13.	<ul style="list-style-type: none"> <li>• Ensure that the Council approves a Local Council Tax Support Scheme by January each year for implementation in April.</li> <li>• Ensure that the Council Tax software remains fit for purpose.</li> <li>• Continue to develop monitoring arrangements to assess the impact of the scheme on clients and report regularly on the budgetary impact of the changes in collection rates and bad debts.</li> </ul>
13.	<b>To monitor and control income from Business Rates.</b>	<p>The Local Government Finance Act introduced significant change to the local government finance system including a Business Rate Retention Scheme.</p> <p>A new Valuation list for non-domestic properties takes effect from April 2017.</p>	<ul style="list-style-type: none"> <li>• Continue to monitor the impact of localisation of Business Rates e.g. ensuring prompt action to identify and bring into the Rating List new properties; anticipating reductions and increases in Rateable Value and correct and prompt billing, collection and recovery.</li> <li>• Liaise with the Valuation Office Agency to ensure local firms are having their properties valued correctly and paying the right amount of tax.</li> <li>• Report monthly on Business Rate income, adjustments, write offs, revaluations etc. Carry out projections of net income levels to the year end and forecast levels of income for future years, to ensure that the Council anticipates and plans for major fluctuations in this important income stream.</li> </ul>
14.	<b>To adopt an entrepreneurial approach to develop investment opportunities to generate additional income for the Council so that it can become more financially self-sufficient.</b>	The Council will face continuing cuts to Revenue Support Grant over the coming Spending Review period and needs to deliver sustainable replacement income streams.	<ul style="list-style-type: none"> <li>• The Enterprise and Innovation Board and project team will continue to facilitate property investment and acquisition and the development and management of housing projects.</li> </ul>

## 4.9 Capital Strategy

4.9.1 The Capital Strategy has been reviewed in light of this Medium Term Financial Strategy and requires some updating. This will be done in February 2017. Fundamentally, the strategy is sound and sets out the key principles as follows:

- The main drive of the Strategy is to balance future capital expenditure with receipts generated without drawing from existing balances. The use of prudential borrowing may be considered as a finance bridging option pending a recovery of the property market.
- Regular reviews will be carried out, alongside the Asset Management Plan, to identify potential assets for disposal.
- Where possible, capital investment will be targeted at areas that will generate efficiencies in the future delivery of services or where ongoing savings can be made.

4.9.2 A copy of the full current strategy can be found in the Cabinet agenda papers for [30/10/13](#).

# 5. Risk Assessment

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>
Future resources less than assumed - <b>RED</b>	Significant	Critical	Revenue: Assess impact of Local Government Settlement at the earliest opportunity. Monitor the impact of the localisation of business rates and of support for council tax and revise forecast as necessary. Capital: Schemes and projects kept on reserve list until resources are confirmed. Delay design stage approval of schemes in capital programme, if necessary. Monitor the amount of future usable capital receipts.
Savings anticipated from reviews are not delivered. - <b>AMBER</b>	Significant	Significant	Continue with corporate challenge and Service reviews. Closely monitor progress of budget / efficiency savings through monthly budget monitoring. Use of the Budget Equalisation Reserve if necessary.
Investment Income targets are not achieved - <b>AMBER</b>	Low	Significant	Review Treasury Management Strategy at least monthly. Quarterly meetings with Treasury advisors and Economic Portfolio Holder to look for low risk opportunities for investment. Mid-year monitoring report to OSCOM. Use of the Investment Equalisation Reserve if necessary.
Legislative changes not anticipated. - <b>AMBER</b>	Significant	Significant	Keep up to date with Government policy and consultations.
Local data changes vary from those assumed. - <b>AMBER</b>	Significant	Significant	Review of assumptions with support from other bodies.
Pay awards or inflation vary from those assumed. - <b>AMBER</b>	Significant	Significant	These factors have a large influence on the revenue budgets. Pay awards to be agreed at an affordable level. Inflationary factors to be reviewed regularly.
Future spending requirements are under-estimated. - <b>AMBER</b>	Significant	Significant	Review Service Plans and spending projections. Closely monitor progress through budget/performance monitoring.
Revenue implications of capital decisions are not taken into account. - <b>AMBER</b>	Low	Significant	Capital Approval processes to be reviewed to ensure all revenue consequences continue to be identified.
Income targets are not achieved. - <b>AMBER</b>	Significant	Significant	Monthly monitoring of budgets and projections. Use of the Income Equalisation Reserve if necessary.
Staffing budgets are not sufficiently controlled. - <b>AMBER</b>	Low	Critical	Rigorous process is already in place for filling posts and managing vacancy targets.
Investment in priority areas does not lead to desired outcomes being achieved. - <b>AMBER</b>	Significant	Significant	Robust performance management framework incorporating quarterly monitoring reports.

Standards of service fall, particularly in non-priority areas. - AMBER	Significant	Significant	Robust performance management framework incorporating quarterly performance monitoring reports.
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## 6. Summary and Conclusions

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- 6.1 Within the *Corporate Plan 2015-2019 and beyond* – “*Investing in Test valley*”, the Council has set out an ambitious programme to fulfil its vision to be an organisation of excellence committed to improving the quality of life of all the people of Test Valley. This will be achieved by devoting our energy, skills and resources to achieving the best results for our residents and communities across the Borough.
- 6.2 This Medium Term Financial Strategy aims to support the Council's Corporate Plan whilst recognising the implications of the government's drive to reduce public sector expenditure. Resources will be prioritised to meet these needs; both in terms of revenue and capital spend. The next three years are expected to produce very tight Local Government Finance Settlements and will require significant efficiency savings across all parts of the Public Sector. Coping with Central Government legislative and policy changes will be extremely challenging and will require careful management of funding risks.
- 6.3 The budget principles and guidelines as outlined in this report imply a standstill budget over the medium term, and so any recurrent growth emanating from Members or Officers will have to be funded by changing priorities or from savings/additional income.
- 6.4 The capital investment programme will continue to be agreed based on the priorities agreed by the Council and the priority scoring mechanism contained in the Capital Strategy. It is envisaged that the overall programme can be funded from anticipated resources, although the phasing needs careful attention to ensure the Council is not forced into selling assets in a suppressed property market, or borrowing unnecessarily. The phasing of any projects may require adjustment if a significant change to the funding timescale, or alternative sources of funding, becomes apparent at a later date.
- 6.5 The capital strategy indicates that the Council has a very limited level of capital resources available for investment, and there needs to be a note of caution on the overriding need for prudence in the use of these resources.
- 6.6 The continuing constraints on the availability of sustainable capital resources in the medium and long term and the direct impact on the revenue budget leaves

little room for manoeuvre. In any event, the revenue consequences of spending scarce resources must always be borne in mind in judging the merits of any capital investment proposal.

- 6.7 This strategy sets out clear guidelines for dealing with the Council's budgets over the next three years. The Council faces a number of significant financial pressures across a range of services and it is clear that delivery of the action plan contained in this financial strategy will be challenging. The Council will have to undertake a detailed review of areas where efficiencies can be made in order to realign budgets to its priorities. This strategy is also a key component of the Council's governance arrangements, supporting Council priorities within a sound financial framework.

## Test Valley Borough Council Efficiency Plan 2016 -2020

### 1. Background

- 1.1 On 17<sup>th</sup> December, 2015, the Secretary of State for Communities and Local Government announced an offer to councils for future years' funding. It was a clear commitment to provide central funding allocations for each year of the spending review period, should councils choose to accept the offer and publish an efficiency plan by Friday, 14<sup>th</sup> October, 2016.
- 1.2 This efficiency plan has been developed so that the Council can qualify for the funding settlement from the Government for the period 2016/17 to 2019/20. The offer only relates to Revenue Support Grant (RSG) and Transition Grant, so the amounts the Council can expect are as follows:

2016/17	£1,066,000	Already agreed in February 2016
2017/18	£471,102	
2018/19	£55,980	
2019/20	£Nil	

- 1.3 The Government's announcement was trailed as "an historic opportunity for councils to achieve greater certainty and confidence from a 4-year budget", but it can be seen from the figures above that, with the 2016/17 funding already having been agreed and RSG being phased out by 2019/20, the Council will in fact be accepting an offer of just a 2-year and greatly reduced grant allocation. Nevertheless, this funding is important in supporting the Council's Medium Term Financial Strategy.
- 1.4 The Council has a good track record of achieving and exceeding Government efficiency targets. In each of the last nine years, the reductions to net expenditure identified by the Council during its budget setting have considerably outstripped the additional income demanded through Council Tax increases. In the last six years, the Council has delivered budget reductions of £6.3M, equivalent to more than £1M per year, and has at the same time frozen Council Tax in four of the last six years which has resulted in continuing to charge one of the lowest Council Tax Band Ds in the whole of England. This clearly demonstrates the efforts the Council has made in recent years to control expenditure and keep Council Tax increases to a minimum.
- 1.5 The Council has made great strides in establishing a sustainable and targeted approach to finding cashable and non-cashable efficiencies. It is, however, becoming increasingly difficult to identify savings after nine years of budget restrictions with options now looking at asking more fundamental questions about how and what services are provided to the public. The challenge over the next four year period will be for the Council to build on its successful approach and introduce new initiatives to achieve the necessary financial savings whilst also providing the best possible efficiencies and value for money to the taxpayer.

## 2. Growing the local Economy

- 2.1 **Local Plan 2016** - In January 2016, the Council adopted a Revised Local Plan. The Plan seeks to promote sustainable development through managing, guiding and facilitating the building of new homes and infrastructure. Its principal purpose is to ensure that new development meets the social and economic needs of our communities whilst at the same time protecting the Borough's natural and built environment. The total net completion figure across the Borough for 2015/16 was 1,004 dwellings. When looking at the total figure for the Borough compared to the unitary authorities of Portsmouth and Southampton and other district councils in Hampshire, Test Valley has the highest completion figure. The high completion rate in the Borough is as a result of a number of strategic developments on greenfield sites being delivered. The Local Plan will guide future development within the Borough of Test Valley over the plan period 2011 – 2029 and should ensure that enough land is allocated for new homes to meet the needs of a growing working age population and the additional 8,770 jobs forecast over the next 20 years.
- 2.2 **Business Support** - The Council's pro-active stance towards business support focusses on new/small businesses where it can make the biggest difference and where its regulatory responsibilities lie. It will continue with the Business Incentive Grant for start ups, which the Council recently increased from £500 to £750. Since 2000, the Council has awarded 520 grants to help new businesses start. In recognition of the need to support High Street businesses the Council introduced a grant to help independent retailers occupy empty premises. Over the last 2 years 22 independent businesses have received the grant. A competitive local economy is a top priority for the Council and a key element of this is to create an environment in which small businesses can be encouraged to survive, thrive and grow. The Council has received multiple awards year after year from the Hampshire and the Isle of Wight Federation for Small Businesses including "The 'Best All Round Small Business Friendliness Award", "The Best Small Business Friendly Programme", and this year a Special Award for "Outstanding Commitment to Supporting Small Business."
- 2.3 **Skills** - In recognition of a "skills deficit" in Andover the Council has provided £370,000 (from a £500,000 Section 106 Planning Agreement) to upskill residents working for Andover businesses in order to make them stronger. To date 401 residents in 133 businesses have been helped attracting £89,000 in matched funding for training from the employer.
- 2.4 **Rejuvenation of Business Parks** - The Council's 15 year strategic partnership with Kier Ltd to manage and develop Andover's oldest and largest business park, Walworth Business Park, started in 2011 and is resulting in new business investment and jobs at the same time as preserving the rental yield to the Council to invest in services to the community – including businesses.
- 2.5 **Ultrafast Business Broadband for Andover Business Parks** – The Council has been working with Virgin Media Business (VMB) to provide Ultrafast Business Broadband (up to 300 Mbps) to the hundreds of businesses which occupy the two Andover business parks. Having access to high speed internet is vital in today's fast-paced business world. The new opportunity from Virgin Media Business will mean that companies in a wide range of sectors are able to increase their efficiency and productivity, which will improve their overall performance. Virgin Media Business is rolling out the service in phases and has confirmed that all

businesses based at Walworth and Portway Business Parks will have access to the high speed broadband by the end of this year.

- 2.6 **Employment in Test Valley** – The Business Register and Employment Survey published by the Office of National Statistics shows that employment in Test Valley continues to grow and compares favourably with other council areas. The Council's approach to supporting the local economy has been consistent over many years and will continue as forecasts of significant economic challenges are now beginning to appear.

### 3. Managing current and future demands within services

- 3.1 The Council is facing the dual challenges of substantial reductions in funding accompanied by increases in the demand for the services it provides. This demand pressure has come most notably from increasing numbers of houses being built in Test Valley.
- 3.2 **Housing** - The new housing strategy is nearing completion and uses a sound evidence base set within the Government's legislative and policy framework. This will explain how the Council will be planning for and using resources at its disposal to address housing need within the Borough. The Council will be working hard to maximise supply through planning gain and through effective partnership working with Registered Providers and developers.
- 3.3 **Environmental Services** - Housebuilding places demands on a range of council services not least waste collection and street cleaning. Since the introduction of an alternate waste collection system in 2006 the service has continually and systematically reviewed collection rounds in order to accommodate the increase in properties. This approach has meant that the service has absorbed over an additional 5,000 properties during the last ten years with no growth in the base budget. Similarly, the street cleaning service has taken on new areas as they have been adopted. The process has been similar to that of waste, continually reviewing existing resource levels and making adjustments to workloads in order to accommodate increasing demands. This success is largely due to having a flexible and adaptable workforce who understand the need to do more with the same or less.
- 3.4 Additional housing also provides opportunities to create new community facilities with funding from developer contributions. The **Community and Leisure** service has managed the transfer for significant areas of public open space, equipped play areas, community halls and sports facilities, all of which benefit our communities. The challenge of this significant growth of new assets has been managed with minimal service expansion with the additional work absorbed through service reorganisation, process changes and making use of technology. Partnership working is key to meeting these challenges working with the voluntary sector as well as the wider leisure industry to ensure facilities are fit for purpose and well managed.
- 3.5 **Revenues and Benefits** - Demand pressure has also come from changing public expectations, demographic changes, and reduced levels of funding as a result of the Government's Welfare Reforms and this has impacted greatly on the Council's Revenue Service. The service has been proactive in developing new ways of working e.g. self-service and online facilities to ensure that customer demand is met (see section 5 below).

3.6 The Council and its partners are exploring every avenue to find efficiencies and savings in order to be able to continue to meet the needs of the communities it serves. These include the following:

- Corporate Challenge Process – to review what we are doing each and every year
- Service and functional Reviews – to look at how we are doing things with regard to economy, efficiency and effectiveness,
- new approaches to commissioning – to harvest savings through better and collaborative procurement and sharing services,
- Corporate Asset Management – to make best use of the Council’s considerable asset holding
- Enterprise and Innovation Project – to adopt a more entrepreneurial approach
- Using non-traditional approaches to solve problems – The Council has recently incorporated a new Housing and Development Company to provide more market rented homes
- Transformation Projects and Programmes – to redesign services around customers and remove the causes of avoidable customer demand. Some examples of channel shift, self-service and digital transformation are outlined below.

#### **4. Workforce Planning**

4.1 The Council’s Workforce Development Plan highlights five key challenges for the Council over the medium term :

- a. Keeping management and staff motivated
- b. Setting out the big picture and preparing staff for the challenges ahead
- c. Empowering staff
- d. Retaining high performers and addressing under performance
- e. Continuing to promote learning and development

4.2 The Council’s Workforce Plan should support its business objectives but currently there are a number of uncertainties:

- The Government is introducing wide-ranging policy changes, e.g. Universal Credit, which will have a significant impact on the way the Council operates in the future.
- The impact on this Council of various proposals and options to reorganise Local Government in Hampshire
- The continuing financial pressures on the public sector and the need to have a flexible workforce commensurate with the funding available.
- Apprentice targets being implemented from autumn 2016

4.3 Within the coming years, the effects of these drivers will be clearer and the future shape of the business can be assessed. At this time, the organisation will be in a better position to describe its future workforce needs and develop its workforce priorities. A longer term for Workforce Strategy will then be developed to deliver what is needed to support the Council’s business objectives and meet future challenges.

## 5. Transformation Projects and Programmes

- 5.1 The Council has had a great deal of success in transforming the way it works. In December 2014, the Council introduced an online **Housing Benefit and Council Tax Support application form** which is now achieving 96% of claims being received electronically. This reduces printing, postage and speeds up the claim process for customers. Building on this success a generic import module has recently been introduced for the document image system that will see the automatic transfer of electronic forms into the work queues for processing. Further on-line forms to enable electronic reporting of customers' changes in circumstances are planned by 31 March 2017.
- 5.2 The **Citizen Access system** provides the customer with the opportunity to review their Council Tax or Business Rates bill, discounts / exemptions that apply and apply for e-billing. This was initially launched in December 2015 and began being promoted with the 2016/17 annual bills. Currently there are over 1,550 customers signed up for e-billing and has resulted in significant savings in sending bills by email rather than hard copy by post. Between April and August 2016 there were 1,681 processes completed by customers, of which 1,396 were processed successfully without the need for staff intervention. Previously, these contacts would have been by phone or email and many would have been double-handled by CSU and Local Taxation in resolving them.
- 5.3 The Council has a well-established Transformation Board that has developed a comprehensive **Digital Transformation Strategy and Action Plan** for the next three years. The Council has identified digital transformation as one of the ways in which it can make further efficiencies in its administration. At the same time, the Council has an increasing number of customers who are seeking to self-serve and so has agreed eight priorities for the medium term:
- i. Redesigning existing processes and systems,
  - ii. Using the Council's own employees as digital transformation experts to act as digital transformation agents within the organisation
  - iii. Using data intelligently to sift and route customer interactions to the appropriate person
  - iv. Developing the digital skills and confidence of our workforce and elected members
  - v. Changing the way the Council designs new processes and systems
  - vi. Identifying and implementing successful strategies to achieve meaningful channel shift to digital transactions
  - vii. Protecting privacy through effective information management.
  - viii. Transforming the Council's workforce so it is digital and mobile by default.
- 5.4 The "**My TestValley**" app provides an easy self-service facility for customers to use on smartphones and tablets as well as desktop devices. The launch of this app has already resulted in significant channel shift and change in customer behaviour by offering a range of self-service processes online which our customers can access at a time and from a location of their choosing. A case study has been published describing our achievements so far <http://abavus.co.uk/wp-content/uploads/2016/01/TestValleyCS.pdf>
- 5.5 Many projects are currently underway including:

- Creating a responsive website that will work on all platforms ensuring that web pages drive customers to help themselves or make enquiries and service requests online wherever possible
  - Creating a responsive payments module providing updated payment options and appropriate validation and an automated telephone payment service
  - Developing processes for use on the Council's My Test Valley App
  - Reviewing the GIS dataset
  - Preparing for the new General Data Protection Regulation 2018
- 5.6 Many other projects are in the pipeline subject to a business case being developed and approved.

## 6. Property Asset Management

- 6.1 The Council owns over £141M of buildings and land assets, of which £87.3M are held as investment properties. These properties are an important part of the Council's Medium Term Financial Strategy as they generate nearly £6.4M annually for the General Fund.
- 6.2 The Council's **Estates Service** is responsible for the management and maintenance of all operational assets. Over the years it has developed a robust property asset management plan which enables the Council to target its scarce resources before problems occur. It assesses all of the assets at least once a year to determine whether they are fit for purpose and estimates the level of investment needed to maintain them over the medium term. This approach has been so successful that reactive maintenance budgets have been reduced year on year over the last five years and standards of property maintenance are now at a high level. In addition, the Estates Service has been successful in marketing spare office space in Council Offices, increasing occupancy and creating a more efficient working environment.
- 6.3 Since 2014, the Council has invested in a number of properties to generate additional revenue income. This additional income has been generated by investing the cash reserves held by the Council in properties that will yield greater returns than the current investment portfolio.
- 6.4 The amount of investment to the end of 2015/16 was £11.968M, with a further £13.858M approved for investments during the current year. All of these investments have been made following Full Council approval of a robust business case and in compliance with the Council's Treasury Management Strategy, Investment Strategy and the Prudential Code and are expected to generate £1M more income during 2016/17 than would have been earned by holding cash reserves.
- 6.5 The Council is also investing in its operational assets. In 2015, it commenced a competitive dialogue procurement exercise for a new Leisure Facilities Management Contract. This will be a long-term (thirty years) contract, starting in 2017, looking to reduce costs and transfer risks to the operator. The new contract will also see significant investment across the Leisure Portfolio, particularly at Andover Leisure Centre, and will meet the needs of the community for many years to come.

## 7. Key Partnerships and Shared Services

7.1 The Council has a number of key operational and strategic partnerships including:

- **IT Shared Services** – In 2012, the Council created an ICT partnership with Winchester City Council. This partnership has delivered significant revenue and capital savings for both Councils through system sharing, reduced infrastructure, procurement and a streamlined staffing structure. The approved partnership model will enable other Local Government organisations to join and contribute to the partnership if they wish, while also allowing partners to return to stand alone service should political wishes dictate.
- **One Public Estate (OPE)** – The Council has been a partner in the nationally recognised OPE programme since its inception and even before that it promoted co-location and improved use of assets to deliver efficiencies and bring organisations together with other public sector tenants in our buildings in Andover and Romsey. As part of a national judicial service reform, the Ministry of Justice has vacated the former “Andover Magistrates Court”, a town centre site in close proximity to the Council-owned leisure centre and theatre buildings. This latest project, as part of the OPE programme, aims to transform the site into a community hub and engagement with a number of potential public sector partners (local authorities, Police, Fire, Health, Central Government and voluntary sector) has already begun.
- **Hampshire Alliance for Rural Affordable Housing (HARAH)** - The Council works with six other districts and boroughs, the County Council and Action Hampshire in managing the HARAH Partnership. The Partnership commissions new rural affordable housing and works with a development partner which comprises a consortium of housing associations lead by registered provider Hastoe. The Partnership has developed joint policies, employs a Strategic Housing Officer and achieves flexibility in meeting housebuilding targets and in so doing secures funding through the Homes and Communities Agency. Since its inception in 2005, the Partnership has achieved a total of over 380 new homes.
- **Project Integra** - The Council has been a part of the Project Integra partnership since it was formed some 20 years ago. The partnership, which has a clear remit and focus on the collection and treatment of waste in Hampshire, has changed subtly since it was formed in order for it to remain fit for purpose. The partnership has a strong focus on partnership working and has clear objectives within its action plan around joint working and joint procurement of goods and services.

## 8. Progress on Combined Authority proposals

8.1 The Council, together with Basingstoke and Deane, Hart, New Forest, Rushmoor and Winchester submitted a prospectus to government proposing a “Heart of Hampshire” combined authority and devolution deal. Following Hampshire County Council’s refusal to support either this proposal (or that emerging from the south of the County), the County Council has proposed a re-organisation of local government in Hampshire). In response, the

Heart of Hampshire authorities have commissioned Price Waterhouse Coopers to look at a broad range of options for future operation of local government in Hampshire - including unitary and combined authorities and other forms of cooperation such as sharing services and setting up trusts.

- 8.2 Hampshire County Council (HCC) meanwhile has commenced a public consultation on its re-organisation proposals. It has proved to be a divisive issue across the County because of their refusal to undertake the consultation in partnership with district and borough councils. Their consultation presents a narrow range of options derived from the work that HCC commissioned from Deloitte. Regrettably, they have refused to pause the process to take on board the work being commissioned by Heart of Hampshire councils.
- 8.3 All district and borough council leaders are agreed that a wide range of options should be presented for consultation to enable residents to have a real understanding on all of the possibilities and the implications if the results of any consultation are to be meaningful.
- 8.4 It is clear that whatever the outcome of this work stream, it will have a profound effect on the Council's plans, operations and perhaps even its very existence.

## 9. Summary

- 9.1 The Council's Medium Term Financial Strategy is the key document setting out the Council's measured approach to managing the Council's finances:
- **Continuing to make efficiencies** – through better procurement, service redesign, making use of new technology to modernise and transform services, improving use of assets and sharing services where it is feasible and desirable to do so;
  - **Continuing to invest** – maintaining and investing in new assets and vehicles through the Asset Management Plan and Capital Programme;
  - **Generating more income** – investing time and resources in the Council's Enterprise and Innovation Project to explore new opportunities for income generation and seek out ways that the Council can become more financially self-sufficient;
  - **Making best use of reserves** – Releasing them gradually in a planned way to ensure the Council's ongoing financial stability.
- 9.2 This Efficiency Plan summarises the Council's approach to efficiencies and has been developed so that the Council can qualify for the funding settlement from the Government for the period 2016/17 to 2019/20.

**BUDGET FORECAST 2017/18****SCENARIO PLANNER**

	<b>Budget Forecast Best 2017/18 £'000</b>	<b>Budget Forecast Middle 2017/18 £'000</b>	<b>Budget Forecast Worst 2017/18 £'000</b>
<b><u>Service Requirements</u></b>			
Chief Executive's Office	(72.5)	(72.5)	(72.5)
Community & Leisure	3,596.7	3,596.7	3,596.7
Environmental Service	4,800.7	4,800.7	4,800.7
Estates & Economic Development	(4,212.6)	(4,212.6)	(4,212.6)
Finance	62.5	62.5	62.5
Housing & Environmental Health	2,228.3	2,228.3	2,228.3
I.T.	(2.8)	(2.8)	(2.8)
Legal & Democratic	341.4	341.4	341.4
Planning & Building	1,481.4	1,481.4	1,481.4
Planning Policy & Transport	(553.3)	(553.3)	(553.3)
Revenues	1,310.8	1,310.8	1,310.8
Inflation	250.0	500.0	600.0
	<b>9,230.6</b>	<b>9,480.6</b>	<b>9,580.6</b>
<b><u>Other Requirements</u></b>			
Net Cost of Benefit Payments	(200.0)	(200.0)	(200.0)
Corporate & Democratic Core	4,146.6	4,146.6	4,146.6
<b>Net Cost of Services</b>	<b>13,177.2</b>	<b>13,427.2</b>	<b>13,527.2</b>
<b><u>Corporate Requirements</u></b>			
Contingency Provision	320.5	320.5	320.5
Depreciation Reversal	(3,098.1)	(3,098.1)	(3,098.1)
Investment Income	(270.0)	(266.5)	(221.5)
Transition Grant	(53.6)	(53.6)	(53.6)
New Homes' Bonus	(4,801.9)	(4,801.9)	(4,801.9)
100% Retention of NDR from Renewable	(23.3)	(23.3)	(23.3)
<b>Net General Fund Expenditure</b>	<b>5,250.8</b>	<b>5,504.3</b>	<b>5,649.3</b>
Contribution to Earmarked Reserves	4,728.1	4,728.1	4,728.1
Contribution to Asset Management Reserves	1,117.1	1,117.1	1,117.1
Contribution to Capital Reserves	1,173.0	1,173.0	1,173.0
<b>Total General Fund Expenditure</b>	<b>12,269.0</b>	<b>12,522.5</b>	<b>12,667.5</b>
Revenue Pressures	304.2	354.2	454.2
Revenue Savings	(574.9)	(474.9)	(424.9)
Income Generation Proposals	(1,168.4)	(1,018.4)	(968.4)
<b>Revised Net Budget</b>	<b>10,829.9</b>	<b>11,383.4</b>	<b>11,728.4</b>
Draw from NHB to offset cuts in Government Grants	(1,930.3)	(1,930.3)	(1,930.3)
<b>(SAVINGS) TO BE IDENTIFIED</b>	<b>608.6</b>	<b>(177.6)</b>	<b>(872.8)</b>
<b>General Fund Requirements</b>	<b>9,508.2</b>	<b>9,275.5</b>	<b>8,925.3</b>

### **ASSUMPTIONS IN DEVELOPING THE BUDGET FORECAST**

	<b>Budget Forecast Best 2017/18</b>	<b>Budget Forecast Middle 2017/18</b>	<b>Budget Forecast Worst 2017/18</b>
<u>Council Tax</u>			
Rate assumed	£5 increase	£5 increase	2.0%
Impact	0	0	-104,100
<u>Government Grant</u>			
Reduction in total govt support	10.00%	17.0%	25%
	232,700	0	-246,100
<u>Investment Income</u>			
Assumptions based on forecast portfolio size, forecast for rate increases and amount above base rate for investments.			
Income Levels	270,000	266,500	221,500
<u>Inflation</u>	250,000	500,000	600,000
<u>Budget Pressures / Income Generation</u>			
Pressures	(50,000)	0	100,000
Income	(150,000)	0	50,000
Savings	(100,000)	0	50,000
<u>Earmarked Reserves</u>			
No draws assumed			

### **UNCERTAINTIES IN THE BUDGET FORECAST**

#### Government Grant

The budget forecast includes Government Grant amounts based on indicative figures from the DCLG. On 6th October, 2016 the Council submitted its efficiency plan to the Government in the hope that it would approve the plan and confirm a multi-year financial settlement for the Council. DCLG has acknowledged receipt of the application, but has not yet confirmed whether it has been successful.

#### Business Rates

There are a number of risks associated with the Council's ability to generate income from Business Rates. These include collection rates; the number of successful appeals and changes to the gross rateable value of business premises in the borough.

**MEDIUM TERM FINANCIAL PLAN**

	Original Estimate 2017/18 £'000	Base Changes £'000	Budget Forecast 2018/19 £'000	Base Changes £'000	Budget Forecast 2019/20 £'000
<b><u>Service Requirements</u></b>					
Chief Executive's Office	(72.5)		(72.5)		(72.5)
Community & Leisure	3,596.7		3,596.7		3,596.7
Environmental Service	4,800.7		4,800.7		4,800.7
Estates & Economic Development	(4,212.6)		(4,212.6)		(4,212.6)
Finance	62.5		62.5		62.5
Housing & Environmental Health	2,228.3		2,228.3		2,228.3
I.T.	(2.8)		(2.8)		(2.8)
Legal & Democratic	341.4		341.4		341.4
Planning & Building	1,481.4	(28.1)	1,453.3		1,453.3
Planning Policy & Transport	(553.3)		(553.3)		(553.3)
Revenues	1,310.8		1,310.8		1,310.8
Inflation	500.0	500.0	1,000.0	500.0	1,500.0
	<b>9,480.6</b>	<b>471.9</b>	<b>9,952.5</b>	<b>500.0</b>	<b>10,452.5</b>
<b><u>Other Requirements</u></b>					
Net Cost of Benefit Payments	(200.0)		(200.0)		(200.0)
Corporate & Democratic Core	4,146.6		4,146.6		4,146.6
<b>Net Cost of Services</b>	<b>13,427.2</b>	<b>471.9</b>	<b>13,899.1</b>	<b>500.0</b>	<b>14,399.1</b>
<b><u>Corporate Requirements</u></b>					
Contingency Provision	320.5		320.5		320.5
Depreciation Reversal & Capital Charges	(3,098.1)		(3,098.1)		(3,098.1)
Investment Income	(266.5)		(266.5)		(266.5)
Transition Grant	(53.6)		(53.6)		(53.6)
New Homes' Bonus	(4,801.9)	1,138.0	(3,663.9)	171.0	(3,492.9)
100% retention of NDR from Renewable Energy	(23.3)		(23.3)		(23.3)
<b>Net General Fund Expenditure</b>	<b>5,504.3</b>	<b>1,609.9</b>	<b>7,114.2</b>	<b>671.0</b>	<b>7,785.2</b>
Transfer to Earmarked Reserves	4,728.1	(1,109.9)	3,618.2	(171.0)	3,447.2
Transfer to Asset Management Reserves	1,117.1		1,117.1		1,117.1
Transfer to Capital Reserves	1,173.0		1,173.0		1,173.0
<b>Total General Fund Expenditure</b>	<b>12,522.5</b>	<b>500.0</b>	<b>13,022.5</b>	<b>500.0</b>	<b>13,522.5</b>
Revenue Pressures	354.2	294.7	648.9	126.0	774.9
Savings Options	(474.9)		(474.9)		(474.9)
Income Generation Proposals	(1,018.4)		(1,018.4)		(1,018.4)
<b>Revised Net Budget</b>	<b>11,383.4</b>	<b>794.7</b>	<b>12,178.1</b>	<b>626.0</b>	<b>12,804.1</b>
Draw from NHB to offset cuts in Government Grant	(1,930.3)	(296.0)	(2,226.3)	(330.7)	(2,557.0)
<b>FURTHER SAVINGS TO BE IDENTIFIED</b>	<b>(177.6)</b>	<b>(562.5)</b>	<b>(740.1)</b>	<b>(393.8)</b>	<b>(1,133.9)</b>
<b>General Fund Requirements</b>	<b>9,275.5</b>	<b>(63.8)</b>	<b>9,211.7</b>	<b>(98.5)</b>	<b>9,113.2</b>

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2017/18 £	2018/19 £	2019/20 £
<b><i>Efficiency Savings:</i></b>						
CORP01	ALL	Employee costs	Increase vacancy management provision from 3% to 4%	130,000	130,000	130,000
ENV01	Environmental Service	Red diesel	Savings on red diesel costs	15,000	15,000	15,000
ENV02	Environmental Service	Garden Waste	Stop providing an annual bin hanger to promote the Green Waste Scheme	2,500	2,500	2,500
EST01	Estates & Econ Development	Electricity costs	Net savings at Portway Depot from installation of solar panels	2,670	2,670	2,670
HEH01	Housing & Env Health	Employee costs	Saving in staffing costs by not replacing vacant Senior Business Support Officer post	39,980	39,980	39,980
PB01	Planning & Building	Employee costs	Rationalisation of the tree team	21,100	21,100	21,100
REV01	Revenues	Employee costs	Client Services Manager post made redundant in May 2016	41,000	41,000	41,000
REV02	Revenues	Employee costs	Savings in staffing costs due to changes to the CSU team	47,700	47,700	47,700
REV03	Revenues	Supplies and Services	Savings in computer expenses	20,000	20,000	20,000
REV04	Revenues	Supplies and Services	Remove uniform budget	6,000	6,000	6,000
REV05	Revenues	Employee costs	Customer Relationship Manager post to be made redundant in December 2016	61,300	61,300	61,300
REV06	Revenues	Employee costs	Savings in staffing costs due to changes in the Local Taxation team	26,300	26,300	26,300
				<b>413,550</b>	<b>413,550</b>	<b>413,550</b>

**SUMMARY OF CORPORATE CHALLENGE SAVINGS OPTIONS**

Service / Ref	Service	Function	Savings Option Proposed	2017/18 £	2018/19 £	2019/20 £
<b><i>Budget Realignment Savings:</i></b>						
FIN01	Finance	Transport Costs	Reduce officer essential mileage budget to align with current spend	1,600	1,600	1,600
FIN02	Finance	Professional fees	Reduce professional fees budget	15,000	15,000	15,000
FIN03	Finance	Supplies and Services	Remove computer system budget	600	600	600
IT01	IT	Professional fees	Reduction in operational project consultancy	6,000	6,000	6,000
				<b>23,200</b>	<b>23,200</b>	<b>23,200</b>
<b><i>Items to be financed from reserves:</i></b>						
IT02	IT	Supplies and Services	Fund desk top PC refreshment from the Asset Management Plan	35,000	35,000	35,000
<b>Total Saving Options in Budget Strategy</b>				<b>471,750</b>	<b>471,750</b>	<b>471,750</b>

**SUMMARY OF CORPORATE CHALLENGE INCOME GENERATION PROPOSALS**

<b>Service / Ref</b>	<b>Service</b>	<b>Function</b>	<b>Savings Option Proposed</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>
ENV03	Environmental Service	Street Cleaning / Grounds Maintenance	Additional income from new contracts	25,000	25,000	25,000
ENV04	Environmental Service	MOT testing	Align income for MOT testing with current levels	2,000	2,000	2,000
ENV05	Environmental Service	Waste collection	Reduce free collections for bulky waste from two per annum to one for those on means tested benefit	10,000	10,000	10,000
ENV06	Environmental Service	Garden Waste	Increase annual garden waste charge	18,000	18,000	18,000
ENV07	Environmental Service	Waste collection	Increase black bin charge	6,000	6,000	6,000
HEH02	Housing and Env Health	Bed and Breakfast	Align bed and breakfast rebates to current levels of govt subsidy	15,000	15,000	15,000
PPT01	Planning Policy & Transport	Parking	Sale of advertising on pay stations in the Council's Pay and Display car parks	10,000	10,000	10,000
EST02	Estates & Econ Development	Rental income	Additional net income from property investments identified through Project Enterprise	686,800	686,800	686,800
<b>Total Income Generation Proposals in Budget Strategy</b>				<b>772,800</b>	<b>772,800</b>	<b>772,800</b>

**SUMMARY OF REVENUE PRESSURES**

<b>Service / Ref</b>	<b>Service</b>	<b>Item</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>
IT03	IT	HPSN2 circuit for The Lights	5,100	5,100	5,100
FIN04	Finance	Reduction in investment income	187,400	187,400	187,400
FIN05	Corporate	Remove transition grant	0	53,600	53,600
FIN06	ALL	Increase in Employers' pension contributions resulting from 2016 Pension Fund actuarial revaluation	126,000	252,000	378,000
REV07	Revenues	Reduction in Housing Benefits Administration grant	178,600	287,100	287,100
REV08	Revenues	Reduction in Council Tax Support Administration grant	12,500	19,100	19,100
REV09	Revenues	Reduction in income from court fees	32,000	32,000	32,000
<b>Total Pressures identified in Budget Strategy</b>			<b>541,600</b>	<b>836,300</b>	<b>962,300</b>



- 2.2 The Council is responsible for the ongoing maintenance and replacement of a wide range of operational assets with an estimated value of over £60M. In order to make the AMP more manageable, it is split into three categories. The categories are:
- Land and Buildings
  - Vehicles and Plant
  - IT infrastructure
- 2.3 A condition survey was carried out on all land and buildings in the development of the Asset Management Strategy. The results of the survey were used to allocate each building into a priority category for works to be undertaken. This, combined with a review of how long the Council expects to retain individual properties, informed the development of the land and buildings' element of the AMP.
- 2.4 The condition survey was reviewed during 2014 and the results of this have been considered in assessing the requirement for 2017/18 and will form the basis of the AMP requirement going forward.
- 2.5 All vehicles and plant are regularly serviced by the Council's internal vehicle workshop. The effectiveness of all vehicles is monitored as part of the servicing programme. Among other things, this includes identifying where vehicles' workloads are different to that expected which may alter the timing of their replacement and identifying vehicles with higher / lower than expected servicing costs. Service users also keep the number of vehicles / items of plant required to deliver services under regular review.
- 2.6 The IT Service has a register of all hardware and major software systems used by the Council with profiles of their expected useful lives. From this it is possible to plan when IT infrastructure will need to be replaced. For hardware this tends to be between once every three to five years whereas software packages tend to last longer.

### **3 Corporate Objectives and Priorities**

- 3.1 In order to deliver the key priorities identified in the Corporate Plan it is essential that the Council's underlying asset base is sufficiently maintained to be fit for purpose.
- 3.2 The Council has a significant land and property holding generating income that is a key part of the Council's revenue budget. Maintaining and improving this income stream will be a significant factor in the Council's financial strategy in the future and this has a clear link to the maintenance of the land and property assets themselves.

#### **4 Consultations/Communications**

- 4.1 Relevant Heads of Service have been consulted with regard to the investment required to maintain those assets for which they are responsible.

#### **5 2016/17 AMP update**

##### Land and Buildings

- 5.1 Expenditure to the end of October shows works to the value of £835,000 have been committed or completed against a budget for the year of £2.315M.
- 5.2 A couple of projects are now expected to take place in 2017/18. These are identified in annex 1a and cross-referenced in annex 2a.
- 5.3 There have been some changes to project budgets in the year, with some projects identified as no longer required, some savings made on completed projects and some increases required. These are shown in annex 1a.
- 5.4 Taking into account these adjustments, the AMP requirement for the year is now expected to be £197,000 less than originally estimated at £2.118M.
- 5.5 All relevant officers have confirmed that the projects identified in Annex 1a will be delivered before the end of the year.

##### Vehicles and Plant

- 5.6 The total requirement for 2016/17 was originally set at £481,000 and is not expected to change. Actual spend and commitments against this at the end of October is £258,000.
- 5.7 A breakdown of the costs related to the 2016/17 AMP are shown in Annex 1b.

##### IT Infrastructure

- 5.8 Expenditure for the year to October is £23,000 against an original estimate of £106,000.
- 5.9 There are some changes to the proposed project budgets. The capital programme included some projects which have now been wrapped up into the replacement servers budget within the AMP, and the upgrade to the finance system is now expected to cost £5k more than originally estimated.
- 5.10 Taking into account the changes above, the requirement for 2016/17 is now estimated to be £9,000 more than the original estimate at £115,000.
- 5.11 A breakdown of the costs related to the 2016/17 AMP are shown in Annex 1c.

## **6 2017/18 AMP programme**

### Land and Buildings

- 6.1 The land and buildings' element of the AMP is managed across two Services; Community & Leisure and Estates & Economic Development.
- 6.2 The total amount of recommended works in 2017/18 is £1.946M (including £90,000 brought forward from 2016/17).
- 6.3 It is recommended that the works for the Playgrounds at a total of £370,000 be funded from the New Homes Bonus as these are projects that will benefit the community.
- 6.4 Works to investment properties at a cost of £200,000 is expected to be recovered through service charges to the tenants over time.
- 6.5 A summary of the items included in the AMP for 2017/18 is shown in Annex 2a.
- 6.6 A breakdown of the proposed expenditure on green spaces and playgrounds is shown in Annex 3.

### Vehicles and Plant

- 6.7 The recommended budget for replacement of vehicles and plant in 2017/18 is £658,000. A summary of the items included in the AMP for 2017/18 is shown in Annex 2b.
- 6.8 The most significant item in the requirement is the replacement of a refuse vehicle that will be eleven years old when replaced. This compares well to the estimated life of a refuse vehicle of seven years. The Council's ability to stretch the life of these assets beyond their normal lifespan, through regular preventative maintenance and effective work schedules has led to significantly reduced pressure on the asset management programme.

### IT Infrastructure

- 6.9 The IT AMP requirement for 2017/18 is £160,000. A breakdown of the costs is shown in Annex 2c.

## **7 Options**

- 7.1 There are many possible ways of prioritising the individual assets that require maintenance and the extent to which work is carried out.
- 7.2 The amounts included in the annexes and recommended for inclusion in the AMP are based on the professional advice of officers from the Services concerned in the operation and management of the Council's assets.

- 7.3 If, during the year, it becomes apparent that items need to be added to the AMP as a result of unexpected deterioration of an asset or for operational expediency it is recommended that the Head of Finance, after consultation with the Economic Portfolio Holder and the Head of Service responsible for the item, be authorised to procure such works as are necessary from the AMP reserve (see paragraph 9.4) to the extent that the reserve has funds available. It may also be the case that there are good reasons for approved projects to be temporarily deferred and Heads of Service should also have the capacity to postpone items where they consider it appropriate. Any such approvals will be agreed with the Economic Portfolio Holder and reported to Cabinet as part of the following AMP update.

## **8 Risk Management**

- 8.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified the following significant (Red or Amber) residual risks that cannot be fully minimised by existing or planned controls or additional procedures. These are shown in the risk assessment.
- 8.2 There is a risk that the projects included in the AMP will not be delivered as scheduled leading to assets falling into disrepair. This will be monitored by regular progress reviews of the AMP by responsible officers and update reports to Cabinet.
- 8.3 There is a risk that there will be insufficient funds available to meet AMP requirements. The current level of the AMP reserve is sufficient to fund the programme included in this report; however, there continues to be the need to seek sustainable funding for the AMP.

## **9 Resource Implications**

- 9.1 The projected costs of the AMP in 2016/17 and 2017/18 are discussed in sections five and six above and is shown in more detail in annexes 1 and 2. All these costs will be met from a specific reserve created to fund asset management costs.

### Financing the AMP

- 9.2 It is not practical to build a base budget for AMP costs against individual services due to the highly changeable requirement from year to year. The Council's approach to funding the AMP is to hold an earmarked reserve that is allocated each year to budgets where expenditure is to be incurred.
- 9.3 The AMP is mainly funded in two ways.
- An annual contribution from the revenue budget. This contribution is currently £1.117M per annum.

- Where the Council has a revenue variance at the end of the year an element of this can be used to top-up the reserve. In 2015/16 £626,000 was transferred into the reserve from year-end balances. However, this option cannot be relied upon as a sustainable source of funding.

9.4 At 31 March 2016 the Council’s AMP reserve balance stood at £2.435M. The forecast movement in the reserve up to 31 March 2018 is shown in the table below.

9.5

	£'000
<b>Asset Management Reserves at 31<sup>st</sup> March 2016</b>	<b>2,435</b>
Transfer from revenue budget – 2016/17	1,117
Transfer from revenue budget – 2017/18	1,117
Contribution from New Homes’ Bonus Reserve	725
Contributions from tenants towards works funded from AMP	226
Land and Buildings Requirement 2016/17 – annex 1a	(2,118)
Vehicle and Plant Requirement 2016/17 – annex 1b	(481)
IT Infrastructure Requirement 2016/17 – annex 1c	(115)
Land and Buildings Requirement 2017/18 – annex 2a	(1,946)
Vehicle and Plant Requirement 2017/18 – annex 2b	(658)
IT Infrastructure Requirement 2017/18 – annex 2c	(160)
<b>Asset Management Reserves at 31 March 2018</b>	<b>142</b>

9.6 The proposed AMP items comprise both revenue and capital expenditure. Expenditure is classified as capital when the total cost is over £10,000 and it is for the purchase of a new asset, materially lengthens the useful life of an existing asset or adds value to the asset being modified. All other expenditure on the routine maintenance and repair of assets will be treated as revenue expenditure. Once approved, the costs of the AMP will be kept in the Asset Management Reserve and drawn down as and when required.

## 10 Legal Implications

10.1 Those tenants occupying Council owned properties for which the Council is responsible for maintenance could, in the event of their property falling into disrepair, take action against the Council as their landlord. This is covered in the risk assessment (paragraph 8.2).

**11 Equality Issues**

- 11.1 An EQIA screening has been completed in accordance with the Council’s EQIA methodology and no potential for unlawful discrimination or negative impact has been identified, therefore a full EQIA has not been carried out.

**12 Conclusion and reasons for recommendation**

- 12.1 All Council land, vehicle and IT assets have been reviewed to ensure that those included on the draft programme are the most appropriate at this time.
- 12.2 For this reason it is recommended that the items shown in annex 1 are included in the revised AMP for 2016/17 and the items shown in annex 2 are included in the AMP for 2017/18.
- 12.3 Asset management needs to have flexibility due to the difficulty of knowing exactly when an item will need repair or replacement. In order to ensure that operational efficiency is not impaired it is recommended that controlled safeguards are built in to the financing of the AMP to ensure that unforeseen works can be undertaken without undue delay.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	
(Portfolio: Economic) Councillor P Giddings			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	30 November 2016

**LAND & BUILDINGS**  
**ASSET MANAGEMENT REQUIREMENT 2016/17**

ANNEX 1a

<u>Property Name</u>	<u>2016/17 Updated Budget</u>	<u>Changes to project budgets</u>	<u>Actual Spend to Date</u>	<u>Carry Forward to 2017/18</u>	<u>Budget remaining</u>
<u>Estates &amp; Economic Development</u>					
5-7 Silverbirch Road	7,350		0		7,350
Andover Bus Station	20,000	(5,000)	7,334		7,666
Andover Guildhall	23,500	(669)	13,803		9,028
Andover Magistrates Court	3,000	(1,500)	1,450		50
Anglican Chapel, Botley Road Cemetery	15,000	5,000	17,439		2,561
Atholl Court Shops & Flats	3,750		2,082		1,668
Beech Hurst	239,630	(3,663)	177,039		58,928
Blenheim Hall (King Arthurs Hall)	6,100	(2,900)	3,075		125
Broadwater Road WCs & Offices	1,500		0		1,500
Borden Gate Public Conveniences	2,500	(2,500)	0		0
Bourne House Depot	5,000	(1,691)	3,291		18
Chantry Centre Multi Storey Car Park	30,000	(30,000)	0		0
Churchill Bungalow	1,560	63	1,623		0
Crosfield Hall	36,000		4,870		31,130
Crosfield Hall - Flat	1,500		3,150		(1,650)
Fleming Avenue	89,000		4,163		84,837
George Yard Warden Office	500	(500)	0		0
George Yard Sweepers & Market Office	1,200	(1,200)	0		0
King Johns Garden	15,000		0		15,000
Knightwood Leisure Centre	6,500	(3,000)	2,800		700
London Road Changing Rooms	5,000	(3,300)	1,666		34
London Road Cricket Pavillion	1,000		0		1,000
Longmeadow Hall	65,980		4,390		61,590
Phoenix Centre	7,500		2,756		4,744
Portway Depot	84,500		11,949		72,551
Rendezvous Hall & Union Street Canopy	2,750	(1,302)	51		1,397
Rendezvous Hall	1,000	1,302	2,302		0
Romsey Heritage Centre and Tourist Info Cen	25,000		0		25,000
Romsey Rapids	7,000	4,000	11,000		0
Romsey Sports Centre WCs	20,000		10,838		9,162
Saxon Fields Changing Rooms	11,150		7,027		4,123
St Marys Chapel - Cemetery Walls	32,150		7,434		24,716
Sopwith Unit	70,000	(35,000)	23,779		11,221
Stockbridge WCs	5,000	(3,000)	1,214		786
St Anne's Hall	10,500		37		10,463
The Lights	65,000		2,725		62,275
Town Mill House	2,600		0		2,600
Union House	26,000	(3,000)	14,880		8,120
Viney Avenue	73,000	(30,000)	13,700		29,300
Walworth Enterprise Centre	316,050	35,000	32,010		319,040
West Portway Business Park	100,000		21,822	(75,000)	3,178
Woodley Cemetery	2,500		0		2,500
<b>Total Estates &amp; Economic Development</b>	<b>1,442,270</b>	<b>(82,860)</b>	<b>411,699</b>	<b>(75,000)</b>	<b>872,711</b>
<u>Community &amp; Leisure</u>					
Cemeteries / Memorials	10,300		0		10,300
Green Spaces	321,100	(7,800)	94,312		218,988
The Lights - New Studio	32,000		31,536		464
Playgrounds	375,700	(8,600)	275,058		92,042
Sports Facilities	114,000	(8,000)	22,750	(15,000)	68,250
Test Way link	20,000				20,000
<b>Total Community &amp; Leisure</b>	<b>873,100</b>	<b>(24,400)</b>	<b>423,656</b>	<b>(15,000)</b>	<b>410,044</b>
<b>Total Land &amp; Buildings Requirement for 2016/17</b>	<b>2,315,370</b>	<b>(107,260)</b>	<b>835,355</b>	<b>(90,000)</b>	<b>1,282,755</b>

**VEHICLES & PLANT - ASSET MANAGEMENT REQUIREMENT 2016/17**

<u>Unit</u>	<u>Type of Asset</u>	<u>2016/17 Updated Budget</u>	<u>Changes to project budgets</u>	<u>Actual Spend to Date</u>	<u>Budget remaining</u>
Grounds Maintenance	Mower	20,000			20,000
Neighbourhood Warden	Van	12,000			12,000
Neighbourhood Warden	Van	12,000			12,000
Waste Collection	Refuse Collection Vehicle	154,000	(380)	153,620	0
Waste Collection	Tipper	56,595		56,595	0
Street Cleansing	Caged Tipping Vehicle	38,980		38,980	0
Grounds Maintenance	Mower	48,000			48,000
Grounds Maintenance	Trailer	3,800			3,800
Grounds Maintenance	Trailer	3,800			3,800
Grounds Maintenance	Trailer	3,800			3,800
Grounds Maintenance	Trailer	3,800			3,800
Grounds Maintenance	Mower	5,000			5,000
Grounds Maintenance	Mower	5,000			5,000
Grounds Maintenance	Specialist Equipment	5,000			5,000
Portway Depot	Specialist Equipment	5,000	(500)	4,500	0
Grounds Maintenance	Trailer	2,140	81	2,221	0
Grounds Maintenance	Trailer	2,480		2,480	0
Grounds Maintenance	Tipper	28,000			28,000
Grounds Maintenance	Specialist Equipment	13,000			13,000
Grounds Maintenance	Specialist Equipment	59,000			59,000
<b>Total Vehicles &amp; Plant Requirement 2016/17</b>		<b>481,395</b>	<b>(799)</b>	<b>258,396</b>	<b>222,200</b>

**IT INFRASTRUCTURE - ASSET MANAGEMENT REQUIREMENT 2016/17**

<u>Description</u>	<u>2016/17 Updated Budget</u>	<u>Changes to project budgets</u>	<u>Actual Spend to Date</u>	<u>Budget remaining</u>
Replacement Servers	17,500	12,500		30,000
Corporate Printers	15,000			15,000
Consolidated SQL Platform	21,000			21,000
2 x A0 Scanners & 2 x A3 / 4 Scanners	25,000	(1,900)	23,100	0
Network Replacement	6,700	(6,700)		0
Finance system upgrade	21,000	5,200		26,200
<b>Total IT Infrastructure requirement 2016/17</b>	<b>106,200</b>	<b>9,100</b>	<b>23,100</b>	<b>92,200</b>

**LAND & BUILDINGS**  
**ASSET MANAGEMENT REQUIREMENT 2017/18**

**ANNEX 2a**

<u>Property Name</u>	<u>Estimated Cost</u>	<u>B/f from 2016/17</u>	<u>2017/18 Budget</u>
<b><u>Estates &amp; Economic Development</u></b>			
Beech Hurst	293,000		293,000
Borden Gate Public Conveniences	5,000		5,000
Bourne House Depot	20,000		20,000
Broadwater Road Public Conveniences & Offices	2,000		2,000
Charlton Cemetery Chapel of Rest	3,000		3,000
Charlton Sports Centre	20,000		20,000
Crosfield Hall	25,000		25,000
Former Magistrates Court, Romsey	1,000		1,000
Guildhall	27,000		27,000
Investment properties	200,000		200,000
King Arthurs Hall	4,000		4,000
London Road Cricket Pavillion	10,000		10,000
Longmeadow Hall	10,000		10,000
Portway Depot	27,000		27,000
Romsey Tourist Information Centre	10,000		10,000
Romsey Sports Centre	2,000		2,000
St Annes Hall	4,000		4,000
St Mary's Churchyard Wall	5,000		5,000
The Lights	177,000		177,000
Union House	10,000		10,000
Walworth Enterprise Centre	95,000		95,000
West Portway Business Park	0	75,000	75,000
Various sites - surveys	60,000		60,000
<b>Total Estates &amp; Economic Development</b>	<b>1,010,000</b>	<b>75,000</b>	<b>1,085,000</b>
<b><u>Community &amp; Leisure</u></b>			
Cemeteries / Memorials	27,000		27,000
Green Spaces	376,250		376,250
The Lights	35,000		35,000
Playgrounds	370,000		370,000
Sports Facilities	38,000	15,000	53,000
<b>Total Community &amp; Leisure</b>	<b>846,250</b>	<b>15,000</b>	<b>861,250</b>
<b>Total Land &amp; Buildings Requirement for 2017/18</b>	<b>1,856,250</b>	<b>90,000</b>	<b>1,946,250</b>

**VEHICLES & PLANT - ASSET MANAGEMENT REQUIREMENT 2017/18**

<u>Unit</u>	<u>Type of Asset</u>	<u>2017/18 Budget</u>
Street Cleansing	All Terrain Vehicle	14,500
Street Cleansing	All Terrain Vehicle	14,500
Street Cleansing	Sweeper	14,976
Street Cleansing	Sweeper	120,000
Street Cleansing	All Terrain Vehicle	14,500
Street Cleansing	All Terrain Vehicle	14,500
Street Cleansing	All Terrain Vehicle	14,500
Street Cleansing	All Terrain Vehicle	14,500
Grounds Maintenance	Mower	5,600
Grounds Maintenance	Mower	4,000
Grounds Maintenance	Mower	4,000
Grounds Maintenance	Mower	56,000
Grounds Maintenance	Mower	7,800
Grounds Maintenance	Specialist Equipment	2,000
Grounds Maintenance	Van	14,500
Waste Collection	Van	12,000
Public Conveniences	Van	12,000
Public Conveniences	Van	12,000
Vehicle Workshop	Van	12,500
Waste Collection	Refuse Collection Vehicle	154,000
Vehicle Workshop	Specialist Equipment	50,000
Grounds Maintenance	Trailer	2,500
Grounds Maintenance	Trailer	2,500
Grounds Maintenance	Trailer	2,500
Building Maintenance	Van	12,000
Grounds Maintenance	Specialist Equipment	10,000
<b>Total Vehicles &amp; Plant Requirement 2017/18</b>		<b>657,780</b>

**IT INFRASTRUCTURE - ASSET MANAGEMENT REQUIREMENT 2017/18**

<u>Description</u>	<u>2017/18 Budget</u>
Desk Top Replacement	30,000
Replacement Servers	10,000
Replacement IDOX Server	5,000
Replacement Citrix Server	25,000
Uninterrupted Power Supply	20,000
ArcServe replacement	42,500
CCTV Cameras	27,000
<b>Total IT Infrastructure requirement 2017/18</b>	<b>159,500</b>

**Detail of Playgrounds and Green Spaces - Asset Management Programme 17/18**

<u>Playgrounds</u>	2017/18 Budget £	
Playground - South	Violet Close (Woodend Way), Valley Park - Full refurbishment	70,000
Playground - South	Lavington Gardens - Junior play area refurbishment	25,000
Playground - North	St Birstan Gardens (Saxon Fields) - Multi Play unit	10,000
Playground - North	Duncan Court/Admirals way refurbishment	50,000
Playground - North	Bury Hill Close - Full refurbishment	30,000
Playground - North	Artists Way, Lowry Court & Hogarth Court refurbishment	70,000
Playground - North	Stone Close - full refurbishment	20,000
Playground - North	Celtic Drive - full refurbishment	20,000
Playground - North	Barnfield Rise - spinning equipment and surfacing	20,000
Playground - North	Kingston Close - full refurbishment	20,000
Playground - North	Kings Chase - refurbishment	35,000
Total per Asset Management Plan		<u>370,000</u>

Green Spaces

Green Spaces - North	Anton Lakes - post and rail fence repairs at Mudtown and Shepherds Spring Meadows	5,000
Green Spaces - North	Anton Lakes - bridge resurfacing at car park	1,500
Green Spaces - North	Anton Lakes - Sleeper bridge refurbishment (link between King Arthurs Way and Saxon Fields)	1,500
Green Spaces - North	Anton Lakes - replacement bridge handrails (Shep/Spring)	1,000
Green Spaces - North	Rooksbury Mill - footpath surface repairs between A303 and Barlows Lake	12,000
Green Spaces - North	Ladies Walk - footpath patch resurfacing and work on steps to Dene Path	10,000
Green Spaces - North	Replacement of 6 fishing platforms at Rooksbury Mill	5,000
Green Spaces - North	Replacement planting (including wards of Charlton, Millway, Winton & and St Mary's)	5,000
Green Spaces - North	Artists Way tarmac path repairs to surface from Poynters Close to Anton Lakes	5,000
Green Spaces - North	Beech Hurst boundary fencing	10,000
Green Spaces - North	Saxon Fields - Woodland belt thinning alongside Saxon Way	15,000
Green Spaces - North	Alamein Ward thinning works (inc Roman Way & Newbury Rd)	11,000
Green Spaces - North	Pollarding management (Including The Folly, Town Mill, Mead Hedges, Watermills Park)	8,250
Green Spaces - North	Bourne Valley ward thinning operations	1,500
Green Spaces - North	Grateley Woodland thinning alongside Cholderton Road	3,500
Green Spaces - South	Jenner Way coppicing alongside railway	30,000
Green Spaces - South	Valley Park woodland boundary works	45,000
Green Spaces - South	Langham Close, North Baddesley boundary work	15,000
Green Spaces - South	Romsey Abbey pollards	5,250
Green Spaces - South	Valley Park thinning works	3,000
Green Spaces - South	Wicklow Drive coppicing	10,000
Green Spaces - South	Dun Valley ward thinning work	1,500
Green Spaces - South	Pollarding management Romsey/Valley Park	8,250
Green Spaces - South	Routine thinning operations (incl Tadburn Meadows)	5,000
Green Spaces - South	War Memorial Park bank side revetment works	80,000
Green Spaces - South	Lavington Gardens drainage works	8,000
Green Spaces - South	Romsey canal dog dips/ bank stabilisation	5,000
Green Spaces - South	Tadburn Meadows - bank revetment	15,000
Green Spaces - South	Tadburn Meadows - lower path improvements	10,000
Green Spaces - South	Tadburn Meadows - steps refurbishment and handrail to High Firs Gardens	10,000
Green Spaces - South	Little covert bridge replacement	5,000
Green Spaces - South	Bridge replacement - Tredgoulds Copse	5,000
Green Spaces - South	Valley Park ditch management works	20,000
Total per Asset Management Plan		<u>376,250</u>

## **ITEM 11 Capital Programme Update – 2016/17 to 2019/20**

Report of the Head of Finance (Portfolio: Economic)

### **Recommended:**

- 1. That the new capital schemes with a total cost £3,873,000 as shown in Annex 1 to the report, be added to the 2016/17 to 2019/20 Capital Programme.**
- 2. That the revised estimates and financing for the 2016/17 to 2019/20 Capital Programme as shown in Annex 2 to the report, be approved.**

### **Recommendation to Council**

#### **SUMMARY:**

- This report provides an update on the progress of the existing 2016/17 Capital Programme and includes forecast changes to its timescale and total cost.
- It also puts forward proposals for new capital schemes recommended to be added to the Capital Programme over the period 2016/17 to 2019/20.
- The total cost of bids recommended for inclusion in the Capital Programme is £3.873M. After taking into account external funding the net cost of these bids is £2.776M.
- The net cost of the capital bids is recommended to be funded from the S106 receipts, the Capital Receipts Reserve and New Homes Bonus.

## **1 Introduction**

- 1.1** The progress of the Capital Programme is reported to Councillors each year in June, November and February.
- 1.2** The last update was presented on 22 June 2016 and gave details of the overall expenditure and financing of the Capital Programme for 2015/16 to 2017/18.
- 1.3** This report provides an update on the Capital Programme approved at that meeting together with proposals for new projects to be added to the programme. It also examines how the costs of the proposed new programme will be financed.

## **2 New Capital Bids**

- 2.1** All Services were invited to submit bids for new projects to be added to the Capital Programme. A summary of the bids together with a brief explanation of the expected outcomes from each project is shown in Annex 1.

2.2 All bids for new capital schemes are considered with regard to their relative merits in continuing the Council’s priorities, legislative requirements, sustainability and a number of other factors including the level of financing available.

2.3 Annex 1 shows a summary of all new bids broken down into two sections:

- Four bids which are fully externally funded  
These projects can be delivered at no net cost to the Council as they are fully funded by developer contributions already received by the Council. These projects are recommended to go into the Capital Programme.
- Projects to be included in the Capital Programme  
These are the bids recommended to be included in the Capital Programme at this time.

2.4 All bids that were submitted are recommended to be included in the Capital Programme.

### 3 Proposed Capital Programme 2016/17 to 2019/20

The 2016/17 to 2017/18 Capital Programme approved in June had a total cost of £23.258M. There have been some changes since that time and these are summarised below.

	<b>£'000</b>
<b>Approved Budget for 2016/17 to 2017/18</b>	<b>23,257.5</b>
Changes to Asset Management Plan Requirement	1,890.2
Romsey War Memorial Park Kiosk	0.4
Urban Sports Facility - Andover	(8.9)
Saxon Fields Pathway	20.0
Anton Lake Boardwalk	23.0
East Anton Public Art	82.0
Chantry Centre Enhancement	65.9
Portway Solar Panels	62.0
Investment Property 1	(388.1)
Additions to Investment properties ( Property 2 and 4)	562.0
Disabled Facilities Grants	(65.0)

IT projects moved to Asset Management Plan	(22.2)
Affordable Housing – budget transfer to new projects	(1,809.7)
<b>Sub-total – movements in the existing Capital Programme</b>	<b>23,669.1</b>
Cost of new bids for inclusion in programme. See Annex 1	3,873.0
Reflate Project Enterprise Capital Budget to £3M	1,580.0
<b>Updated Estimate for 2016/17 to 2019/20</b>	<b>29,122.1</b>

- 3.1 An Asset Management Plan (AMP) update report is also on the agenda for this meeting. That report provides an update on the current year's programme and recommended projects for 2017/18. The capital element of the report's recommendations is built in to the figures above.

#### Community and Leisure Projects

- 3.2 In consultation with Ward members, an additional £43,000 has been added to the budget for Saxon Fields Pathway and Anton Lakes Boardwalk. Section 106 funds will be used resulting in a zero effect on the Capital Reserves.
- 3.3 Eight new projects, see Annex 1, have been added to the Capital Programme for 2017/18 at a cost of £653,000. S106 monies totalling £403,000 will be used to fund some of these projects leaving a net cost of £250,000.

#### Estates and Economic Development Projects

- 3.4 The cost for the Chantry Centre Enhancement has increased by £65,900 following completion of these works.

#### Project Enterprise Projects

- 3.5 £62,000 has been added to the Capital Budget for the Portway Solar Panels project (as approved by Council on 9 November 2016)
- 3.6 The final figure purchase price paid for the investment property 1 was £388,100 less than budgeted.
- 3.7 Three more investment property purchases have been added to the programme for 2016/17.
- 3.8 The first was approved by Council on the 29 June 2016 at a cost of £392,000, the second was reported to Council on 9 November 2016 at a cost of £170,000 after approval by the Member Investment Panel and a third costing £1.580M was also approved by the Member Investment Panel on the 2 November 2016. Details of this third investment will be reported to Council on 25 January 2017.

- 3.9 The final two fall within the £3M delegated authority to the Head of Estates (as approved by Council on the 11 November 2015 – minute 185.3.1.1 refers). This report recommends reflating the Project Enterprise Capital budget back up to £3M to take advantage of any future property investments that may be identified during the latter part of the financial year.

#### Housing and Environmental Health Projects

- 3.10 Bids of £750,000 and £100,000 respectively, for mandatory DFG applications and Housing Renewal Grants have been received. £65,000 is currently included in the budget and estimated grant funding from DCLG of £500,000 gives a net budget impact of £285,000.
- 3.11 Cabinet approval was received on the 22 June 2016 to transfer £50,000 from the Renovations and Minor Grants to enable HECA (Home Energy & Conservation Act) Projects to be delivered. This will be forming an integral part of the Council's Housing Strategy.

#### Planning Policy and Transport Projects

- 3.12 A bid for a contribution of £150,000 towards Phase 3 of the Romsey Enhancement Works has been added to the programme and is showing in the new bids in the table above and also Annex 1.

#### Slippage in the Existing Capital Programme

- 3.13 There are two projects in the Capital Programme that were budgeted in 2016/17 but are now likely to be spent in 2017/18, either partially or in whole. The reasons for the delays in completing these projects are explained in the paragraphs below.
- 3.14 The proposed development of Ganger Farm, Sports and Recreation ground was added to the Capital Projects Schedule following agreement from Cabinet for the allocation of £640,000 from secured developer contributions. The precise timing for the drawing down of this sum cannot be confirmed until the discharge of pre-commitment conditions is agreed with the Developer and so this allocation is recommended to be carried forward into 2017/18.
- 3.15 The scheme for Town Mill Access and Environmental Enhancement with a budget of £133,100 has now been rescheduled for 2017/18. Hampshire County Council are still progressing through their internal procedures prior to giving instructions for the design and public consultation.

## **4 New Capital Bids**

- 4.1 The total cost of new bids recommended to be added to the Capital Programme is £3,873,000. After taking into account external funding the net cost of bids for consideration is £2,776,000.
- 4.2 Annex 1 shows a summary of all capital bids together with an explanation of the project and its key deliverables.

- 4.3 Annex 2 shows a summary of capital projects by Service. The bids recommended to be added to the Capital Programme are included in this Annex.
- 4.4 An additional summary has now been added to Annex 2 showing the Capital expenditure approved/to be approved by Project Enterprise. These were previously shown within the Estates Summary.

## 5 Financing the Capital Programme

- 5.1 It is recommended that the new capital bids are financed from S106 receipts, the Capital Receipts reserve and New Homes Bonus.

### Capital Programme Deficit

- 5.2 The deficit on the Capital Programme at the end of 2015/16 was £11.349M. This represents the amount by which the total cost of capital expenditure since 2005/06 (when the sustainable funding of the Capital Programme was introduced) exceeds the capital receipts and external funding generated by the Capital Programme in that period.
- 5.3 The maximum use of grants and contributions from external bodies and other internal reserves has been taken into account in the proposed financing of the Capital Programme. The total of this funding over the life of the recommended Capital Programme is estimated at £3.376M.
- 5.4 The following table shows the level of capital receipts available to allocate to capital projects after considering the implications of past years' expenditure and the recommendations of this report.

Planned deficit arising between 2005/06 and 2015/16	11,348.7
Net cost of new Capital Bids	2,776.0
Changes to existing programme	(733.6)
Capital repayment due from investment properties 2016/17 to 2066/67	(10,015.6)
<b>Capital expenditure in excess of receipts</b>	<b>3,375.5</b>

- 5.5 The table shows that the forecast deficit on the Capital Programme is expected to decrease from £11.349M to £3.375M over the life of the existing programme.

## **6 Programme Lifespan**

- 6.1 Due to the uncertainty in timescale and value of securing capital receipts, it is has previously been proposed to include costs up to two years. As the Affordable Housing project, Nightingale Lodge, is dependent on a contribution in 2019/20, the programme has been rolled out to three years for this year only.

## **7 Revenue Consequences of the Capital Programme**

- 7.1 The ongoing revenue impact of the capital bids will be built into Service estimates for 2016/17 and will be included in the next budget update in January 2017.

## **8 Corporate Objectives and Priorities**

- 8.1 The capital programme enables capital investment to support the Council's priorities and to maintain its assets so that services may continue uninterrupted in the future.

## **9 Risk Analysis**

- 9.1 The schemes laid out in the proposed capital programme for the coming years are reliant on future capital receipts – the timing and extent of which are by no means certain. This risk is mitigated by cautious valuations of receipt values and through cashflow management to ensure schemes are not delayed for financial reasons.
- 9.2 Each individual project will have specific risks attached to it. These will be identified by the responsible officer at the start of each project.
- 9.3 The Capital Programme presented for approval takes into account all known future capital receipts. With no obvious future sources of capital receipts, there is a risk that the Council will not be able to fund a sustainably financed Capital Programme beyond 2019/20.

## **10 Equality Issues**

- 10.1 An EQIA screening has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination or negative impact has been identified, therefore a full EQIA has not been carried out.

## **11 Consultations**

- 11.1 Ward members, Heads of Service and project managers were consulted in the update of the 2016/17 to 2019/20 Capital Programme.

**12 Conclusion and reasons for recommendations**

- 12.1 This report identifies new capital bids with a total cost of £3.873M (net cost of £2.776M after allowing for external funding). These bids will help to deliver the Council’s key priorities and are recommended to be added to the Capital Programme.
- 12.2 The report also provides an update on the existing approved Capital Programme.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	2	File Ref:	
(Portfolio: Economic) Councillor P Giddings			
Officer:	Laura Berntsen	Ext:	8204
Report to:	Cabinet	Date:	30 November 2016

## Summary of New Capital Bids November 2016

### Externally Funded Bids

Project	Brief Description	Why Necessary & Business Case (if appropriate)	Total Cost £	Net Cost £
Saxon Fields Car Park Extension	Extension of the car park to service the needs of the playing field/open space	The improvement of recreation facilities at this space along with the quality of the sport pitch and the popularity of the local shop has resulted in the car park being full at weekends and congestion locally is becoming an issue. The extension of the car park will provide adequate parking for the local community as well as the visitors to the amenities.	63,000	0
Romsey Sports Centre(RSC) Skate Park	To deliver next freeform skate park located at Romsey Sports Centre	The skate park has been in place since around 2003. It is a popular destination site for the local community as well as attracting visitors who take part in wheeled sports (skate, BMX and scooter riding). We are at the point where investment is required to update the park which will either mean a complete refurbishment of the current park including ramps, transitions and the park surface or upgrade the park to match the standard achieved in Andover at the site located at Smannel Road. The latter is the preferred option for this location. The park comprises above ground ramps made from composite and steel on a tarmac surface. The ramps are towards end of useful life and the surface of the park will require relaying to maintain an acceptable riding surface. Ongoing maintenance here is currently costing around £4,000 per year which is over and above inspection and maintenance by the Environmental Services team.	180,000	0

		<p>The project would see the creation of a concrete skate park to follow a similar format to the successful design and implementation of the skate park in Andover.</p> <p>The community have highlighted the need for improvements to the Park and specifically highlighted RSC during the Romsey Future consultation. The Sport and Recreation Strategy 2015-2029 highlights the growth in extreme sports and has a specific action to support this growth</p>		
Town Mill River improvements	To restore the section of the river Anton between Bridge Street and the Town Mill as part of the Andover Vision	This section of river is degraded and provides little aesthetic or ecological benefit. The EA undertook a feasibility study to consider what improvements can be made to benefit both wildlife and people. The conclusion is a scheme to soften this section of the river by creating a central channel with the excavated material used to create planted berms (small hill / wall of dirt or sand). The project will deliver against objectives within the Andover Vision.	70,000	0
Upgrade of Romsey War Memorial Park play areas	Improvements to the play area at WMP to include the provision of junior play equipment	There is a deficit of children's play facilities in the Abbey Ward. To alleviate the pressure from new housing development, contributions have been collected to increase the capacity of existing play areas. The only site available in the ward is Memorial Park. Both ward councillors support the project and public consultation undertaken over the summer 2016 demonstrated the public support	60,000	0

**Bids recommended to be included in the Capital Programme**

<b>Project</b>	<b>Brief Description</b>	<b>Why Necessary &amp; Business Case (if appropriate)</b>	<b>Total Cost £</b>	<b>Net Cost £</b>
Charlton Lakes Footpath upgrade	Upgrade paths around Charlton Lakes to meet continuing demand	The use at Charlton Lakes for initiatives including Park Run and Parafit has meant that the informal routes around the Lakes and site in general are not in a good state. This project will see the creation of various routes into surfaced paths to cope with the current and the expected increase in demand. Weekends now see up to 70 people taking part in boot camp classes and numbers for park run often top 300. We expect this usage to increase further with the introduction of Junior Park Run which will begin in the Autumn.	50,000	50,000
Knightwood Leisure Centre (KLC)skate park	To deliver next freeform skate park located at Knightwood Leisure Centre	As Romsey SC Leisure Park  The community have highlighted the need for improvements to the Park and specifically highlighted Knightwood Leisure Centre as one of the priorities of Valley Park councillors for 2016/17. The Sport and Recreation Strategy 2015-2029 highlights the growth in extreme sports and has a specific action to support this growth	160,000	160,000
Andover Fitness Trail	To create a waymarked fitness trail linking the key open spaces in the town including those at Charlton Lakes, Augusta Park, Picket Twenty and Watermills Park.	The project is being promoted by Harroway Cllrs and was very much part of the ward members' priorities identified for the coming 12 months. The route would be waymarked using predominantly existing paths with exercise stations located at key points along the route. The route will be promoted to encourage people to get out and exercise. A series of segments on exercise Apps (Strava for example) will be used to promote the	45,000	15,000

		<p>route to the widest possible audience.</p> <p>The project will deliver a number of actions within the Sport and Recreation Strategy 2015 – 2029 but specifically:</p> <p>Support and encourage the growth of new activities which can deliver physical activity to groups who would not normally participate in sport.</p>		
Andover War Memorial Improvements	To improve the setting of the War Memorial in Andover	Specific Options to be worked up to improve the setting of the Andover War Memorial following consultation with Members.	25,000	25,000
Romsey Market Place enhancement – Phase 3	The scheme will enhance the Market Place area with the use of the same type of materials used in Church Street. The scheme is likely to result in the removal of the current roundabout around Lord Palmerstone's Statue, and the footway on either the north or east side building out to include the statue in a pedestrian area.	<p>Market Place Enhancement is phase 3 of the Romsey Town Centre Enhancements, (phase 1 Church Street completed 2015/17, phase 2 Bell Street works Q4 2016/17). The Town Centre Enhancement is one of the outcomes of the Romsey Future project and follows on from the enhancement work at The Hundred and Latimer Street completed in 2004. The Town Centre enhancement works are designed to improve access for all within Romsey Town Centre and enhance the built environment.</p> <p>The Borough Council's £150k contribution will enable the delivery of a £1.25m enhancement of the central area of Romsey Town Centre and provide wider footway, vehicle free paved areas and high quality street furniture to enhance the setting of the built environment, and benefit the Town Centre economy and the local community using the area.</p> <p>The capital bid has the support of the Romsey Future Members Group</p>	150,000	150,000
Disabled Facilities Grants	Grants to provide essential housing modifications to enable people to remain in their homes.	This budget is necessary to ensure that the Council fulfils the legislative requirement to provide people with financial assistance for making necessary adaptations to their property. The total cost of the bid is dependent on Government funding of £500,000 which is yet to be confirmed.	750,000	250,000

Housing Renewal Grants	To provide targeted financial help, in the form of grant and loan assistance, to residents living in private sector housing.	This budget helps to ensure that the Council fulfils its commitments within the Housing Strategy by providing people with financial assistance for making necessary repairs, improvements and adaptations to their property. This budget is split between grants and loans.	100,000	100,000
Affordable Housing Grant - Nightingale Lodge	To provide an extra care home and day centre in the Test Valley area	The scheme costing £11.2M is to be undertaken by Hampshire County Council/Family Mosaic and is dependent upon the contribution from Test Valley BC, Hampshire County Council and CASSH grant funding of £2,619,000 from HCA. The site will provide 54 affordable rented extra care/assisted flats, built in excess of lifetime Homes standard, together with a Day Care Unit which will be run independently. Whilst this has been added as a new project there is approval within the Capital Programme for unidentified schemes and ring fenced Right to Buy receipts which will be used for this project.	1,620,000	1,620,000
Affordable Housing Grant – Registered Providers	To provide funding to Registered Providers to ensure delivery of affordable homes	These grants will enable registered providers to enhance the provision of affordable homes on S106 sites and provide affordable housing on non-S106 sites. The Affordable Housing Grant is partly funded by ring-fenced Right to Buy Receipts (£189,700) and S106 Affordable Housing Contributions (£194,000). Therefore an additional £216,300 of funding is needed.	600,000	406,000

**Total of New Capital Bids:     £3,873,000   £2,776,000**

**Currently Approved in Capital Programme     £1,809,700**

**Addition to Current Capital Programme       £2,063,300**

**CAPITAL PROGRAMME AND FINANCING****Approved Projects**

	Outturn 2015/16			November 2016				
	2016/17 £'000	2017/18 £'000	Total £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
<b>CAPITAL EXPENDITURE</b>								
Asset Management Projects	1,778.8	0.0	1,778.8	1,773.0	1,896.0	0.0	0.0	3,669.0
Community & Leisure	1,299.9	30.0	1,329.9	926.4	1,323.0	0.0	0.0	2,249.4
Estates & Economic Development	625.0	0.0	625.0	690.9	0.0	0.0	0.0	690.9
Project Enterprise	13,204.7	0.0	13,204.7	15,020.6	0.0	0.0	0.0	15,020.6
Housing & Environmental Health	700.0	65.0	765.0	700.0	850.0	0.0	0.0	1,550.0
IT	39.0	0.0	39.0	16.8	0.0	0.0	0.0	16.8
Planning Policy & Transport	197.9	0.0	197.9	64.8	283.1	0.0	0.0	347.9
Affordable Housing	207.5	0.0	207.5	207.5	1,110.0	300.0	810.0	2,427.5
<b>Total</b>	<b>18,052.8</b>	<b>95.0</b>	<b>18,147.8</b>	<b>19,400.0</b>	<b>5,462.1</b>	<b>300.0</b>	<b>810.0</b>	<b>25,972.1</b>
<b>CAPITAL FINANCING</b>								
Capital Grants	938.0	0.0	938.0	938.0	500.0	0.0	0.0	1,438.0
Capital Receipts	50.0	50.0	100.0	707.0	50.0	50.0	50.0	857.0
Capital Contributions	3,800.6	384.1	4,184.7	3,558.2	3,910.6	422.6	422.0	8,313.4
<b>Total</b>	<b>4,788.6</b>	<b>434.1</b>	<b>5,222.7</b>	<b>5,203.2</b>	<b>4,460.6</b>	<b>472.6</b>	<b>472.0</b>	<b>10,608.4</b>
Contribution (to) / from balances	13,264.2	(339.1)	12,925.1	14,196.8	1,001.5	(172.6)	338.0	15,363.7
<b>Total Financing</b>	<b>18,052.8</b>	<b>95.0</b>	<b>18,147.8</b>	<b>19,400.0</b>	<b>5,462.1</b>	<b>300.0</b>	<b>810.0</b>	<b>25,972.1</b>

**CAPITAL PROGRAMME AND FINANCING****Schemes yet to be identified**

	Outturn 2015/16			November 2016				
	2016/17 £'000	2017/18 £'000	Total £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
<b>CAPITAL EXPENDITURE</b>								
Community & Leisure	150.0	150.0	300.0	0.0	150.0	0.0	0.0	150.0
Project Enterprise	3,000.0	0.0	3,000.0	3,000.0	0.0	0.0	0.0	3,000.0
Affordable Housing	1,809.7	0.0	1,809.7	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>4,959.7</b>	<b>150.0</b>	<b>5,109.7</b>	<b>3,000.0</b>	<b>150.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,150.0</b>
<b>CAPITAL FINANCING</b>								
Capital Grants	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Capital Receipts	1,809.7	0.0	1,809.7	0.0	0.0	0.0	0.0	0.0
Capital Contributions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>1,809.7</b>	<b>0.0</b>	<b>1,809.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Contribution (to) / from balances	3,150.0	150.0	3,300.0	3,000.0	150.0	0.0	0.0	3,150.0
<b>Total Financing</b>	<b>4,959.7</b>	<b>150.0</b>	<b>5,109.7</b>	<b>3,000.0</b>	<b>150.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,150.0</b>

**ASSET MANAGEMENT PROJECTS**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Land and Property Projects	1,277.7		1,277.7	1,278.0	1,090.0			2,368.0
2	Vehicle and Plant Projects	441.6		441.6	418.0	651.0			1,069.0
3	IT Equipment Projects	59.5		59.5	77.0	155.0			232.0
<b>Total AMP Capital Programme</b>		<b>1,778.8</b>	<b>0.0</b>	<b>1,778.8</b>	<b>1,773.0</b>	<b>1,896.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,669.0</b>

**COMMUNITY & LEISURE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17	2017/18	Total	2016/17	2017/18	2018/19	2019/20	Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1	Romsey War Memorial Park Kiosk	6.0		6.0	6.4				6.4
2	Romsey Waterways	8.1		8.1	8.1				8.1
3	Urban Realm (Lights - Bus Station access)	35.0		35.0	35.0				35.0
4	Urban Sport Facility - Andover	8.9		8.9					0.0
5	Tadburn Meadows Nature reserve	33.4		33.4	33.4				33.4
6	Valley Park Woodland	30.0	30.0	60.0	30.0	30.0			60.0
7	Community Asset Fund - O/s projects	189.1		189.1	189.1				189.1
	Community Asset Fund - New projects 2016/17				150.0				150.0
8	MUGA Picket Twenty	155.0		155.0	155.0				155.0
9	Play Areas Picket Twenty/Urban Park	176.0		176.0	176.0				176.0
10	Ganger Farm - Sports & Recreation	640.0		640.0		640.0			640.0
11	Abbotswood & Romsey Public Art	18.4		18.4	18.4				18.4
12	East Anton Public Art				82.0				82.0
13	Saxon Fields Car Park					63.0			63.0
14	Charlton Lakes Footpath					50.0			50.0
15	RSC Skate Park					180.0			180.0
16	Knightwood Skate Park					160.0			160.0

**COMMUNITY & LEISURE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17	2017/18	Total	2016/17	2017/18	2018/19	2019/20	Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£000
17	Andover War Memorial					25.0			25.0
18	Andover Fitness Trail					45.0			45.0
19	Town Mill River Improvements					70.0			70.0
20	Upgrade War Memorial Park Play area					60.0			60.0
21	Saxon Fields Pathway				20.0				20.0
22	Anton Lake Boardwalk				23.0				23.0
<b>Total Approved Projects</b>		<b>1,299.9</b>	<b>30.0</b>	<b>1,329.9</b>	<b>926.4</b>	<b>1,323.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,249.4</b>
	Community Asset Fund Projects - yet to be identified	150.0	150.0	300.0		150.0			150.0
<b>Total C&amp;L Capital Programme</b>		<b>1,449.9</b>	<b>180.0</b>	<b>1,629.9</b>	<b>926.4</b>	<b>1,473.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,399.4</b>

**ESTATES & ECONOMIC DEVELOPMENT SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Chantry Centre Enhancement	250.0		250.0	315.9				315.9
2	Hampshire Community Bank	375.0		375.0	375.0				375.0
<b>Total Approved Projects</b>		<b>625.0</b>	<b>0.0</b>	<b>625.0</b>	<b>690.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>690.9</b>
	Purchase of Investment properties - yet to be identified			0.0					0.0
<b>Total Estates Capital Programme</b>		<b>625.0</b>	<b>0.0</b>	<b>625.0</b>	<b>690.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>690.9</b>

**PROJECT ENTERPRISE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Walworth Business Park Investment	2,464.7		2,464.7	2,464.7				2,464.7
2	Investment property 1	5,340.0		5,340.0	4,951.9				4,951.9
3	Walworth Business Park Investment 2	5,400.0		5,400.0	5,400.0				5,400.0
4	Investment property 2				392.0				392.0
5	Investment property 3				1,580.0				1,580.0
6	Investment property 4				170.0				170.0
7	Solar Panels Portway				62.0				62.0
<b>Total Approved Projects</b>		<b>13,204.7</b>	<b>0.0</b>	<b>13,204.7</b>	<b>15,020.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>15,020.6</b>
	Purchase of Investment properties - yet to be identified	3,000.0		3,000.0	3,000.0				3,000.0
<b>Total Estates Capital Programme</b>		<b>16,204.7</b>	<b>0.0</b>	<b>16,204.7</b>	<b>18,020.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>18,020.6</b>

**HOUSING & ENVIRONMENTAL HEALTH SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Renovations and Minor Works Grants	100.0	6.9	106.9	50.0	100.0			150.0
2	Disabled Facilities Grants	600.0	58.1	658.1	600.0	750.0			1,350.0
3	HECA				50.0				50.0
<b>Total H &amp; EH Capital Programme</b>		<b>700.0</b>	<b>65.0</b>	<b>765.0</b>	<b>700.0</b>	<b>850.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1,550.0</b>

**INFORMATION TECHNOLOGY SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Oracle Cluster	3.1		3.1					0.0
2	Upgrade Email Exchange	0.5		0.5					0.0
3	Sharepoint Server	16.8		16.8	16.8				16.8
4	Document Management System - Building Control	6.6		6.6					0.0
5	HPSN2 Resilient Link	12.0		12.0					0.0
<b>Total IT Capital Programme</b>		<b>39.0</b>	<b>0.0</b>	<b>39.0</b>	<b>16.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>16.8</b>

**PLANNING POLICY & TRANSPORT SERVICE**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £000
1	Land to the West of Romsey Abbey	64.8		64.8	64.8				64.8
2	Town Mill Access & Environmental Enhancement	133.1		133.1		133.1			133.1
3	Romsey Enhancement Works - Phase 3					150.0			150.0
<b>Total PP&amp;T Capital Programme</b>		<b>197.9</b>	<b>0.0</b>	<b>197.9</b>	<b>64.8</b>	<b>283.1</b>	<b>0.0</b>	<b>0.0</b>	<b>347.9</b>

**AFFORDABLE HOUSING**  
**CAPITAL PROGRAMME**

Ref	Scheme	Outturn 2015/16			November 2016				
		2016/17 £'000	2017/18 £'000	Total £000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20	Total £000
	<u>Testway Covenant</u>								
1	Rosalind Hill House, Stockbridge	140.0		140.0	140.0				140.0
2	Braishfield Road, Braishfield	67.5		67.5	67.5				67.5
3	Nightingale Lodge					810.0		810.0	1,620.0
4	Registered providers					300.0	300.0		600.0
	<b>Total Approved Projects</b>	<b>207.5</b>	<b>0.0</b>	<b>207.5</b>	<b>207.5</b>	<b>1,110.0</b>	<b>300.0</b>	<b>810.0</b>	<b>2,427.5</b>
	Schemes to be identified	631.7		631.7					0.0
	Ringfenced Right-To-Buy Receipts	1,178.0		1,178.0					0.0
	<b>Total Affordable Housing Capital Programme</b>	<b>2,017.2</b>	<b>0.0</b>	<b>2,017.2</b>	<b>207.5</b>	<b>1,110.0</b>	<b>300.0</b>	<b>810.0</b>	<b>2,427.5</b>

**SUMMARY OF SLIPPAGE IN THE CAPITAL PROGRAMME**

<b>Service</b>	<b>Project</b>	<b>Amount</b> <b>£'000</b>
C&L	Ganger Farm	640.0
PPT	Town Mill Access	133.1
<b>Slippage identified in this report</b>		<b>773.1</b>
<b>TOTAL SLIPPAGE IDENTIFIED</b>		<b>773.1</b>

## ITEM 12

## Write-off of Uncollectable Debts

Report of the Economic Portfolio Holder

### Recommended:

**That the debts detailed in the report, totalling £257,679.51, be written off in the Council's accounts as uncollectable.**

#### SUMMARY:

- This report seeks approval to write off Business Rates debts that have proved to be uncollectable, in accordance with the Council's financial regulations.

### 1 Introduction

- 1.1 Income can be a vulnerable asset and effective income collection systems are necessary to ensure that all income due is identified, collected, receipted and banked properly.
- 1.2 Under Financial Procedure Rule E2.2 the Head of Finance has responsibility, in consultation with the appropriate Chief Officer, to agree the write-off of bad debts or other sums due to the Authority up to a limit of £5,000.
- 1.3 Amounts in excess of £5,000 must be authorised by the Economic Portfolio Holder and amounts over £25,000 must be referred to Cabinet for approval.

### 2 Debt recommended for write-off

- 2.1 This report identifies business rates debts in respect of two companies that are recommended to be written-off as uncollectable.
- 2.2 Mytham Ltd
- 2.3 The total amount of business rates owed by Mytham Ltd which is recommended to be written off is £219,326.09. This total is in relation to 10 accounts and was accrued between 2009 and 2015.
- 2.4 The Council served a Statutory Demand on the company in 2013. No response was received from the company following the service of the Demand.

- 2.5 The only further option the Council had to recover any of this debt was to begin winding-up proceedings against the company. It was clear from property inspections and enforcement agent reports that the company had no assets that could have been used to settle the debt and the issuing of a winding-up order would have incurred additional costs to the Council that would not have been recovered. No winding-up proceedings were commenced.
- 2.6 Mytham Ltd was dissolved on 15 March 2016 and there is therefore no potential for the debt to be recovered.

Import Supplies Direct Ltd

- 2.7 The total amount recommended to be written off in respect of the above company is £38,353.42.
- 2.8 The debt relates to the period from 2008 to 2013 when the company occupied a property in Test Valley.
- 2.9 During the time that the debt was outstanding the Council obtained Liability Orders from the Magistrates' Court and attempted recovery through the use of enforcement agents on several occasions. On each occasion the enforcement agents were unable to recover the debt or agree a repayment plan.
- 2.10 Import Supplies Direct was dissolved on 21 June 2016 and there is therefore no potential for the debt to be recovered.

**3 Risk Management**

- 3.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors.

**4 Resource Implications**

- 4.1 The actual cost to the Council of these debt write-offs cannot be confirmed until after the end of the financial year. The reasons for this are explained in more detail in the following paragraphs.

Accounting for business rates

- 4.2 Prior to the 1 April 2013, when Business Rates' debts were written off, the costs were met from the non-domestic rate pool controlled by the Government and therefore did not impact on this Council's finances directly.
- 4.3 The current rates' retention scheme came into effect on 1 April 2013. One of the changes is that the cost of Business Rate write-offs is now met in part by central government and in part by local government. Despite some of the debts being recommended for write-off relating to pre-2013, the full cost of the write-off must be accounted for under the new arrangements.

### Bad Debt Allowance

- 4.4 Each year, as part of the preparation of the Collection Fund (the statutory account through which Council Tax and Business Rates are administered) the Council makes an allowance for uncollectable debts. The allowance reflects that it is not possible to collect 100% of bills raised due, for example, to company failure.
- 4.5 The bad debt allowance calculation is based on a number of factors, including the age of the debt and the recovery stage to which the debt has been progressed. The bad debt allowance at 31 March 2016 included £143,789 in respect of these debts, which the Council's share was £57,516.

### Business Rates Growth

- 4.6 The accounting regime for business rates provides the Council with an incentive for achieving growth in business rates payable. The Council has been successful in generating growth above its baseline position in recent years and expects this to be case in 2016/17.
- 4.7 Where growth is achieved, the Council receives 50% of the business rates above the baseline income. A 50% levy to the government accounts for the remainder of the income.
- 4.8 The bad debt costs in this report will reduce any growth achieved in 2016/17 and therefore reduce the levy payable to government. Effectively, the Council is incurring 100% of the cost of the write-off, but saving a 50% levy on the growth it would have attained without it.

### Net Position

- 4.9 The net cost to the Council of writing off the debts recommended in this report is shown in the following table.

	£
Total value of debts to be written off	257,680
Other bodies' share of cost of bad debt (60%)	(154,608)
<b>Council share of cost of bad debt (40%)</b>	<b>103,072</b>
Less: Amounts already provided in previous years' accounts	(57,516)
Reduced levy on business rates growth in 2016/17	(22,778)
<b>Expected cost to the Council in 2016/17</b>	<b>22,778</b>

- 4.10 The remaining cost of the bad debts recommended for write-off can be contained within the bad debt allowance for the current year.

- 4.11 Despite the need for the above write-offs, the Council has a successful record for the collection of business rates. The annual target is to collect 99% of the amounts billed. To date, the Council has recovered 98.7% of the 2015/16 amounts billed, with ongoing recovery work expected to see the target surpassed in the coming months.

## 5 Equality Issues

- 5.1 An EQIA screening has been completed in accordance with the Council's EQIA methodology and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EQIA has not been carried out.

## 6 Conclusion and Reasons for Recommendation

- 6.1 The report identifies business rates debts in respect of two companies for which there is no prospect of recovery. It is recommended that it is written-off in the Council's accounts.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	
(Portfolio: Economic) Councillor P Giddings			
Officer:	Carl Whatley	Ext:	8540
Report to:	Cabinet	Date:	30 November 2016

## **ITEM 13                      Councillor Role Definition: All Members**

Report of the Head of Legal and Democratic Services (Portfolio: Corporate)

### **Recommended:**

- 1. That the “Councillor Role Definition: All Members”, as shown in the Annex to this report be approved.**
- 2. That all Councillors be sent a copy of the “Councillor Role Definition: All Members”, and that they be requested to read and sign the document.**
- 3. That the Councillor Role Descriptions for all other member roles be reviewed and if necessary, updated.**

### **Recommended to Council**

#### **SUMMARY:**

- Over the past five or so years, the Council has introduced a range of initiatives and tools to better support Councillors in working with their communities to help them plan and prioritise for the future.
- In order to more accurately reflect the diverse role of elected representatives in Test Valley, the Councillor role definition for all Members, has been updated with particular reference to the work being undertaken by Councillors as community leaders/ facilitators.

## **1 Introduction**

- 1.1 Test Valley Borough Council first introduced role definitions for Members in 2001 with the aim of providing an overview for elected representatives of what is expected of them in their role.
- 1.2 A number of role definitions were developed to cover the various roles undertaken by Councillors as part of their duties. These range from a generic role description covering the broader role of the elected representative to more specific descriptions for cabinet members and chairmen.
- 1.3 Following the work of the OSCOM Constitution Review Panel in 2011, the Councillor role definition for all Members was updated. Since that time, the Council has undertaken a number of projects and initiatives as part of its corporate priorities to help develop the role of the Councillor. In particular, this has included the work of Members as community leaders/ facilitators and working with local communities to help them prioritise, plan and action what is most important to them. This strand of work commenced in 2011 when the Council worked with the Local Government Association on the “Keep it Real” programme.

1.4 Key support put in place to give Councillors more impact in their communities has included:

- the creation of a Community Team to provide dedicated support for councillors and communities,
- introduction of the Councillor Grant Scheme and the Community Asset Fund to support community groups in accessing funding to help get things done,
- creation of area profiles to help Councillors and communities better understand their local area,
- development of a range of support packages including recently a new toolkit to support councillors in helping their communities to undertake community planning activity and,
- a new approach to the Councillor Induction Programme providing key information and support for Councillors in an accessible way. This has since been developed into an ongoing Councillor Development Programme.

1.5 A number of councillors recently gave evidence to the national Councillor Commission organised by De Montfort University and the Municipal Journal. The editor of the Municipal Journal, who chaired the session, was very complimentary about the Council's work in this area.

1.6 It was therefore felt that the Councillor role definition for all Members should be updated to more accurately reflect this diverse role with particular reference to the work being undertaken by Councillors with their communities.

## **2 Background**

2.1 As part of the development of the Council's Corporate Plan in 2011, the theme of 'Empowering Communities' emerged as key priority. The Council has focused on supporting Councillors to help communities across Test Valley to identify and prioritise their own needs and enable residents to get things done that matter to them. This theme continues in the Council's current corporate plan as a dedicated section entitled 'Contribute to, and be part of a strong community.'

2.2 Across this programme of work key initiatives and tools have been developed to help support councillors in their work with communities. Examples of this include the bringing together of a dedicated communities team, development of ward profiles and the introduction of councillor ward budgets.

## **3 Corporate Objectives and Priorities**

3.1 The work of elected representatives underpins everything that the Council does and therefore supports all of the Council's Corporate Priorities.

- 3.2 This work has been undertaken as part of the Council's Corporate Priority of 'Contribute, and be part of a strong community' which has been a particular driving force for the revision of the Councillor Role Description: All Members.

#### **4 Consultations/Communications**

- 4.1 The revised definition has been developed with the Member and Community Development Group (MCDG). This Group is a Member steering group that was originally established in 2011 to help develop the work of the corporate plan looking at Empowering Communities which since the development of the new corporate plan has become Contribute to and be part of a strong community.
- 4.2 The MCDG is a cross-party advisory group which comprises Councillors Carr (chairman), Adams-King, North, Tilling and Ward.
- 4.3 This Group has considered the revised role definition on a number of occasions in light of the projects and initiatives that have been undertaken over the past five years or so.
- 4.4 At its meeting on 13 July 2016 the MCDG endorsed the draft revised Councillor Role Definition for All Members and suggested it be presented to OSCOM for consideration before going on to Council for approval.
- 4.5 At OSCOM held on Wednesday 12 October 2016 the role description was endorsed with minor amendments, which the MCDG have now accepted ready for consideration by Cabinet and Council.

#### **5 Options**

- 5.1 To approve the revised Councillor Role Definition: All Members, and recommend to Council that it be adopted by the Council.
- 5.2 To make amendments to the revised Councillor Role Definition, and recommend to Council that it be adopted by the Council.
- 5.3 To not approve the revised Councillor Role Definition: All Members and to continue to use the existing Role Definition that has been in place since 2011.

#### **6 Option Appraisal**

- 6.1 It is recommended that the revised Councillor Role Description be approved. It has been developed with Members to better reflect the role being undertaken by elected representatives, in particular highlighting the increased role the Councillor play as leaders in their communities.

#### **7 Resource Implications**

- 7.1 There are no significant resource implications arising from the introduction of a revised Councillor Role Definition: All Members, as the document would be a replacement for the current role description.

7.2 Commitment from all Councillors would be required in relation to the reading, signing and returning the revised definition which will be kept on file by Democratic Services.

## **8 Legal Implications**

8.1 There are no legal implications.

## **9 Equality Issues**

9.1 No equality issues have been identified.

## **10 Other Issues**

10.1 Community Safety - none

10.2 Environmental Health Issues – none

10.3 Sustainability and Addressing a Changing Climate - none

10.4 Property Issues -none

10.5 Wards/Communities Affected – all

## **11 Conclusion**

11.1 As a result of the programme of work being undertaken on developing and supporting the role of the Councillor as a community leader in Test valley it is recommended that the revised Councillor role definition for all Members, be approved to better reflect the broad range of work being undertaken by elected representatives in the Borough.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Author:	Emma Horbury	Ext:	8001
Report to:	Cabinet	Date:	30 November 2016

## **Councillor Role Definition All Members**

The Council's purpose is to meet the needs of the community, to improve the quality of life for local residents and to keep the Borough of Test Valley as an attractive place in which to live and work.

The Council is committed to a high standard in everything it does, shaping its behaviours and building its reputation. The Council will seek to achieve its aims by carrying out its work in accordance with the following values: accountability, ambition, empowerment, integrity and inclusiveness.

The Council is democratically accountable. Borough Councillors are elected by local people, they shape what the Council does and bring together the needs and expectations of the communities they represent in order to make balanced decisions.

Councillors will work to help the Council to achieve its aims and values while upholding high standards of probity and integrity.

*In carrying out their Council work, all councillors are expected to commit themselves to the following minimum duties and responsibilities:*

### **Community Facilitation and Leadership**

- To respond to queries from individual members of the public and manage casework that arises within their ward.
- To provide community leadership, acting as community catalysts for change by connecting with individuals and groups to encourage communities to reach their full potential.
- 'To help improve community capacity and resilience to help them to do more for themselves'
- To ensure that a representative cross-section of the community has the opportunity to participate and give their opinion.
- When working with a community, Councillors should seek to understand all views within a community and ensure that these contribute towards any local prioritisation or community planning.

- To represent the interests and needs of local people to the Council or appropriate organisations, ensuring that those views are considered in the decision-making process.
- To ensure that the opinion of local communities is used where appropriate to inform the development of service provision and ways of working.
- To engage with Parish and Town Councils and work with them to understand the needs and priorities of the local community, developing community plans where appropriate to address issues and plan for the future.
- To assist communities in planning for the future, for example through the development of community plans, to better understand where they need help and support, and to influence the future allocation of resources.
- To signpost communities to appropriate internal and external resources to help them action their plans.
- To promote the Council's activities to local people and enable them to participate in how they are governed.
- To be aware of, share and promote good practice and opportunities relating to community engagement.
- To monitor the provision of services within their ward and to seek to ensure best value services for local people.

### **Decision making**

- As a holder of public office Councillors must observe the Council's Members' Code of Conduct and uphold the highest standards of probity and integrity. Councillors must uphold the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- To endeavour to attend all meetings of the Council and all other committees of which they are members and to prepare before meetings by reading the agenda and undertaking any other research necessary. To actively participate in the business being considered at committee.
- To inform debate at, and effectively contribute to Council and other committees, representing the views of the community in the decision making process where appropriate.
- To represent the Council on outside bodies and any local organisations or groups they are invited to participate in as a Borough Councillor.
- As a Member of the Council, Councillors have a shared responsibility for:

- The formal approval of the budget strategy, both revenue and capital, and for setting council tax levels.
  - Setting the priorities and direction of the Council through the Corporate Plan.
  - Participating in discussions having regard, so far as it is possible, to the interests of the Borough as a whole.
- To monitor the provision of services (Council and other bodies) in the Borough and to seek to ensure the best and most effective services for local people.

**How Councillors will work**

To fulfil the responsibilities set out above Councillors will need to:

- Have a good understanding of relevant areas of the Council’s Constitution such as the Member Code of Conduct and the Council Procedure Rules.
- Keep informed of Council business, developing and maintaining a good working knowledge of how the Council operates.
- Comply with the legal and local requirements placed on a Councillor
- To develop a good working relationship with other Councillors and officers across the Council.
- To take up opportunities for training and personal development that may be provided by the Council in order to better carry out their responsibilities as an elected member.
- Ensure that the principles of equality and diversity are integral to all actions and policies of the Council, and
- Make use of technology as a means of effective communication

**I confirm that I accept the responsibilities set out above in my capacity as a Member of Test Valley Borough Council.**

Name .....

Signed .....

Dated .....