

## Notice of Meeting

# Cabinet

**Date:** Wednesday, 12 September 2018

**Time:** 17:30

**Venue:** Conference Room 1, Beech Hurst, Weyhill Road, Andover, Hampshire,  
SP10 3AJ

**For further information or enquiries please contact:**

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**Legal and Democratic Service**

Test Valley Borough Council,  
Beech Hurst, Weyhill Road,  
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This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of this meeting may be held in private because the agenda and reports for the meeting may contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

**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 P North

Councillor N Adams-King

Councillor P Bundy

Councillor D Drew

Councillor M Flood

Councillor P Giddings

Councillor G Stallard

Councillor T Ward

Chairman

Vice-Chairman

### WARD

Alamein

Blackwater

Chilworth, Nursling and  
Rownhams

Harewood

Anna

Bourne Valley

Anna

King's Somborne, Michelmersh  
and Timsbury

## **Cabinet**

Wednesday, 12 September 2018

### **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 9 August 2018**
- 6 Recommendations of the Overview and Scrutiny  
Committee: None**
- 7 Proposals to recognise fallen service persons not recorded  
on the Andover WW1 War Memorial 5 - 9**  
  
**Community and Leisure**  
Authority is required to proceed with the application for listed  
building consent for an additional addendum panel on the  
memorial.
- 8 Management of Abbotswood Area of Nature Conservation  
and Ecological Mitigation 10 - 13**  
  
**Community and Leisure**  
The report outlines the requirement for a new Countryside  
Officer post to manage the ANC and ecological mitigation on the  
Abbotswood development along with a revenue budget to  
facilitate practical management works.

<b>9</b>	<b><u>Andover Town Centre Business Improvement District Ballot</u></b>	<b>14 - 46</b>
	<b>Economic Development and Tourism</b> This report provides information to enable Cabinet to consider a request from the Andover BID proposer to set in place arrangements for a BID Ballot to take place this autumn.	
<b>10</b>	<b><u>Corporate Financial Monitoring</u></b>	<b>47 - 69</b>
	<b>Finance</b> This report compares actual revenue income and expenditure against profiled budget for the four months ended 31 July 2018.	
<b>11</b>	<b><u>Designated Protected Areas</u></b>	<b>70 - 80</b>
	<b>Housing and Environmental Health</b> This report provides background to the Designated Protected (DPA) waiver process and the Council's role within it.	

## **ITEM 7      Proposals to recognise fallen service persons not recorded on the Andover WW1 War Memorial**

Report of the Community and Leisure Portfolio Holder

### **Recommended:**

**That listed building consent (and any other necessary permission) is applied for, to enable the addition of an addendum panel at the steps of the Memorial in the Garden of Remembrance, Andover – as outlined in this report**

#### **SUMMARY:**

- The Council has been approached to consider the addition of an addendum panel to the WW1 War Memorial, in recognition of service personnel not currently recorded on the War Memorial in the Garden of Remembrance.
- The report outlines the work undertaken to review the provenance of this request and its consideration by a group of representatives from relevant stakeholder groups across the town.
- Authority is required to proceed with the application for listed building consent for an additional addendum panel on the memorial in advance of determining suitable design and implementation. This will form the main part of the main part of the application process.

## **1      Introduction**

- 1.1      The report outlines the outcome of the recent work to consider names of service personnel who died in WW1, who are associated with Andover but are not recognised on the WW1 memorial. It is further proposed that these service personnel should be put forward for inclusion on an addendum panel on the steps of the WW1 memorial.

## **2      Background**

- 2.1      The Council were approached by local historian Mr Craig Fisher, requesting consideration for additional names of service personnel killed as a result of WW1 to be remembered on the town's war memorial. Mr Fisher is considered an authority on the memorial and has been writing a biography published weekly in the local paper on each of the servicemen remembered on the memorial.

- 2.2 In February 2015 the name of Reginald Frank Bashford Robbins was added to the memorial and a service of dedication was held. R.F.B Robbins who served with the Royal Engineers died in 7<sup>th</sup> February 1920. Despite the programme for the unveiling of the memorial including his name amongst the 'Roll of the Dead', for reasons unknown his name was not added to the memorial. No evidence has been uncovered to account for this omission, hence the rededication service and addition of his name to the memorial itself.
- 2.3 Since then Mr Fisher has identified further names of service personnel who died as a result of WW1, with links to Andover who ought, as a consequence of his ongoing research, be recognised on the town's war memorial.
- 2.4 A working group was therefore established with representation invited from Andover Town Council, The Royal British Legion, St Mary's Church (Winchester Diocese), Borough Council representative from St Mary's ward and the Council's Conservation Officer. Whilst TVBC are custodians of the War Memorial and under the Local Authorities' Powers Act 1923 (and subsequent amendments) have the authority to add names to a war memorial, it was considered appropriate to bring together a broader stakeholder group for considering such a request and to evaluate the list of names.
- 2.5 The group met a number of occasions over a 6 month period and agreed criteria by which those names could be considered for inclusion on a memorial. The original criteria for inclusion could not be followed as this was simply by virtue of a request made to the church/vicar.
- 2.6 The criteria for the future inclusion of missing men and women to the town's roll of honour for the First World War were agreed as follows:
- They were born in Andover and lived for a significant time in the town; or
  - They moved to Andover and lived here for a significant time before the war or have strong links to the town (marriage, or children born here); and
  - They are not already recorded on any other borough memorial, with the exception of where that memorial is for a specific institution, for example the Andover Grammar School or New Street Mission Room memorials; and
  - They are not known to be recorded on any other parish, village, town or city war memorial nationally (excluding institutional memorials and those of the Commonwealth War Graves Commission - which are in lieu of a grave), unless their links to Andover are deemed significant enough to warrant inclusion.
- 2.7 Mr Fisher has provided detailed background information on each service person with this list including a number of females who died in service. There are currently no female's names on the town memorial. With the application of this criteria and considerable discussion a list of 16 names were unanimously agreed to be put forward.

- 2.8 If approval is granted the names for inclusion will be published in the local media. This would include the local paper and the websites of those organisations involved in the evaluation process. The memorial is a grade 2 listed so any change to its curtilage will require Listed Building Consent. We may also need Faculty Permission from the Diocese of Winchester (depending upon the final design, size and location of the panel).
- 2.9 The WW1 memorial stands as an historic record and in this sense should be maintained as such. It has been proposed that, any names to be added in future could be listed on an addendum panel placed on the steps of the memorial made from Portland stone (or similar). This would ensure suitable form of remembrance linked to the WW1 memorial whilst demonstrating that the names are a later addition.

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

- 3.1 The Council's Corporate Plan Investing in Test Valley 2015-2019 is dedicated to improving the quality of lives for the borough's residents. This project, if approved, would fit in to the priority 'contribute to and be part of a strong community'.

### **4 Consultations/Communications**

- 4.1 Consultation has been undertaken with St Mary's ward members, Andover Town Council, Winchester Diocese via St Mary's church, The Royal British Legion and TVBC Conservation Officer.

### **5 Options**

- 5.1 The options are considered as follows:
- 5.2 **Option 1** – Proceed and recognise those names of service personnel not listed on the WW1 memorial.
- 5.3 **Option 2** – Do not proceed and add the additional names.

### **6 Option Appraisal**

- 6.1 **Option 1 - Proceed and recognise those names of service personnel not listed on the WW1 memorial.** Significant research has been undertaken by Mr Fisher to put forward a detailed biography of service personnel not recognised on the towns memorial. This work has been scrutinised by a group of town representatives as outlined in 2.4 using a transparent process. It is also intended to publish those names being put forward for inclusion on the addendum panel.
- 6.2 The adding of an addendum panel to the memorial will ensure that those service personnel are remembered whilst retaining the memorial as a historic record and a further scrutiny completed as part of the listed building application.

6.3 **Option2 – Do not proceed and add the additional names.** The option could be taken not proceed with the listed building application for the addendum panel. On the basis of the scrutiny undertaken and the further scrutiny which will follow with any listed building application the risk in proceeding appears to be low.

6.4 On balance option 1 is considered the most appropriate option given the scrutiny undertaken, the suggested process to follow and the requirement to seek Listed Building Consent.

## **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 It is anticipated that any changes made to the war memorial will be undertaken within existing resources..

## **9 Legal implications**

9.1 The war memorial is a grade 2 listed building. The Planning (Listed Buildings and Conservation Areas) Act 1990 requires Listed Building Consent for works of alteration which might affect the special interest of a listed building.

## **10 Equality Issues**

10.1 None

## **11 Other Issues**

11.1 **Wards/Communities Affected** – Potentially All Wards of Andover. In particular, Councillors for St Mary's Ward have been involved with this work to date.

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

12.1 The report outlines the work undertaken to assess names of fallen service personnel put forward for remembrance on the Andover War Memorial. 16 names have been put forward following an assessment by a group of representatives from the town.

12.2 Authority is required to proceed with the application for listed building consent for an additional addendum panel on the memorial. This application may in itself identify further work necessary to complete or take the project forward.



<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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:	Nil	File Ref:	
(Portfolio: Community and Leisure. Councillor Ward			
Officer:	K Harrington	Ext:	8815
Report to:	Cabinet	Date:	12 September 2018

## **ITEM 8                      Management of Abbotswood Area of Nature Conservation and Ecological Mitigation**

Report of the Community and Leisure Portfolio Holder

### **Recommended:**

- 1.      That a new Countryside Officer post be established on a permanent basis to enable positive and effective management of the site.**
- 2.      That a sum of up to £21,000 be vired from developer contributions to cover the revenue costs of this post in 2018/19, as set out in paragraph 8.**

#### **SUMMARY:**

- The Area for Nature Conservation and ecological mitigation on the Abbotswood development are in the process of being transferred to the Council to manage
- The report seeks authority for a new Countryside Officer post to manage this work, and an operational budget funded from developer contributions.

### **1      Introduction**

- 1.1      The report outlines the requirement for a new post to manage the Area of Nature Conservation (ANC) and ecological mitigation works on the Abbotswood development, Romsey. The post will be fully funded from contributions drawn from the development 08/00475/OUTS specifically for this purpose.

### **2      Background**

- 2.1      Abbotswood is a development of over 750 houses located to the north of Romsey. As part of the ecological mitigation for the development, over half of the site has been set-aside for nature conservation on account of a number of notable species present but specifically, great crested newts. The Area for Nature Conservation (ANC) located on the west of the development covers an area of approximately 50 acres (20 hectares) with a further 15 acres (6 hectares) of woodland, hedges, ditches new planting and newt tunnels creating a complex mosaic of connected habitat throughout the development.
- 2.2      Developer contributions were secured within the S106 agreement which specifically allocate a resource for the management of the ANC and all linking habitats. The trigger for the release of this contribution for the ANC is 700 occupations which has now been met. This indexed sum of £639,879.51 for the ANC has been received and the transfer of the land is progressing. Additional areas of landscaping are being prepared for handover which will come with further funding.

- 2.3 To comply with our obligations within the S106 (to ensure the ecological mitigation fulfils its potential) it is proposed to create a new full time Countryside Officer post. This new officer will coordinate the management of all of the natural habitats on the development and work closely with the new and existing community using the site. This post will take the lead in the day to day management of the site to include all ecological habitat management works, surveys and site monitoring including drainage features.
- 2.4 The officer will be responsible for the development and implementation of a site management plan, creation of a friends group with the expectation and ambition that the site will be designated as a Local Nature Reserve within 5 years. This is consistent with the approach taken to the acquisition and management of other sites across Test Valley in recent history – such as Valley Park woodlands and Rooksbury Mill.
- 2.5 It is anticipated that this officer will form part of the team that supports the work on other countryside sites across the borough.

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

- 3.1 The management of the areas set aside for nature conservation on the Abbotswood will contribute to delivering the corporate objectives of *Enjoy* the natural and built environment and *Contribute* to and be part of a strong community.

### **4 Consultations/Communications**

- 4.1 Human Resources have been consulted on the recruitment of this post

### **5 Options**

- 5.1 The options are considered as follows:
- 5.2 **Option 1** Create the new Countryside Officer post
- 5.3 **Option 2** – Do not create the post and manage work within the team

### **6 Option Appraisal**

- 6.1 **Option 1 - Create the new Countryside Officer post.** The post is fully funded through the contributions secured specifically for the management of ecological mitigation on this development. The additional resource will enable the Council to ensure the site is in positive management and provide additional capacity to fully engage with residents as well as support the management of existing and new sites which come forward in the locality.
- 6.2 **Option 2 - Do not create the post and manage work within the team.** External funding has been secured specifically for the management of the ecological mitigation. Should these funds not be spent on this work the Council may be at risk from a challenge that we were not complying with our obligations within the legal agreement and could risk being asked to return the commuted sum.

6.3 On balance option 1 is considered lowest risk and is therefore recommended.

## **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 It is intended to create the new permanent Countryside Officer post on Hay grade point six. It is anticipated that, if approved, the appointment will be made during early December 2018 at a total cost including on costs of £27,348 p.a. (£9,000 pro rata for the first year of appointment).

8.2 The revenue budget to facilitate the management of the ecological mitigation on Abbotswood will be £12,000 p.a.

8.3 The commuted sum for the ANC and sums collected for the wider ecological mitigation areas will cover the cost of the post and operational budget for a period of approximately twenty years. If Cabinet is minded to approve the establishment of this new post, an annual budget will be created by drawing down from these commuted sums to offset the cost.

## **9 Legal Implications**

9.1 The Council has an obligation under the 2006 Natural Environment and Communities Act 2006 to ensure that biodiversity is considered in all decision making. Conserving biodiversity can include restoring or enhancing a population of habitat.

## **10 Equality Issues**

10.1 None

## **11 Other Issues**

11.1 **Sustainability and Addressing a Changing Climate.** The appropriate management of Abbotswood will see the long term protection and improvement of the ecological condition of the site.

11.2 **Wards/Communities Affected** - Abbotwood is located in Romsey Extra ward.

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

12.1 The report outlines the requirement for a new Countryside Officer post to manage the ANC and ecological mitigation on the Abbotswood development along with a revenue budget to facilitate practical management works.

12.2 External funding has been secured specifically for this management work from the Abbotswood development.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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:	None	File Ref:	
(Portfolio: Community and Leisure) Councillor Ward			
Officer:	K Harrington	Ext:	8815
Report to:	Cabinet	Date:	12 September 2018

## **ITEM 9      Andover Town Centre Business Improvement District Ballot**

Report of the Economic Development and Tourism Portfolio Holder

### **Recommended:**

- 1.      That the Chief Executive (as Ballot Holder) be instructed to hold the BID Ballot as set out in 3.2 of the report.**
- 2.      That the Council will not seek reimbursement of the cost of holding the Ballot from the Proposer as set out in 3.4 of the report.**
- 3.      That the statement of existing baseline services contained in the draft BID Proposals (Annex 1) produced by the BID Proposer be noted as set out in 3.6 of the report.**
- 4.      That Cabinet agree that the draft BID Proposals neither conflict with an existing policy nor proposes a disproportionate burden on particular businesses by an unfair levy charge on a certain class of business, as set in paragraph 3.11 of the report.**
- 5.      That delegated authority be given to the Chief Executive in consultation with the Portfolio Holder for Economic Development and Tourism to review the final BID Proposals and decide whether the Council's powers under Regulation 12 of the Business Improvement Districts (England) be exercised as set out in 3.11 of the report.**
- 6.      That delegated authority be given to the Acting Head of Revenues (Local Taxation) in consultation with the Portfolio Holder for Finance and the Head of Legal and Democratic Services, to agree the terms of the Operating Agreement in the event that the BID Proposals proceed as set out in 4.2 of the report.**
- 7.      That the BID Proposer be charged £35 per hereditament or 3% of the annual levy income, whichever is lower towards the Council's costs of collecting the BID levy as set out in 4.4 of the report.**
- 8.      That the levy charging process be on the basis of a single annual chargeable day (1 April) in each year as set out in 4.7 of the report.**
- 9.      That delegated authority be given to the Chief Executive in consultation with the Leader of the Council to cast the Council's votes in the BID ballot as set out in 5.2 of the report.**

- 10. That up to £18,000 is drawn from the Special Projects Reserve to finance the cost of holding the ballot and for other non-recoverable costs associated with the implementation of the levy, as set out in 6.1 of the report.**

**SUMMARY:**

- A Business Improvement District (BID) is a business-led and business-funded company formed to support and enhance a defined commercial area. In respect of the Andover BID this area relates to the town centre. Proposals for developing new BIDs are led by a BID Steering Group which is also referred to as the BID Proposer.
- This report provides information to enable Cabinet to consider a request from the Andover BID Proposer to set in place arrangements for a BID Ballot to take place this autumn.
- The report also outlines the key financial and resource considerations for the Council in regards to the implementation of a BID levy based on the draft BID business plan.

**1 Introduction**

- 1.1 The purpose of this report is to consider a formal request from the Andover BID Proposer for the Council to hold a BID Ballot this autumn.
- 1.2 The report also sets out a series of recommendations for Cabinet to consider which will enable the Council to prepare for the implementation of a BID levy.

**2 Background**

- 2.1 A BID is a business-led and business-funded company formed to support and enhance a defined commercial area. There are about 300 BIDs in the UK. In respect of the Andover BID this area relates to the town centre.
- 2.2 Proposals for new BIDs are led by local businesses through a BID Steering Group, also referred to as the BID Proposer. The BID Steering Group will prepare formal BID Proposals, which include a business plan setting out what projects and services it anticipates offering within the BID area. If the BID Proposals are approved by a formal ballot a company is usually formed by the Steering Group to deliver the BID Proposals. The Andover draft BID Proposals are set out in Annex 1.
- 2.3 The implementation of BID Proposals are funded by a BID levy, a statutory levy which is charged on non-domestic rate payers and collected separately from the non-domestic rates bill to ensure the two are seen as separate charges. BIDs are increasingly prevalent in successful town centres and all of Andover's neighbouring town centres (Salisbury, Newbury, Basingstoke, Winchester and Southampton) have BIDs.

2.4 BID Proposals (and the imposition of a BID levy) can only proceed if the proposals are approved through a formal ballot. Proposals are only approved if the BID ballot succeeds on two counts:

- i) A straight majority of business rate payers eligible to vote within the defined boundary; and
- ii) Majority by rateable value.

This ensures that the interests of large and small businesses are protected.

2.5 British BIDs, a UK advisory body, identifies the following benefits of BIDs that are cited by businesses:

- Businesses decide and direct what they want for an area and have a voice on issues affecting the area
- BID levy money is ring-fenced for use only in the BID area – unlike retained business rates which are used to provide wider services
- Increased footfall
- Business cost reduction
- Improved staff retention
- Area promotion
- Facilitated networking with neighbouring businesses
- Assistance in dealing with the Council, Police and other public bodies.

2.6 The government has published a Technical Guide [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/415990/BIDs\\_Technical\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415990/BIDs_Technical_Guidance.pdf)

to assist BID Proposers and local authorities deal with the various issues which BID Proposals give rise to. The Council has had regard to the Guide and to the Business Improvement District (England) Regulations 2004 in preparing this Report. A Glossary of Terms is included at Annex 2.

2.7 The proposed BID in Andover stems from the work undertaken over a number of years to meet the challenges resulting from the changing nature of town centres.

2.8 In December 2012 the Council held an “Andover Summit” to bring all parties together to address issues that would contribute to a healthier town centre, including town centre management. This led to the appointment, under a three year contract, of Heartflood Ltd to provide town centre management for the period 2014-17. Under an innovative arrangement, the service was funded jointly by Test Valley Borough Council, Andover Town Council and Hampshire County Council.



- 2.9 To ensure the longer-term sustainability of Town Centre Management arrangements the Council commissioned consultants, the Means, to undertake a BID Feasibility Study and to work up ideas and support an emerging group of town centre businesses. The resultant report, published in June 2016, concluded that a BID was feasible for Andover town centre.
- 2.10 In 2017, to support the emerging BID Steering Group in preparing for a BID ballot, the Council appointed consultants CMS. In addition, the Council in partnership with Andover Town Council, has continued to jointly fund a town centre manager to support business engagement during the period in which a BID proposal is being developed.

### **3 Preparing for a BID Ballot**

- 3.1 The Council has received a formal request from the BID Proposer to hold a BID Ballot in autumn 2018.
- 3.2 The Chief Executive, (as Returning Officer of the Borough Council) will be responsible for holding the BID ballot. However, it is possible to outsource the running of the ballot, although the Ballot Holder remains legally responsible for the process. In the present circumstances, the Electoral Reform Services (ERS), who deal with approximately half of all BID ballots in the UK, have been appointed to manage the ballot on behalf of the Chief Executive.
- 3.3 The Council is required to publish the Notice of Ballot 42 days before the ballot date. Based on the latest timetable, this means the notice must be published by 26 September 2018.
- 3.4 In the event that the proposal for a BID is not approved and the number of persons who have voted in favour is less than 20% of the number of persons entitled to vote, it is proposed that the Council will not seek reimbursement of the cost of holding the ballot from the BID Proposer.
- 3.5 The BID Proposer has also requested that the Council provide a statement of existing baseline services ahead of the ballot covering:
- cleaning and greening;
  - town centre events; and
  - parking.
- 3.6 The purpose of the statement of existing baseline services is to demonstrate to those voting in the ballot that the BID levy will be used to fund additional services rather than pay for services which public bodies already deliver. It should be noted that statements of existing baseline services are not legally binding and, given the uncertainty over future local government finance, they cannot guarantee or commit the Council to continue to fund services at the baseline level for the 5 year term of a BID.

- 3.7 Under Regulation 12 of the BID Regulations, the Council has the power to veto BID Proposals if it considers that the BID Proposals conflict with any existing local authority policy or propose a disproportionate burden on particular businesses by way of an unfair levy charge on a certain “class” of levy payers (e.g. by an inappropriate manipulation of the BID boundary).
- 3.8 The Technical Guide recommends that if this power is to be exercised, any veto is done prior to allowing the BID ballot to take place, so as to minimise the risk of having to veto the proposals following the ballot.
- 3.9 In considering whether the BID conflicts with its policies the Council has had regard to the draft BID business plan which includes: map of BID boundary; list of streets and hereditaments; levy rate and discounts etc. (Annex1).
- 3.10 The Council has been working towards a potential Andover BID as a means of contributing to strengthening Andover town centre for several years. The draft Business Plan proposes a 2.0% levy of rateable value on all hereditaments above the minimum threshold of £10,000 rateable value within the BID boundary, which is within the reasonable range of percentages for a BID levy (the only exception being hereditaments in shopping centres that will pay a levy of 1.5% of rateable value). The boundary of the BID is a logical and reasonable one in that it follows the main roads which define Andover town centre.
- 3.11 It is considered that the draft BID Proposals do not conflict with any of the Council’s policies. The level of the proposed BID Levy and the proposed BID area are both considered reasonable. Assuming that the final BID Proposals are in line with the draft it is therefore proposed that the power of the Borough Council to veto the BID Proposals under Regulation 12 of the BID Regulations is not exercised for the reasons stated above. Under delegated authority the Chief Executive will decide on this point when the final BID Proposals are submitted.

#### **4 Operating Agreement and BID levy charging process *Operating Agreement***

- 4.1 If the ballot approves the BID Proposals, the Council will be responsible for the collection and enforcement of the BID levy. The levy is then passed to the BID company so that it can undertake delivery of the projects and services as set out in the proposals.
- 4.2 Good practice recommends that the BID company and Council enter into a levy collection agreement known as an Operating Agreement. This sets out the technical detail of the levy rate charging and other matters including for example relevant exemptions and any discounts from the BID levy. An initial draft Operating Agreement has been considered by officers. It is proposed however, that delegated authority to agree the terms of the Operating Agreement be given to the Acting Head of Revenues (Local Taxation) in consultation with the Portfolio Holder for Finance and the Head of Legal and Democratic Services.

- 4.3 As the collecting body, the Council can charge the BID company for carrying out this function. The Technical Guide recommends an industry standard of a maximum charge of £35 per hereditament or 3% of annual levy income, whichever is lower.
- 4.4 The draft business plan anticipates a BID levy receipt of about £200,000 p.a. A 3% charge on this would be £6,000 p.a. rechargeable to the BID Company. The draft business plan also refers to about 254 hereditaments within the BID boundary. At £35 per hereditament this would be £8,890 rechargeable to the BID Company. It is proposed therefore that the Council follows the recommended industry standards for charging the BID Company.

*Levy charging process*

- 4.5 As part of the Operating Agreement the Council also needs to set out the levy charging process that it intends to implement for the collection of the levy. The Technical Guide states there are two charging principles – ‘daily charging’ and ‘chargeable day’.
- 4.5.1 ‘Daily charging’ mirrors the approach in the business rate system of the charge being broken down to each day of the 365 days of the year thereby managing refunds as each change to occupation occurs.
- 4.5.2 ‘Chargeable day’ imposes a full year levy charge on the incumbent on a fixed day of the year (usually 1 April) and then makes no refund within the year as a result of any changes.
- 4.6 The ‘daily charge’ system is a more complex system and therefore requires a greater resource making the annual levy charge higher, whereas the ‘chargeable day’ system tends to be preferred by BIDs because it provides a more predictable cash flow and usually means a lower collection charge.
- 4.7 Based on the advice of the consultants CMS and because it is simpler to administer, it is proposed that the Council adopt the use of the ‘chargeable day’ method for charging the BID levy.

**5 Casting the Council's vote**

- 5.1 The Council is currently liable for business rates on 13 hereditaments covered by the proposed BID and within the BID boundary which gives the Council 13 votes (see Annex 3). It is proposed that the Chief Executive in consultation with the Leader of the Council cast the Council's votes in the BID ballot provided the Chief Executive is satisfied that the final BID business plan is substantially in accordance with the Draft business plan.
- 5.2 It is therefore recommended to Cabinet that delegated authority be given to the Chief Executive in consultation with the Leader of the Council to cast the Council's votes in the BID ballot.

## 6 Costs associated with the development of a BID

6.1 It is estimated that the following costs will be incurred by the Council as part of supporting the BID proposal and inception:

One-off costs (£)		
Cost of running the BID ballot	2,000	
Consultant's support to the BID Steering Group	36,975	
Consultant's support to establish a BID Company	9,845	
IT system set-up costs	16,450	
Contingency	2,730	
<b>Total cost to support BID proposal and inception</b>		<b>68,000</b>

At its meeting on 21/6/17, Cabinet approved a draw of £50,000 from the Special Projects Reserve to finance the preparation of a Business Improvement District (BID) Ballot for Andover town centre (Minute 58 refers). If the BID ballot is successful, additional costs will be incurred as set out in the table above. This report therefore recommends a further draw from the Special Projects Reserve of up to £18,000 to fully finance this project.

6.2 The table below sets out the ongoing revenue implications for the Council should a BID be established following a successful ballot.

Ongoing Revenue Implications (£)	
Levy charge to Council for its own properties	£13,745
Estimated levy for vacant units in The Chantry Centre	£3,200
Contribution to Places for People re: Andover Leisure Centre	£5,300
<b>Net ongoing revenue pressure</b>	<b>£22,245</b>

6.3 Based on current information, the annual levy to the Council for its properties in the BID area is estimated to be £13,745 as shown in Annex 3.

- 6.4 In addition to its own properties, the Council will also be liable to pay 40% of the levy charge in respect of vacant units in The Chantry Centre. This reflects the Council's ownership interest in the Centre. The actual cost will vary from year to year depending on changes to vacant units and any new development. Based on current information, it is estimated that this will cost the Council approximately £3,200 per annum.
- 6.5 The final cost the Council will incur will also include the Andover Leisure Centre. Places for People is the liable party; however, it would invoice the Council for the levy on this property as part of the existing management arrangements.
- 6.6 The ongoing revenue implications set out above will be reflected in the 2019/20 Medium Term Financial Strategy when it is presented later in the year.
- 6.7 As explained earlier in the report the Council will charge the BID Company for its services in billing and collecting the levy. A 3% charge on the total levy raised will lead to an estimated annual income of £6,000.
- 6.8 The Council will use this income to contribute towards the costs of billing and collection of the levy. Any additional costs of collection, which are estimated to be relatively small, shall be borne by the Council and managed within existing budgets.

## **7 Corporate Objectives and Priorities**

- 7.1 *“Investing in a great place to work and do business”* is one of the four priorities in the Council's Corporate Plan 2015-2019 and beyond. Within this priority area there is a focus on improving our town centres.
- 7.2 The Council's Economic Development Strategy approved by Council on 24 February 2017, builds on the corporate plan and sets out how the Council will help achieve this objective. The strategy refers to the important role of town centre management, preparation of a BID Feasibility Study for Andover and that the BID Feasibility Steering Group of businesses *“is considering the implications of a BID for Andover town centre once the current contract for town centre management ends in 2017.”*

## **8 Consultations/Communications**

- 8.1 Discussion of a potential BID for Andover town centre has been the subject of extensive discussion and informal consultation among businesses since the BID Feasibility Study was produced in June 2016.

## **9 Options Appraisal**

- 9.1 The starting point is that a BID for Andover fulfils the Council's strategic aims and objectives. In theory, it remains possible for the Council to withdraw its support for the BID; otherwise, the decisions contained in this Report are facilitative of the BID and fall to be made on their merits (or otherwise) as set out in the body of this Report.

**10 Resource Implications**

10.1 These are set out under the relevant sections above.

**11 Legal Implications**

11.1 These are set out under the relevant sections above.

11.2 It is important to ensure that the submitted BID proposals comply with all aspects of the Regulations. Officers have reviewed the BID proposals and are satisfied that they are compliant.

**12 Other Issues**

12.1 Community Safety - None

12.2 Environmental Health Issues - None

12.3 Sustainability and Addressing a Changing Climate – None

12.4 Property Issues – These are set out in the relevant sections above.

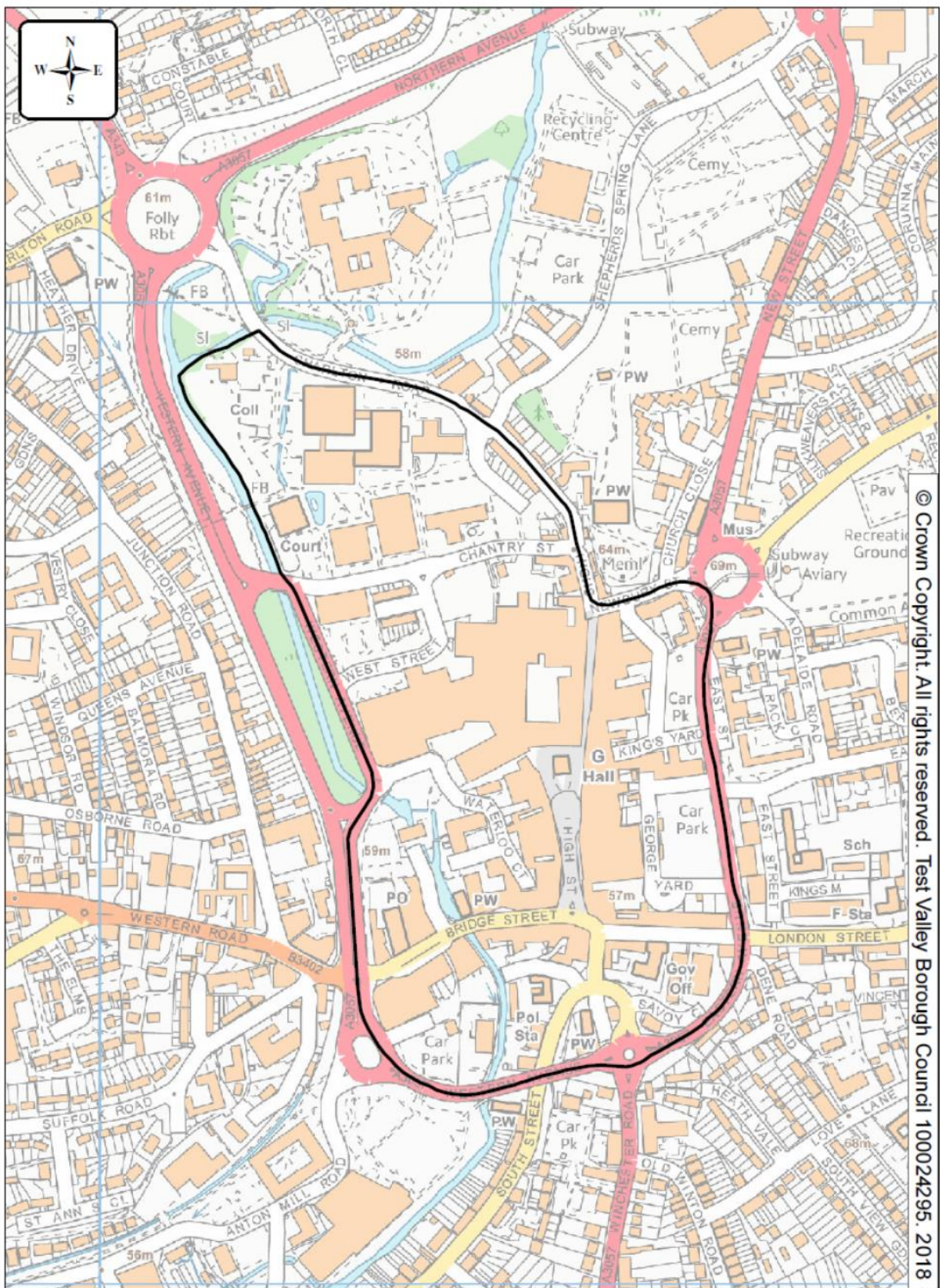
12.5 Wards/Communities Affected – Andover Town Centre Wards

**13 Conclusion**

13.1 The background to Andover Town Centre BID ballot goes back to the Andover Summit in 2012. BIDS are a very widely used means of promoting and managing town centres and are business-led. The proposed Andover BID offers a valuable opportunity for Andover businesses, with the support of the Council, to become fully involved in strengthening the town centre.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
List of hereditaments covered by Andover BID			
<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 Development and Tourism) Councillor Drew			
Officer:	David Gleave	Ext:	8309
Report to:	Cabinet	Date:	12 September 2018

Andover draft BID Proposals



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Scale: 1:5000 @ A4  
Date: 31st July 2018  
Drawn: Martin Higgs/Astrid Wood  
Dept: GIS  
Doc: K:\GIS\MAPS\ESTATES\  
Andover BID Area

**Proposed BID Area**



<b>Streets</b>	
Anton Mill Road	
Black Swan Yard	
Borden Gates	
Bridge Street	
Chantry Street	
Chantry Way	
Charlton Road	
George Yard	
High Street	
London Street	
Marlborough Street	
Mill Road	
Newbury Street	
Northbound Western Avenue	
Savoy Close	
Shaws Walk	
South Street	
Union Street	
Waterloo Court	
West Street	
Westbrook Close	
Western Avenue	
Winchester Street	



**TVBC baseline statement of existing service**

<b>Baseline Activity</b>	<b>Cleaning and Greening General Grounds Maintenance</b>	
Notes of Service	1 - Grass cutting 2 - Shrubs & Hedges 3 - Weed Spraying	
Statutory or Discretionary?	1 - Discretionary 2 - Discretionary 3 - Discretionary	
Timing of activity	1 - Summer – 15 times 2 - Summer - x2 Winter x 1 3 - Summer - x3	
Staffing and equipment levels	1 - = 30hrs 1 - Mowers 2 - = 171hrs 2 - Hedge Cutter. 3 - =15hrs 3 - Weed killer & sprayer.	
Key Performance Indicators	All grass and shrubs maintained to an appropriate standard and to the frequencies set..	
Boundary area	Within proposed BID area	

See map below of areas maintained by TVBC Environmental Service

Brown – TVBC Land

Green – HCC Highways Land



<b>Baseline Activity</b>	<b>Cleaning and Greening Flowerbeds / Planters</b>	
Notes of Service	<ol style="list-style-type: none"> <li>1) Flower Beds Sainsbury Roundabout Planting/maintaining and watering</li> <li>2) Hanging baskets watering and maintaining</li> <li>3) Flower troughs watering and maintaining</li> <li>4) Planting/watering and maintaining planters Town Mills open space</li> <li>5) Maintaining and watering square planters in Bridge Street and London Street.</li> </ol>	
Statutory or Discretionary?	Discretionary	
Timing of activity	<ol style="list-style-type: none"> <li>1) Flower beds planted twice a year maintained weekly watered three times a week during summer</li> <li>2) Maintained fortnightly watered three times a week during summer</li> <li>3) Maintaining fortnightly watering three times a week during summer</li> <li>4) Planting twice a year maintaining weekly watering three times a week during summer</li> <li>5) Maintained monthly watered two/three times a week during summer</li> </ol>	
Staffing and equipment levels	<ol style="list-style-type: none"> <li>1) Planting two members of staff one day watering one member of staff with van and water pump 1hr each visit</li> <li>2) One member of staff with van and water pump 2.5 hrs each visit</li> <li>3) One member of staff with van and water pump. 1.5 hrs each visit</li> <li>4) One member of staff with van and water pump 1hr each visit</li> <li>5) One member of staff with van and water pump 1.5 hrs each visit</li> </ol>	
Key Performance Indicators	All maintenance completed to frequency	
Boundary area	Within proposed BID area	

<b>Baseline Activity</b>	<b>Cleaning and Greening Street Cleaning</b>	
Notes of Service	1 - Bin Emptying 2 - Litter Picking / Street Sweeping	
Statutory or Discretionary?	1&2 - Statutory	
Timing of activity	Monday – Friday 08:00 – 16:00 Saturday 08:00 – 16:00 Sunday 08:00 – 16:00	
Staffing and equipment levels	Monday - Friday x 1 Operative Saturday - 2 Operative Sunday - 1 Operative 1 sweepers barrow 1 Pedestrian Operated Mechanical sweeper 1 x HGV sweeper will sweep the roads within the BID Area once a day Monday – Friday, 20-30 Minutes	
Key Performance Indicators	Area to be kept free of litter and detritus as much as is practically possible	
Boundary area	Within proposed BID area	

<b>Baseline Activity</b>	<b>Cleaning and Greening Environmental Enforcement</b>	
Notes of Service	Abandoned Trolley recovery Graffiti removal Street furniture cleansing Chewing gum removal Fly posting removal	
Statutory or Discretionary?	Discretionary	
Timing of activity	All ad hoc works, as and when required	
Staffing and equipment levels	2 x Clean Team Operatives Van Chewing gum removal kits x 2 Chemicals for graffiti removal	
Key Performance Indicators	Offensive graffiti removed within 24 hrs	
Boundary area	Within proposed BID area	

Test Valley Borough Council - Cabinet - 12 September 2018

<b>Month</b>	<b>Type of Event</b>	<b>High Street</b>	<b>Time Ring</b>
Jan-18	Commerical Promotion	23/24th Jan - Blue Arrow Recruitment	
	Charity Promotion		Cancer Research
	Commerical Promotion		Riverford Farm
	Charity Promotion		Guide Dogs
	Charity Promotion		Great Ormond Street
	Public Event		Prayer Service
Feb-18	Public Event	6th Feb - WI 100th Centenary of Womens Vote	
	Charity Promotion	8/9th Feb - Dogs Trust Mobile Unit	
	Public Event	17th Feb - LGBT Awareness Session	
Mar-18	Charity Promotion	7th Mar - Macmillan Bus	
	Charity Promotion	19th Mar - Alzheimers Roadshow	
	Public Event	Egg & Spoon Race	
	Public Event	Passion Play	
	Charity Promotion		Guide Dogs
	Charity Promotion		PDSA
	Charity Promotion		Red Cross
	Commercial Promotion		A-Plan
Apr-18	Public Event		6/7th Apr - Andover Rocks
	Public Event		Andover Radio
	Public Event	15th Apr - Artisan Market	
	Public Event	29th Apr - A-Fest	

Test Valley Borough Council - Cabinet - 12 September 2018

May-18	Public Event	11th May - Business Fair	
	Public Event	20th May - Artisan Market	
	Public Event		Andover Town Band
Jun-18	Public Event	15th Jun - French Market	
	Public Event	17th Jun - Artisan Market	
	Public Event	24th Jun - Gardening Fair	
	Public Event		9th Jun - Concert
Jul-18	Public Event	8th or 22nd Andover Bicycle Race	
	Public Event	15th Jul - Artisan Market	
	Charity Promotion		Cats Protection
Aug-18	Public Event	Four Fun Fridays	
	Public Event	12th Aug - Shilling Fair	
	Public Event	19th Aug - Artisan Market	
Sep-18	Public Event	7th Sep - Business Fair	
	Public Event	16th Sep - Artisan Market	
	Public Event	23rd Sep - Festival of Motoring	
Oct-18	Public Event	21st Oct - Artisan Market	
Nov-18	Public Event	11th Nov - Remembrance Service	
	Public Event	16th Nov - Christmas Lights Switch on	
	Public Event	18th Nov - Artisan Market	
Dec-18	Public Event	16th Dec - Artisan Market	

**Andover Parking Tariffs 2018/19 (last increased Apr 2016)**

Ultra Short/Short/Medium term car parks

30 minutes £ 0.50

45 minutes £0.70

1 hour £1.00

2 hours £1.60

3 hours £2.00

4 hours £2.70

5 hours £3.40

Over 5 hours £5.90

Long Stay car parks

30 minutes £0.50

45 minutes £0.70

1 hour £1.00

2 hours £1.60\*\*

3 hours £2.00\*\*

4 hours £2.40

5 hours £2.80

Over 5 hours £4.40

\*\* Shepherds Spring Lane, Andover - special rate 2 hours £1.10

\*\* Shepherds Spring Lane, Andover - special rate 3 hours £1.20

Coaches/Market Traders at Shepherds Spring Lane

Up to 5 hours £3.50

Over 5 hours £7.00



**Season Tickets**

Annual £680.00

Quarterly £200.00

Andover Shepherds Spring Lane special rate

Annual £530.00

Quarterly £150.00

Replacement (lost or missing) £30.00

Student Parking Annual 3 day - term time only £120.00

Student Parking Annual 4 day - term time only £160.00

Student Parking Annual 5 day - term time only £200.00

Discount for purchase of 100 season tickets in  
single transaction for Shepherds Spring Lane and  
Chantry Centre car parks only

Test Valley Borough Council - Cabinet - 12 September 2018  
**Local Authority Town Centre Parking Charges (2017-18) TVBC option**

Authority	30 mins / 45 mins	1 hour	2 hours	3 hours	4 hours	5 hours	All Day	Main Charging Hours	Evening	Sunday	Public Holiday	Car park season tickets (Annual)	Parking Payment methods				On street parking charges Yes/No? if yes what is the charge?	Do you operate an on street permit scheme Yes/No? if yes how much do you charge?	When was the last time you increased car parking charges?	In the next 12 months do you anticipate any rises in car parking charges?	Do you have a park and ride?	
													Ringgo	Park mobile	Debit/cr edit Card	Others						
Test Valley	50p	70p	£1.00	£1.60	£2.00	£2.40 - £2.70	£2.80 - £3.40	£4.40 - £5.90	08.30 - 18.00	Free	Free	Free	£500 - £680	Yes	No	Yes*	PopP*	No	Yes £15 per permit	Apr-16	No	No
Eastleigh	N/A	N/A	£1.30	£2.60	£3.60	£4.40	£5.40	£13.50	07.00 - 18.00	Free After 6	£2.60 All Day	£910 - £1480	Yes	No	No	No	No	£30 for 1 permit per annum, £60 for 2 per annum	Sep-16	No	No	
New Forest	N/A	N/A	80p	£1.50	£2.20	£3.00	£4.00	£5.00	09.00 - 18.00	Free After 6	Standard	Unavailable (Parking clock scheme)	Yes	Yes	Yes	Parking clocks, short stay £20, long stay \$100 (annual)	No	Yes £25 - £31 per annum	2012	Possibly	No	
Salisbury	N/A	N/A	£1.30	£2.40	£3.80	£5.00	£8.00	£8.00	08.00 - 18.00	Free After 6	Standard	£1,040.00	No	No	No	MI Permit	Yes, 50p 30 mins, £1.50 Hour	£40 per annum for normal zone, £20 per annum for limited time zone	Apr-17	No	Yes	
W88, Berks	N/A	N/A	£1.50	£2.70	£3.90	£5.20	£12.00	£12.00	08.00 - 18.00	6pm - 8am £2	Standard	£360 quarterly, £1,150 Annual	No	Yes	Yes (Only in 4 car parks)	No	Yes, 30 mins free, 1 hour £1	£30 annual fee for a residents permit, except in Hungerford High Street and Park Terrace, Newbury, where the fee is £70.	Jun-17	No	No	
Winchester	N/A	N/A	£1.40	£2.80	£4.20	£5.60	£15.00	£15.00	08.00 - 20.00	Free after 6	Free	£2,760.00	Yes in Park and Ride	Yes	Yes	Smart card in park in ride (Top up Card)	Yes - 70p - £1.40 for 1 hour	£22 per annum, £70 per annum for year after first	May-17	Unlikely	Yes - £3.00 Max	
Basingstoke	50p	N/A	£1.00	£2.00	£3.00	£4.00	£5.00	£6.00 - £10.00	08.00 - 18.00	£1.00	Free (Apart from good Friday)	£500 - £1200	No	Yes	Yes	N/A	Same Charges apply	£35 per annum	2015	No	No	
Southampton	N/A	N/A	£1.00	£2.00	£3.40	£4.30	£7.50	£7.50 - £8.00	08.00 - 20.00	Free after 1pm - 6pm	Standard 1pm - 6pm	£1,200.00	No	Yes	Yes	No	Yes, 30 mins £1, 1 hour £2, 1.5 hours £3, 2 hours £4 (inner city zone)	£100 per annum	May-15	No	No	

\* Chantry Centre MSCP only

Towns that have a similar national retailer representation to A

Authority	30 mins	45 mins	1 hour	2 hours	3 hours	4 hours	5 hours	All Day	Charging Hours	Evening	Sunday	Public Holiday	Car park season tickets (Annual)	Payment methods			On street parking charges Yes/No. If yes what is the charge	Do you operate an on street residents permit scheme Yes/No? If yes how much do you charge?	When was the last time you increased car parking charges?	In the next 12 months do you anticipate any rises in car parking charges?	Do you have a park and ride?
														Ringgo	Park mobile	Debit/cr edit Card					
Fareham Inner car parks	N/A	N/A	£1.00	£2.00	£3.00	£4.00	£5.00	£1 per Hour	08.00 - 18.00	Free after 6 pm (5 pm on thursdays)	Standard 10.30 - 16.00 (Free 10.30 - 16.00 on Christmas Day and Easter Sunday)	No	No	No	Yes	No	Yes, £45 per annum or £75 for 2 years	Unsure	No	No	
Fareham MSCP and premium car parks	N/A	N/A	£1.50	£3.00	£4.50	£6.00	£7.50	£1.50 per hour	08.00 - 18.00	Free after 6 pm (5 pm on thursdays)	Standard 10.30 - 16.00 (Free 10.30 - 16.00 on Christmas Day and Easter Sunday)	No	No	No	Yes	No	Yes, £45 per annum or £75 for 2 years	Unsure	No	No	
From	N/A	N/A	£1.80	£2.60	£3.10	£5.70	£5.70	£20.00	24h	Standard £1.50 up to 2 hours, over 2 £2.50	Standard	£1115 - £1950	No	No	Yes	No	£50 for one permit per annum £75 for 2 permits per annum	Apr-17	No	No	
Concester	50p	N/A	£1.30	£2.30	£3.00	N/A	£3.90	£6.50	08.00 - 18.00	Free after 6pm (Some free after)	Standard	£218 - 418	No	Yes	Yes	MifPermit	Unknown	Unsure	31st March 2018	No	No
Bishops Stortford	Free	N/A	80p	£1.60	£2.20	£2.90	£3.60	£4.40	07.30 - 18.30	Free after 6.30	Free	Free	No	Yes	No	No	Yes £36 for 1 permit per annum, £72 for 2 permits per annum.	2015	No	No	



# **ANDOVER BID**

## **WORKING FOR YOU**

**A business plan for a  
Business Improvement District (BID)  
for Andover Town Centre**

2019-2024

[www.andoverbid.co.uk](http://www.andoverbid.co.uk)

1st DRAFT ONLY



# Introduction from the Chair

I am delighted to share with you the business plan against which the Andover BID would deliver for the next five years. I truly believe that these proposals are a real opportunity to take the promotion and perception of Andover town centre to a new level. Increased promotion of what Andover has to offer is the core to these proposals, as a series of new events to further draw footfall to your business and make Andover a better place to work for your staff. None of this however will be possible without your support, so I urge you to read this business plan, embrace the opportunities and vote 'yes' for the Andover BID.

PHOTO

Signature

Lise Armstrong  
Chair of the  
business-led Steering  
Group

## Contents

1. Introduction from the Chair
2. About the BID
3. Research behind the BID
4. What did businesses prioritise in our research
5. Improving Perceptions
7. Raising the Profile
9. BID Area
11. Budget and Levy Rules
12. Governance and Finances
13. Testimonials
14. Supporting the BID
15. How to Vote

# About the BID

## Could our BID money end up being spent in a different place?

No! The money a BID collects is ring-fenced for use in the BID. The money will be used to provide a radio link scheme, enhanced marketing and more events throughout the town and only in the town.

## Are all BIDs the same size?

BIDs come in all shapes and sizes, with the smallest having 50 hereditaments and the largest over 2,000. Andover will have circa 254 hereditaments that will be liable to pay the levy.

## How much will this BID raise?

Andover BID will create investment of at least £220,000 per annum. In addition, BIDs attract on average 30% additional revenue via growth and funding bodies.

## How did this plan come together?

Extensive research with businesses who are likely to pay the levy and key stakeholders. This included face to face questionnaires and four workshops to help people understand what a BID is and exactly what it can deliver for Andover.

## How long does a BID last for?

BIDs operate for a maximum of five years within the legislative framework. After that, another ballot of businesses is required. BIDs prove to be extremely successful at ballot with a 90% renewal success rate after five years.

## How is the BID funded?

The BID is funded via a levy which is a small percentage of the rateable value of the business or premises'. In Andover that will be 2%.

## What will my business pay?

If the rateable value of your business is £10,000, you will pay £200 per annum.

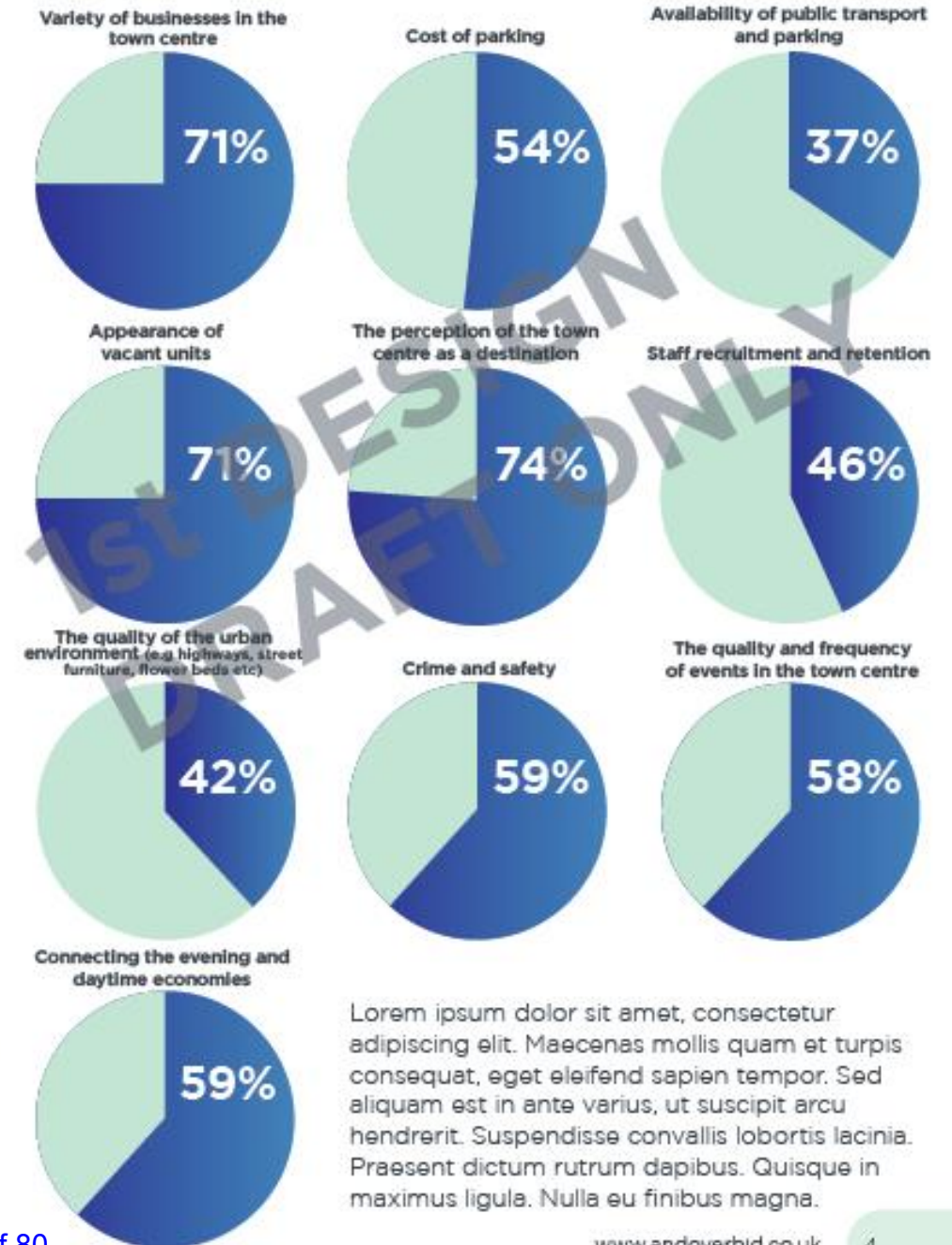


# Research behind the BID

Over the past 12 months, extensive research has been carried out looking into the core improvement priorities for Andover town centre. This research has demonstrated that a Business Improvement District could provide projects of real value and make a substantial difference over the next five years.



## What did businesses in Andover prioritise in our



# Improving Perceptions

Andover has a rich history dating back to the Iron Age and its architecture reflects this, with some beautiful Norman churches mixed in with modern developments and exciting plans for the riverside area in place. Now is the time for the establishment of a BID in Andover to shout louder about Andover's rich past and its exciting future.

Andover BID will invest in a series of projects with the specific aim of improving perceptions of Andover for businesses, residents and consumers. This will help the town to challenge some of its closest competitors and encourage increased footfall and spend.



## 1 Creating a Shopwatch and Leisurewatch scheme, helping deliver information and radios to businesses.

The BID will create a Shopwatch and Leisurewatch scheme, providing radios to BID members and establishing an information sharing system. This will lead to a civil exclusion notice scheme targeting the most prolific offenders and setting a clear message that shoplifting and ASB is not tolerated in Andover.

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**Name Name, Business Name**



## 3 Working with Landlords to Improve the aesthetics and decreased volume of vacant units.

## 2 Ensuring streetscene standards in Andover are consistently high.

The BID Manager will meet regularly with the cleansing, highways and licensing teams within the local authority, raising problems with issues such as cleanliness, street furniture and signage and working on behalf of the business community to get these issues resolved promptly.

Vacant units are a problem for all town centres. Andover BID will take a proactive approach in tackling this problem, offering innovative solutions to improve the appeal of long term vacant units including partnering with local artists to produce appealing works that can be used to vinyl the windows. The BID will also produce a "Why Andover?" brochure that agents can give to potential tenants. The BID will also investigate the potential for pop up shops for incubator businesses.



# Raising the Profile

Coupled with changing the perception of Andover is the need to raise its profile. Over the five year term of the BID, it has a clear aim to enhance the profile of Andover to those within a 30 minute drive time.

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**Name Name, Business Name**



## 1 Marketing campaigns directed at the Nearby Towns.

The BID will run a targeted "Did You Know?" campaign in competing centres, highlighting the retail and leisure offering of Andover as well as acting as marketing collateral for BID and other town centre events taking place.

## 2 A series of new events aimed at the bringing families to Andover.

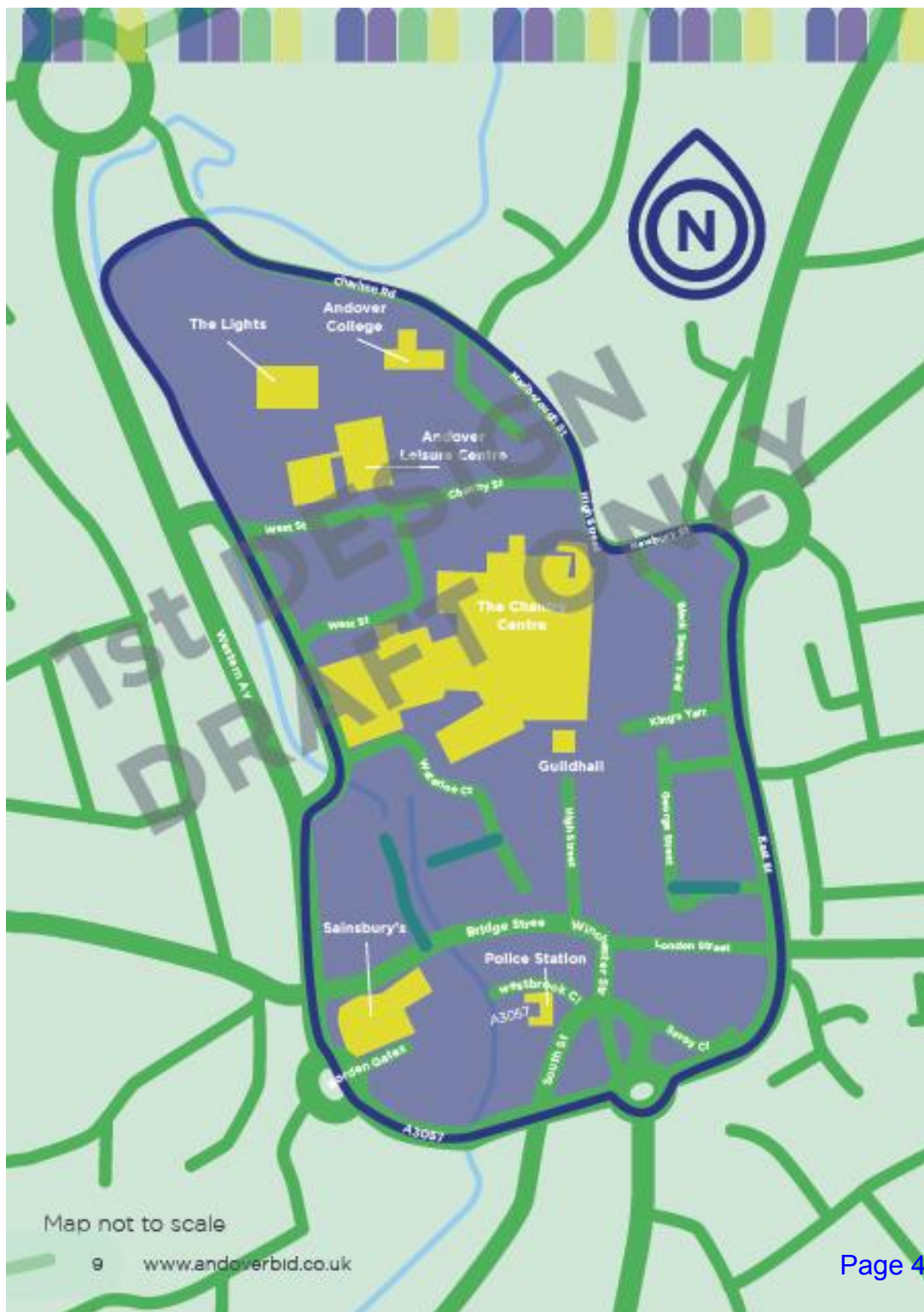
A series of family friendly events will take place throughout the year, this will work in conjunction with the marketing campaigns aimed at the with the explicit aim of increasing footfall from within a 30 minute drive time.

## 3 Make use of emerging riverside opportunity.

Throughout the research conducted, businesses were clear that they wanted to make more of the town's riverside location. Over the term of the BID, the BID team will aim to take advantage of all opportunities made available through any riverside development.







## BID Area

- Anton Mill Road
- Black Swan Yard
- Borden Gates
- Bridge Street
- Chantry Street
- Chantry Way
- Charlton Road
- George Yard
- High Street
- London Street
- Marlborough Street
- Mill Road
- Newbury Street
- Northbound Western Avenue
- Savoy Close
- Shaws Walk
- South Street
- Union Street
- Waterloo Court
- West Street
- Westbrook Close
- Western Avenue
- Winchester Street



Map not to scale



# Budget and Levy Rules

	Year 1	Year2	Year 3	Year 4	Year 5	TOTAL

## Levy Rules

- 1** The levy rate to be paid by each property or hereditament is to be calculated as 2% of its rateable value as at the 'chargeable day' (notionally 1st April each year).
- 2** All properties or hereditaments with a rateable value of £10,000 or more will be eligible for payment of the levy.
- 3** The number of properties or hereditaments liable for the levy is circa 254.
- 4** From 2019 onwards, levy rate will not be inflated during the five years.
- 5** The levy will be charged annually in advance for each chargeable period (April to March each year), starting in April 2019. No refunds will be made.
- 6** The maximum amount payable for any one hereditament has no cap.
- 7** The owners of untenanted properties or hereditaments will be liable for payment of the levy.
- 8** Occupiers within shopping centres that are subject to a service charge will pay 1.5% of their rateable value.

## Governance

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## Finances

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“ We at the Riverside Bowl Complex are delighted to support the Andover Bid and look forward to working with other businesses locally to make the most of the opportunity to make our High Street a vibrant, welcoming place to spend time with friends and family.”

**Nicki Grimison**  
**Leisure Facility**  
**Manager, Riverside**  
**Bowl Complex**

“ Active Staff are excited about the Andover BID proposal. The beautiful market town will see positive enhancements and growth which will unite the community of Andover. I look forward to seeing more events and a safer town to encourage local visitors to shop and stay in Andover.”

**Sandy Crockford**  
**Active Staff**

“ The BID is an extremely valuable asset to Andover town centre, supporting local businesses, creating cleaner safer streets. We are proud to partner with Andover BID.”

**Sarah Robinson**  
**Oaktree Accountants**

# Supporting the BID



**Name Name**  
**Title**



**Name Name**  
**Title**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas mollis quam et turpis consequat, eget eleifend sapien tempor. promptly.  
**Name Name,**  
**Business Name**



# Vote Yes for Andover

2019-2024

First Day of Ballot: 12th October 2018

Ballot Day: 8th November 2018

## How to Vote

<b>By Post:</b>	<b>In the Ballot Box:</b>	<b>By Courier:</b>
Address	53 Chantry Street,	Address
Address	Andover	Address
Address	SP10 1LT	Address
Address		Address



**ANDOVER BID**  
WORKING FOR YOU

 [hello@andoverbid.co.uk](mailto:hello@andoverbid.co.uk)  
 [www.andoverbid.co.uk](http://www.andoverbid.co.uk)

## **Glossary of Terms**

**BID Proposer** – the town centre businesses, represented by the Andover BID Steering Group, which initially submitted the request to the Council and Secretary of State on 19 May 2017 to hold a BID Ballot.

**BID Body** – the company that is set up to manage the BID levy if the ballot is successful.

**Local Authority:** Test Valley Borough Council (TVBC)

**The List Holder for provision of Ratings List data** – *On receipt of a valid request from the BID Proposer, the Local Authority is required to [prepare a document (from its business rates records) showing the name of each business ratepayer within the boundary of the proposed BID, together with the address and rateable value of each relevant business property occupied or (if unoccupied) owned by the ratepayer, and provide this to the BID proposer.*

**The Billing Authority** – *The local authority that is required to manage the collection and enforcement of BID levy charges (in this case TVBC).*

**Ballot Holder** – under the Regulations, the Returning Officer (Chief Executive at TVBC) is the Ballot Holder, responsible for the ballot of persons who will be liable to pay the BID levy.

### **Documents**

**BID Proposals** includes business plan, operating agreement (including baseline statements), list of street and hereditaments within BID boundary.

**Baseline Statements** - The description of existing services provided by public bodies which the BID will add to and not substitute for.

**Operating Agreement** - the agreement between the BID Proposer and TVBC which defines the levy collection arrangement including the mechanism for charging.

**Business Plan** – The detailed proposition on which the business rate payers will vote. It will include the levy rate, business rate threshold for charging, any discounts, BID boundary and how the levy will be spent in furtherance of the ambitions of the BID.

**ANNEX 3****TVBC premises liable to pay BID levy**

<b>Address</b>	<b>Rateable Value (2017)</b>	<b>2.0% Levy</b>
Town Mill car park	£30,750	£615
Marlborough St car park (adj College)	£23,500	£470
Marlborough St car park (opp Church)	£24,000	£480
Upper Guildhall	£12,750	£255
TVBC High St	£10,000	£200
Multi-storey car park	£111,000	£2,220
Black Swan Yard car park	£59,500	£1,190
8-10 Union Street	£17,000	£340
George Yard car park	£128,000	£2,560
Andover Bus Station	£42,500	£850
South St car park (adj. Church)	£13,500	£270
The Lights	£46,750	£935
Magistrates Court	£168,000	£3,360
<b>Total</b>	<b>£687,250</b>	<b>£13,745</b>

\* TVBC responsible only for vacant units

## ITEM 10

## Corporate Financial Monitoring

Report of the Finance Portfolio Holder

### Recommended:

**That the financial position for each Portfolio and the key revenue areas contained in the Annex be noted.**

#### SUMMARY:

- This report reviews the Council's revenue spending for the first four months of the 2018/19 financial year.
- It also examines the main differences between the original estimate for 2018/19 and actual spend to 31 July 2018 and provides explanations for significant variances.
- Overall, net expenditure to 31 July 2018 was £496,400 less than budgeted at this stage of the year. This favourable variance comprises additional income and savings of £464,800 due to service related expenditure and £31,600 additional income from the Council's investing and borrowing activities.

### 1 Introduction

- 1.1 As part of responsible financial stewardship, it is recommended that the financial performance of the Council should be reviewed regularly.
- 1.2 Revenue budget monitoring is carried out every month for all Services and presented to Cabinet regularly throughout the year.
- 1.3 This report examines the income and expenditure of each portfolio over the first four months of the year. The Annex shows the financial summaries of each portfolio to 31 July 2018 together with an explanation of any significant variances.
- 1.4 Several key areas of income and expenditure, not all apparent within individual portfolios have also been analysed and are also shown in the Annex.

### 2 Background

#### Profiling of Income and Expenditure

Not all income and expenditure is incurred equally over the year. For example, some costs (e.g. lease costs) are allocated at the end of the year, and others are stepped throughout the year (e.g. rental income is invoiced quarterly in advance). The manner that income or expenditure is received or incurred over the course of the year is referred to as its profile.

- 2.1 In order to make the analysis more relevant, the actual income and expenditure to 31 July is being compared against its profiled position at this time.

Analysis of income and expenditure

- 2.2 The Annex shows, by portfolio, an analysis of original budget, profiled budget to date, actual expenditure to date and the variance between profiled budget and actual income / expenditure.
- 2.3 The Annex also shows an analysis of key areas of income and expenditure within the budget that are traditionally subject to variations in the year.

**3 Analysis of Financial Performance**

3.1 Leader's Portfolio

The Leader's portfolio shows net expenditure to the end of July of £484,300 against a profiled budget of £482,800. This represents a very small adverse variance of £1,500 to date.

3.2 Deputy Leader & Planning Portfolio

The Deputy Leader & Planning Portfolio shows net income of £49,100 compared with a profiled net expenditure estimate of £55,100 – a favourable variance of £104,200.

This is due mainly to higher than anticipated income from planning application fees and savings on staff costs, which are partly offset by lower than estimated income from car parking and unbudgeted planning appeal costs. The planning appeal costs will be monitored and may be met from contingencies if necessary.

3.3 Community & Leisure Portfolio

The Community & Leisure portfolio shows net expenditure to the end of July of £550,300 against a profiled estimate of £547,500. This is a small adverse variance of £2,800.

3.4 Corporate Portfolio

The Corporate portfolio shows net expenditure to the end of July of £1.332M against a profiled budget of £1.423M. This represents a favourable variance of £91,000 to date.

This is due mainly to lower than anticipated staffing costs to date and additional income from specific government grants.



3.5 Economic Development & Tourism Portfolio

The Economic Development & Tourism Portfolio shows net expenditure of £190,800 against a profiled estimate of £182,500 to the end of July, an adverse variance of £8,300.

3.6 Environmental Portfolio

The Environmental portfolio shows net expenditure of £749,100 against a profiled estimate to the end of July of £806,000 – a favourable variance of £56,900.

This is due to higher than expected income from the garden waste scheme, dried mixed recycling and lower than anticipated staff costs.

3.7 Finance Portfolio

The Finance portfolio has generated net income of £2.216M against a profiled estimate of £2.021M to the end of July. This is a favourable variance of £194,400.

This is due mainly to lower than expected staffing costs to date and higher than expected rental income from the Council's investment property portfolio.

3.8 Housing & Environmental Health Portfolio

The Housing & Environmental Health portfolio shows expenditure of £587,800 compared with the profiled estimate of £618,400. This is a favourable variance of £30,600.

This is due to lower than expected staffing costs which are partly offset by lower than anticipated income from pest control and higher expenditure on bed and breakfast costs.

3.9 Key areas of income and expenditure

The Annex also shows an analysis of significant items in the Council's budget. These can be spread across several Services or cost centres so may be included in more than one portfolio.

While not necessarily under the direct control of one budget manager it is important that these items are reviewed regularly in total as they provide a good indication of the overall variances within the budget.

3.10 Investment Funds and borrowing costs

Net investment income to 31 July 2018 was £172,000 compared with a profiled estimate of £140,400 – this represents a favourable variance of £31,600.

This is due to the actual rate of return being higher than anticipated.

The Council has incurred no external borrowing costs in the year to date.

**4 Risk Management**

4.1 This report is for information purposes so the Council’s Risk Management approach does not need to be applied.

**5 Resource Implications**

5.1 A favourable variance of £496,400 in the first four months of the year has been identified in this report. There is a mixture of adverse and favourable variances across the portfolios and these will continue to be monitored and reviewed as part of the Budget process.

5.2 Where there have been favourable variances in the year to date, Heads of Service have the authority to utilise these amounts up to the limits laid out in Financial Regulations.

**6 Equality Issues**

6.1 This report is for information purposes, so the Council’s EQIA process does not need to be applied.

**7 Conclusion and reasons for recommendation**

7.1 Overall, net expenditure is £496,400 lower than forecast at 31 July 2018. There are a number of areas with large variances between the profiled budget and the actual income / expenditure to date.

7.2 The report does not make any recommendations for changes to budgets at this stage in the year and therefore the recommendation is that the current budget position be noted.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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: Finance) Councillor Giddings			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	12 September 2018

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>TOTAL EXPENDITURE</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Leader & Corporate Management Portfolio	1,594,600	482,803	484,269	1,466
Deputy Leader & Planning Portfolio	(55,167)	55,129	(49,123)	(104,252)
Community & Leisure Portfolio	1,193,052	547,526	550,333	2,807
Corporate Portfolio	4,372,958	1,423,315	1,331,990	(91,325)
Economic Development & Tourism Portfolio	356,670	182,470	190,819	8,349
Environmental Portfolio	3,355,764	805,968	749,089	(56,879)
Finance Portfolio	(4,413,885)	(2,021,433)	(2,215,834)	(194,401)
Housing & Environmental Health Portfolio	1,706,960	618,433	587,822	(30,611)
Net investment income	(427,000)	(140,400)	(172,000)	(31,600)
<b>Net Service Controlled Portfolio Expenditure</b>	<b>7,683,952</b>	<b>1,953,811</b>	<b>1,457,365</b>	<b>(496,446)</b>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>LEADER &amp; CORPORATE MANAGEMENT PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	£	£	£	£
<b><u>Chief Executive's Office</u></b>				
Chief Executive's Office	1,006,030	333,939	337,274	3,335
Human Resources Service	422,380	113,030	109,604	(3,426)
<b>Net Expenditure</b>	<b>1,428,410</b>	<b>446,969</b>	<b>446,878</b>	<b>(91)</b>
<b><u>Corporate &amp; Democratic Core</u></b>				
Corporate Subscriptions	19,380	11,763	11,763	0
Corporate Public Relations, Information & Consultation	9,000	0	444	444
Corporate Management	120,890	13,334	14,622	1,288
Delivering Public Services Electronically	14,200	10,000	10,000	0
Strategic Partnership	2,720	737	562	(175)
<b>Net Expenditure</b>	<b>166,190</b>	<b>35,834</b>	<b>37,391</b>	<b>1,557</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>1,594,600</b>	<b>482,803</b>	<b>484,269</b>	<b>1,466</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**  
**LEADER & CORPORATE MANAGEMENT PORTFOLIO**  
**EXPLANATION OF KEY VARIANCES**

**ANNEX**

	£ 000
Profiled Estimate to 31 July 2018	483
Actual Spend to 31 July 2018	<u>484</u>
Adverse Variance to 31 July 2018	<u><u>1</u></u>
No significant variances to report	
Sundry variance	<u>1</u>
	<u><u>1</u></u>

PORTFOLIO REVENUE INFORMATION

ANNEX

<b>DEPUTY LEADER &amp; PLANNING PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	£	£	£	£
<b><u>Chief Executives's Office</u></b>				
Planning Policy	451,469	151,155	146,446	(4,709)
Local Development Framework	149,384	39,605	29,258	(10,347)
<b>Net Expenditure</b>	<b>600,853</b>	<b>190,760</b>	<b>175,704</b>	<b>(15,056)</b>
<b><u>Corporate &amp; Democratic Core</u></b>				
Romsey Future	10,000	3,332	3,615	283
<b>Net Expenditure</b>	<b>10,000</b>	<b>3,332</b>	<b>3,615</b>	<b>283</b>
<b><u>Estates &amp; Economic Development</u></b>				
Estates Support Unit	25,910	8,637	8,606	(31)
Engineers	250,554	90,812	85,496	(5,316)
Highways	(78,210)	18,516	19,320	804
Parking	(1,806,218)	(586,658)	(522,731)	63,927
Community Transport	61,000	8,625	8,625	0
<b>Net Income</b>	<b>(1,546,964)</b>	<b>(460,068)</b>	<b>(400,684)</b>	<b>59,384</b>
<b><u>Planning &amp; Building</u></b>				
Development Control & Enforcement	887,636	315,777	211,817	(103,960)
Building Control	(6,692)	5,328	(39,575)	(44,903)
<b>Net Expenditure</b>	<b>880,944</b>	<b>321,105</b>	<b>172,242</b>	<b>(148,863)</b>
<b>Net Service Controlled Portfolio Expenditure / (Income)</b>	<b>(55,167)</b>	<b>55,129</b>	<b>(49,123)</b>	<b>(104,252)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**

ANNEX

**DEPUTY LEADER & PLANNING PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2018	55
Actual Spend to 31 July 2018	<u>(49)</u>
Favourable Variance to 31 July 2018	<u><u>(104)</u></u>
 <u>Parking</u>	
Salary savings due to vacancies	(17)
Penalty Charge Notices - lower than estimated income due to staff vacancies	21
Car parking income is lower than estimated, particularly for Andover car parks	48
 <u>Development Control &amp; Enforcement</u>	
Planning Appeal Costs.	33
Lower than budgeted Pre Application Fees to date	15
Higher than budgeted Planning Application Fees to date	(154)
 <u>Building Control</u>	
Salary savings due to vacancies	(15)
Additional income to date	(27)
 Sundry variance	 <u>(8)</u>
	<u><u>(104)</u></u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>COMMUNITY &amp; LEISURE PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Community &amp; Leisure</u></b>				
<b>Leisure Management</b>				
Leisure Management	196,176	65,649	70,121	4,472
<b>Net Expenditure</b>	<b>196,176</b>	<b>65,649</b>	<b>70,121</b>	<b>4,472</b>
<b>Parks, Countryside &amp; Sport</b>				
Managed Sports Facilities	(608,100)	(189,450)	(188,809)	641
Outdoor Sports Facilities	71,413	30,494	28,873	(1,621)
Playgrounds	8,910	2,970	2,002	(968)
Sports Development	14,050	4,676	0	(4,676)
Cemeteries	(105,640)	(24,532)	(12,868)	11,664
Grounds Maintenance	65,470	89,327	88,366	(961)
Nature Reserves	71,282	28,532	26,932	(1,600)
Urban Parks and Open Spaces	257,448	109,586	110,775	1,189
<b>Net Expenditure</b>	<b>(225,167)</b>	<b>51,603</b>	<b>55,271</b>	<b>3,668</b>
<b>Community Development</b>				
Community Engagement	946,702	350,747	345,627	(5,120)
<b>Net Expenditure</b>	<b>946,702</b>	<b>350,747</b>	<b>345,627</b>	<b>(5,120)</b>
<b>Arts &amp; Culture</b>				
Andover Events Programme	8,400	(537)	(574)	(37)
Arts Function	20,324	(10,127)	(9,819)	308
The Lights	246,617	90,191	89,707	(484)
<b>Net Expenditure</b>	<b>275,341</b>	<b>79,527</b>	<b>79,314</b>	<b>(213)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>1,193,052</b>	<b>547,526</b>	<b>550,333</b>	<b>2,807</b>



PORTFOLIO FINANCIAL MONITORING INFORMATION ANNEX

COMMUNITY & LEISURE PORTFOLIO

EXPLANATION OF KEY VARIANCES

	£ 000
Profiled Estimate to 31 July 2018	548
Actual Spend to 31 July 2018	<u>550</u>
Adverse Variance to 31 July 2018	<u><u>2</u></u>
<u>Cemeteries</u>	
Cemeteries income lower than budgeted	14
Sundry variance	<u>(12)</u>
	<u><u>2</u></u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>CORPORATE PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Corporate &amp; Democratic Core</u></b>				
Emergency Planning	33,460	4,650	3,653	(997)
Councillors	468,690	156,001	152,154	(3,847)
Councillor Meetings	64,120	32,431	29,131	(3,300)
Mayoral Office	41,130	10,232	7,692	(2,540)
Civic Ceremonies	8,000	5,000	6,572	1,572
Allocated Central Overheads	60,110	44,340	50,879	6,539
Non-distributable Costs	1,161,600	232,500	232,475	(25)
<b>Net Expenditure</b>	<b>1,837,110</b>	<b>485,154</b>	<b>482,556</b>	<b>(2,598)</b>
<b><u>Information Technology</u></b>				
Management	144,509	51,803	43,015	(8,788)
Service Desk	122,313	45,215	50,070	4,855
Infrastructure	453,574	189,708	194,498	4,790
Corporate Services	378,332	135,781	139,887	4,106
<b>Net Expenditure</b>	<b>1,098,728</b>	<b>422,507</b>	<b>427,470</b>	<b>4,963</b>
<b><u>Legal &amp; Democratic</u></b>				
Legal Service	728,470	246,008	207,526	(38,482)
Land Charges	(109,310)	(22,289)	(56,546)	(34,257)
Council Elections	135,990	47,792	48,806	1,014
Registration Of Electors	76,870	5,257	(10,245)	(15,502)
Lotteries, Amusements & Gaming Permits	(7,580)	(2,530)	(1,646)	884
Alcohol & Entertainment Licensing	(36,570)	(5,214)	(4,140)	1,074
Scrap Metal Dealers	2,110	701	490	(211)
Hackney Carriages & Private Hire Vehicles	(3,390)	1,819	3,949	2,130
<b>Net Expenditure</b>	<b>786,590</b>	<b>271,544</b>	<b>188,194</b>	<b>(83,350)</b>
<b><u>Revenues Service</u></b>				
Customer Services Unit	650,530	244,110	233,770	(10,340)
<b>Net Expenditure</b>	<b>650,530</b>	<b>244,110</b>	<b>233,770</b>	<b>(10,340)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>4,372,958</b>	<b>1,423,315</b>	<b>1,331,990</b>	<b>(91,325)</b>

## CORPORATE PORTFOLIO

## EXPLANATION OF KEY VARIANCES

	£ 000
Profiled Estimate to 31 July 2018	1,423
Actual Spend to 31 July 2018	<u>1,332</u>
Favourable Variance to 31 July 2018	<u>(91)</u>
<u>Allocated Central Overheads</u>	
Annual maintenance charges for finance system higher than budgeted	6
<u>Legal Service</u>	
Salary savings due to vacancies, partly offset by costs of agency staff	(25)
Legal Fee Income to date is higher than estimated	(12)
<u>Land Charges</u>	
Salary savings due to vacancies	(4)
Land Charges Fee Income to date is higher than estimated	(6)
Additional income from government grant	(22)
<u>Register of Electors</u>	
Additional income from government grant	(15)
<u>Customer Service</u>	
Salary savings due to vacancies	(10)
Sundry variance	<u>(3)</u>
	<u>(91)</u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>ECONOMIC DEVELOPMENT &amp; TOURISM PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	£	£	£	£
<b><u>Community &amp; Leisure</u></b>				
Heritage	45,230	43,870	44,066	196
<b>Net Expenditure</b>	<b>45,230</b>	<b>43,870</b>	<b>44,066</b>	<b>196</b>
<b><u>Estates &amp; Economic Development</u></b>				
Estates Support Unit	133,480	44,493	43,689	(804)
Andover Market	(30,020)	(36,677)	(36,759)	(82)
Economic Development & Promotion	91,280	45,957	46,368	411
Promotion of Tourism	96,330	78,511	85,348	6,837
Town Centre Management	20,370	6,316	8,107	1,791
<b>Net Expenditure</b>	<b>311,440</b>	<b>138,600</b>	<b>146,753</b>	<b>8,153</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>356,670</b>	<b>182,470</b>	<b>190,819</b>	<b>8,349</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**  
**ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO**

**ANNEX**

**EXPLANATION OF KEY VARIANCES**

£ 000

Profiled Estimate to 31 July 2018	182
Actual Spend to 31 July 2018	<u>191</u>
Adverse Variance to 31 July 2018	<u>9</u>
<u>Promotion of Tourism</u> Higher than estimated expenditure on supplies and services	6
Sundry variance	<u>3</u>
	<u>9</u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>ENVIRONMENTAL PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Environmental Service</u></b>				
Grounds Maintenance	901,624	445,496	444,458	(1,038)
Waste Collection	1,696,272	381,308	342,314	(38,994)
Garden Waste Collection	(140,179)	(342,664)	(348,977)	(6,313)
Street Cleansing	922,320	262,886	248,227	(14,659)
Vehicle Workshop	(43,712)	(27,514)	(27,754)	(240)
Service Overhead Account	7,439	85,706	90,071	4,365
<b>Net Expenditure</b>	<b>3,343,764</b>	<b>805,218</b>	<b>748,339</b>	<b>(56,879)</b>
<b><u>Chief Executive's Office</u></b>				
Sustainability	12,000	750	750	0
<b>Net Expenditure</b>	<b>12,000</b>	<b>750</b>	<b>750</b>	<b>0</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>3,355,764</b>	<b>805,968</b>	<b>749,089</b>	<b>(56,879)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**

**ANNEX**

**ENVIRONMENTAL PORTFOLIO**

**EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2018	806
Actual Spend to 31 July 2018	<u>749</u>
Favourable Variance to 31 July 2018	<u><u>(57)</u></u>
<u>Waste Collection</u>	
Additional Dry Mixed Recycling income	(46)
<u>Garden Waste Collection</u>	
Additional income to date	(9)
<u>Street Cleansing</u>	
Salary savings due to vacancies	(11)
Additional shopping trolley returns income to date	(6)
Sundry variance	<u>15</u>
	<u><u>(57)</u></u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

FINANCE PORTFOLIO	Updated Estimate 2018/19	Profiled Estimate to 31/07/18	Actual Expenditure to 31/07/18	Adverse / (Favourable) Variance
	£	£	£	£
<b><u>Estates &amp; Economic Development</u></b>				
Estates Support Unit	779,345	250,129	259,628	9,499
Business Park Development	(5,748,500)	(2,252,338)	(2,296,455)	(44,117)
Investment Properties	(968,270)	(430,552)	(439,945)	(9,393)
Corporate Properties	(539,300)	(222,223)	(251,074)	(28,851)
Union Street	(92,410)	(45,700)	(45,700)	0
Chantry Centre	(374,600)	(187,300)	(250,000)	(62,700)
Andover Bus Station	(7,380)	(13,322)	(13,676)	(354)
Andover Magistrates Court	10,500	10,500	9,434	(1,066)
Public Halls	13,300	(7,460)	(11,339)	(3,879)
Public Conveniences	146,860	56,484	27,466	(29,018)
Office Accomodation	197,260	21,369	15,822	(5,547)
Building Maintenance	89,870	35,499	27,504	(7,995)
Building Cleaning	2,160	3,982	2,164	(1,818)
Depot Costs	55,060	10,938	10,414	(524)
Leisure Facilities	47,000	8,833	11,409	2,576
<b>Net Income</b>	<b>(6,389,105)</b>	<b>(2,761,161)</b>	<b>(2,944,348)</b>	<b>(183,187)</b>
<b><u>Finance</u></b>				
Finance Service	827,920	268,078	267,344	(734)
<b>Net Expenditure</b>	<b>827,920</b>	<b>268,078</b>	<b>267,344</b>	<b>(734)</b>
<b><u>Revenues</u></b>				
Council Tax Support Administration	333,009	110,990	117,550	6,560
Housing Benefit	386,016	133,610	119,750	(13,860)
Local Taxation Services	428,275	227,050	223,870	(3,180)
<b>Net Expenditure</b>	<b>1,147,300</b>	<b>471,650</b>	<b>461,170</b>	<b>(10,480)</b>
<b>Net Service Controlled Portfolio Income</b>	<b>(4,413,885)</b>	<b>(2,021,433)</b>	<b>(2,215,834)</b>	<b>(194,401)</b>



ANNEX

**PORTFOLIO FINANCIAL MONITORING INFORMATION**

**FINANCE PORTFOLIO**

**EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2018	(2,021)
Actual Spend to 31 July 2018	<u>(2,216)</u>
Favourable Variance to 31 July 2018	<u><u>(195)</u></u>
 <u>Estates &amp; Economic Development</u>	
Estates Support Unit - additional costs in supplies & services	12
Additional rental income due to in year increases, new tenants and income received from a prior year	(151)
Savings on cleaning costs	(28)
 <u>Revenues</u>	
Salary savings due to vacancies across the service	(21)
Housing Benefit - grant received from the DWP.	(10)
Additional supplies & services costs for software	5
Sundry variance	<u>(2)</u>
	<u><u>(195)</u></u>

**PORTFOLIO REVENUE INFORMATION**

ANNEX

<b>HOUSING &amp; ENVIRONMENTAL HEALTH PORTFOLIO</b>	<b>Updated Estimate 2018/19</b>	<b>Profiled Estimate to 31/07/18</b>	<b>Actual Expenditure to 31/07/18</b>	<b>Adverse / (Favourable) variance</b>
	£	£	£	£
<b><u>Housing</u></b>				
<b>Housing Activities</b>				
General Management	96,590	32,083	33,452	1,369
Housing Development	162,430	58,121	53,689	(4,432)
Hampshire Home Choice	1,000	65,624	65,517	(107)
Housing Options	544,600	179,896	196,598	16,702
<b>Net Expenditure</b>	<b>804,620</b>	<b>335,724</b>	<b>349,256</b>	<b>13,532</b>
<b>Health Activities</b>				
Business Support Team	134,030	39,453	28,121	(11,332)
Pollution	222,800	64,911	56,563	(8,348)
Health Protection	305,630	101,529	70,179	(31,350)
Animal Welfare	71,250	20,955	20,319	(636)
Pest Control	36,900	12,265	17,677	5,412
Housing Standards	131,730	43,596	45,707	2,111
<b>Net Expenditure</b>	<b>902,340</b>	<b>282,709</b>	<b>238,566</b>	<b>(44,143)</b>
<b>Net Service Controlled Portfolio Expenditure</b>	<b>1,706,960</b>	<b>618,433</b>	<b>587,822</b>	<b>(30,611)</b>

**PORTFOLIO FINANCIAL MONITORING INFORMATION**  
**HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO**  
**EXPLANATION OF KEY VARIANCES**

**ANNEX**

	£ 000
Profiled Estimate to 31 July 2018	618
Actual Spend to 31 July 2018	<u>588</u>
Favourable Variance to 31 July 2018	<u><u>(30)</u></u>
Salary savings across the service due to vacancies	(46)
Housing options - Bed and breakfast expenditure higher than estimated	10
Pest Control - income lower than estimated	13
Sundry variance	<u>(7)</u>
	<u><u>(30)</u></u>

**KEY FINANCIAL AREAS**

	<b>Updated Estimate 2018/19 £'000</b>	<b>Profiled Estimate to 31/07/18 £'000</b>	<b>Actual to 31/07/18 £'000</b>	<b>Adverse / (Favourable) Variance £'000</b>	<b>Comments</b>
<b><u>Expenditure</u></b>					
Staff Costs	18,997	6,133	5,915	(218)	This includes all salary, recruitment, relocation and post entry training costs, net of the 4% vacancy management target.
	<b>18,997</b>	<b>6,133</b>	<b>5,915</b>	<b>(218)</b>	
<b><u>Income</u></b>					
Investment Income	(427)	(140)	(172)	(32)	This is the net income generated by the management of the Council's cash investment portfolio.
Building Control Income	(365)	(122)	(148)	(26)	This is the income generated by fees in respect of Building Control work performed by the Council.
Car Parking Income	(2,646)	(862)	(789)	73	This includes season tickets and all on and off street parking income.
Development Control Income	(1,330)	(443)	(578)	(135)	This is income from Planning Applications and legal fees relating to the applications.
Investment Property Income	(6,195)	(2,371)	(2,543)	(172)	This includes the rental income for all the Council's industrial land and buildings, excluding those that have been purchased recently.
Investment Income from Property Purchases	(2,092)	(928)	(915)	13	This includes the rental income for investment properties that have been purchased recently and is expected to return a yield of 7.1% in the year on an investment of £26.7m.
Land Charges Income	(230)	(58)	(63)	(6)	This is income from Local Land Charge Search Fees.
Leisure Income	(685)	(213)	(213)	1	This includes all income from Community & Leisure services including indoor and outdoor leisure facilities, The Lights and cemeteries.
	<b>(13,970)</b>	<b>(5,137)</b>	<b>(5,421)</b>	<b>(283)</b>	
<b><u>Total</u></b>	<b>5,027</b>	<b>996</b>	<b>495</b>	<b>(501)</b>	

## PORTFOLIO FINANCIAL MONITORING INFORMATION

## KEY AREAS OF INCOME AND EXPENDITURE

## EXPLANATION OF KEY VARIANCES

£ 000

Profiled Estimate to 31 July 2018	996
Actual Spend to 31 July 2018	<u>495</u>
Favourable Variance to 31 July 2018	<u><u>(501)</u></u>
<u>Staff costs</u>	
Staff costs are lower than estimated at this time in the year, due mainly to vacancies	(218)
<u>Income</u>	
Investment income is higher than budgeted in the first half of the year due to a slightly better return than estimated	(32)
Building Control income is higher than estimated in the year to date	(26)
Car parking income is lower than estimated for the first part of the year	73
Income from planning application fees and from pre-application advice has been higher than estimated in the year to date	(135)
Income from investment properties is higher than budget for the first part of the year	(159)
Sundry variance	<u>(4)</u>
	<u><u>(501)</u></u>



- 1.3** It is proposed that where shared ownership retention is a less significant issue due to the nature of the development site, the Council can support the application for a waiver to Homes England where it is considered appropriate, as detailed in the Options section of this Report.
- 1.4** Sage Housing (housing association) has requested the formal support of the Council for a DPA Waiver for the shared ownership homes at Picket Twenty Extension (16/03130/FULLN). The recommended mix is 73 shared ownership and 135 affordable rent. Lenders are unlikely to be willing to lend funds on this number of restricted shared ownership homes.
- 1.5** Sovereign Housing Association has requested the formal support of the Council for a DPA Waiver for the shared ownership homes at Land West of Cupernham Lane, Romsey Extra (17/02183/OUTS). The recommended mix is 9 shared ownership and 20 affordable rent.
- 1.6** Both of the above sites are within urban extension areas and Lenders are unlikely to be willing to lend funds on this number of shared ownership homes.

## **2 Background**

- 2.1** Designated Protected Areas (DPAs) came into force 7 September 2009 with two principle policy objectives;
- (a) to remove the risk of enfranchisement for shared ownership houses where staircasing is restricted and
  - (b) to ensure retention of shared ownership homes in areas where it would be hard to replace if lost to the affordable housing sector through 100% staircasing.
- 2.2** The regulations require housing associations to include in shared ownership leases the DPA conditions that either:-
- (a) Restrict the leaseholders equity share to a maximum of 80% or
  - (b) Ensures once the leaseholder has acquired 100% share of the house, that when it becomes available for resale it is sold back to the Housing Association (or a designated alternative landlord).
- 2.3** The Protected Areas and Leasehold Enfranchisement: Explanatory Notes December 2016, states the Regulations and Order apply to England only and are applicable regardless of whether the homes have received grant funding from the HCA or otherwise.

### The Lenders Perspective

- 2.4** Difficulties and barriers associated with DPA restrictions have been recognised by the Council of Mortgage Lenders (CML). In October 2016, the CML referred to risks and valuation consequences when rural staircasing restrictions applied:-

*‘However, in spite of recent moves to simplify eligibility rules, a number of factors can make the resale process more complex and therefore riskier. These may arise as a consequence of a condition of planning permission (Section 106 Agreements) and can include limits on buyers’ incomes, previous tenure, local connection or housing need. Clauses added in rural areas to prevent staircasing to 100% (in order to preserve the property in perpetuity for those unable to afford market housing) often include restricting resales to people with a local connection in the first instance. If a property cannot be sold on the open market, then its value as security for a loan is less certain.’*

### Waivers

- 2.5** Housing associations developing grant funded shared ownership housing where staircasing is restricted can sometimes be affected by the limited availability of mortgages for purchasers; also many providers have raised concern over their financial stability to guarantee they will buy back properties, as required by the shared ownership lease, if the leaseholder wishes to sell.
- 2.6** In response, the government regulator, Homes England (formerly known as the Homes & Communities Agency) is able to waive the grant conditions relating to DPA status under certain conditions. This would enable providers to develop grant funded shared ownership stock on these sites allowing buyers to staircase to 100% without an obligation on the provider to buy back the property if the leaseholder wishes to sell.
- 2.7** To consider the request for the waiver, Homes England requires the support of the local authority (LA). If the LA considers that a particular site to be developed does not meet the criteria set out in the original classification of why an area should be protected, or has another reason(s) why they think that grant funded shared ownership stock does not need to be protected in perpetuity, they can approach Homes England to request that the conditions of the grant pertaining to DPA status be removed.
- 2.8** The relaxation specifically relates to Homes England’s conditions of grant for shared ownership homes developed in DPAs. It is not related to rural exception sites or S106 Agreements. If the Council has imposed conditions within a S106 Agreement, these cannot be waived by Homes England.
- 2.9** At present, the Head of Housing & Environmental Health and the Portfolio Holder for Housing & Environmental Health do not have delegated authority to support such a waiver and any request would be required to go to Cabinet for consideration. In some instances, the decisions are relatively straightforward and could be expedited through delegated authority within an agreed framework. This approach has been adopted by a number of neighbouring Hampshire districts. Annex 1 sets out the procedures from other Hampshire authorities regarding how they consider any request for a waiver.
- 2.10** Four out of five of the local authorities have approved recent requests to support DPA waivers. The decision making arrangements vary between the councils from delegated powers to the Head of Service and Portfolio Holder to Cabinet reports being required for each request.



- 2.11** Two of the five councils confirmed that DPA restrictions are endorsed in S106 Agreements. One LA incorporates flexible wording to enable shared ownership homes to be exempt from DPA restrictions if a waiver is granted by Homes England, thereby removing the need for a Deed of Variation should a waiver be granted.

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

- 3.1** Live: where the supply homes reflect local needs.
- 3.2** The Council needs to be in a position to respond to the changes in the housing market, lender requirements and the availability of public subsidy and national housing policy.
- 3.3** It has become apparent that there are unintended consequences of the 2009 legislation and Homes England are now willing to grant waivers on a case by case basis subject to the support of the Local Authority.

### **4 Consultations/Communications**

- 4.1** To review best practice, five Hampshire local authorities have been consulted (Basingstoke & Deane, East Hants, Eastleigh, Winchester and Hart) on how they process DPA waiver requests in their respective areas. Their responses are contained at Annex 1.
- 4.2** Heads of Service have been consulted on the contents of this report.
- 4.3** Sage Housing and Sovereign Housing Association have submitted formal requests for support for a DPA waiver for the shared ownership homes on Picket Twenty Extension and Land West of Cupernham Lane.

### **5 Options**

- 5.1** It is proposed that where shared ownership retention is a less significant issue due to the nature of the development site, the removal of the conditions helps applicants obtain a mortgage, when the housing association brings forward a waiver request, the Council can support the waiver to Homes England, where it is considered appropriate. Annex 2 sets out the proposed framework in which decisions may be taken to provide formal approval to waiver requests.
- 5.2** The framework sets out clearly the type of request which the Council will or will not support. Where a request is to be considered on a site by site basis, consultation will take place with the Parish Council to help inform the Head of Housing and Environmental Health and Portfolio Holder for Housing and Environmental Health's decision.
- 5.3** The proposed delegation will enable a timely response to the housing association so they can submit a bid to a developer to purchase the affordable homes and have certainty of whether a waiver would be supported.

- 5.4** The framework also provides transparency for the housing association and Parish Council to understand when support for a waiver would be approved or refused and confirmation of the consultation process.
- 5.5** The requests for formal support from Sage Housing and Sovereign Housing Association for the shared ownership homes at Picket Twenty Extension an Land West of Cupernham Lane are recommended as approved within the process set out at Annex 2, as this site is within an urban expansion area and further shared ownership homes are likely to be forthcoming. These requests has been made recently and hence Cabinet are being asked to consider this specific request as part of this report.
- 5.6** The other option is to do nothing and each time a request for support is received from a housing association, a report is prepared for Cabinet to consider on a site by site basis. This would take time and there will be requests for which it is unlikely to be in the Council’s strategic interests to refuse to support the request.
- 5.7** If the request for formal support submitted by Sage Housing and Sovereign Housing Association are refused, this will affect the financial offer for the affordable homes and could cause a viability issue for the delivery of affordable homes on these sites.

**6 Option Appraisal**

- 6.1** There are limited national statistics on the number of households who staircase to 100% ownership. The National Housing Group publish nationwide data on shared ownership and their data for 2015/16 has been included in the table below, alongside data for the past 5 years provided by housing associations with shared ownership stock in Test Valley:

	No of shared ownership homes	No of shared owners stair casing to 100%	Time Period	Percentage
National Housing Group – nationwide data	97,501	1,990	2015 - 2016	2%
Aster – Test Valley	110	13	Past 5 years	8%
Vivid – Test Valley	176	15	Past 5 years	9%
Sovereign – Test Valley	Unable to provide due to merger with Spectrum			

- 6.2 This would suggest a rate of 1.7% OR 2.8 units per year for Test Valley which reflects the national average. However, this stock includes both urban and rural areas and it was not possible to breakdown these figures further to reflect just the rural dimension.
- 6.3 There are risks, if a DPA waiver is granted, that an element of shared ownership homes in rural areas would be lost over time. However, housing associations are required to reinvest the capital receipt into the provision of affordable housing, albeit this could be anywhere in their areas of operation and cannot be ring-fenced to Test Valley. National and locally sourced data suggests that the number of homes actually staircased to 100% is minimal.
- 6.4 DPA restrictions have an impact on housing associations at an organisational level and some registered providers have made a business decision not to pursue any developments where shared ownership homes are subject to restricted staircasing.
- 6.5 DPA restrictions not only present difficulties for buyers in terms of finding mortgage lenders, they also have negative effects on RPs own collateral/security value.

## **7 Risk Management**

- 7.1 A risk assessment has been completed in accordance with the Council's risk management process and has identified no significant (Red or Amber) residual risks that cannot be fully minimised by existing or planned controls or additional procedures.

## **8 Resource Implications**

- 8.1 There are no direct resource implications arising from this decision, however, if a decision is taken to refuse support, the Section 106 Agreements could be challenged with associated costs.

## **9 Legal Implications**

- 9.1 The Statutory Instrument 'Housing (Right to Enfranchisement (Designated Protected Areas) (England) Order 2009 No 2009/2098 sets out the areas covered in the legislation which includes the majority of the villages in Test Valley including Romsey Extra and Smannell. In the main, these were rural settlements with a population of less than 3,000.
- 9.2 Although the Regulation is secondary legislation, the decision-taking step to issue a waiver rests with Home England. The role of the Council is one of providing support to the Registered Provider/Developer within the application.

## **10 Equality Issues**

- 10.1 There are no equalities implications arising from this decision.

**11 Other Issues**

**11.1** The majority of wards and communities are affected by the recommendations.

**11.2** Conclusion and reasons for recommendation

**11.3** Some housing associations have adopted policy positions not to develop shared ownership in DPAs primarily as their Boards do not want to take on the risk of either unsold homes resulting from the scarcity of mortgage lending, or because they do not want to accept the open ended liability the repurchase clause would entail.

**11.4** To mitigate against this risk, it is recommended that Cabinet support the request for delegated authority in accordance with the Delegation Framework (Annex 2) to enable certain sites to be granted a waiver to ensure funding will be available and residents will be able to access a mortgage.

**11.5** It is recommended that Cabinet approves formally supporting the applications for DPA waivers requested by Sage Housing and Sovereign Housing Association for the shared ownership homes in Picket Twenty and Land West of Cupernham Lane as these are no longer within a rural designated area but an urban extension area covered by Planning Policy Com 7 where the shared ownership homes would not normally be restricted. The national DPA regulations were not drafted in such a way that they can take account of settlements exceeding, through growth, the threshold of 3,000 population.

**11.6** The Delegation Framework (Annex 2) would provide the Council with the procedure to provide formal support for a DPA waiver in a timely, efficient, consistent and transparent way. It has been proposed in a way that seeks to balance the need to ensure affordable homes in perpetuity in areas where any lost units would be difficult to replace, whilst providing a responsive and clear process for housing association partners bringing forward DPA waiver requests. There has been a precedent set by other local authorities who have agreed delegated authority to key members and officers.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<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: Housing & Environmental Health) Councillor Philip Bundy			
Officer:	Jane Windebank	Ext:	8620
Report to:		Date:	12 September 2018

**LOCAL AUTHORITIES IN HAMPSHIRE WITH DPA DESIGNATION**

	East Hants	Basingstoke & Deane	Eastleigh	Winchester City Council	Hart District Council
Have you had any recent requests to support DPA waivers? And if so, how many?	Yes, 2 approved by HCA last month	Yes, 3 we have supported 3 waivers recently	No	Yes, we have supported 3 waivers recently	Over the past 5 years we have agreed 3 waivers, (2 in Hartley Wintney and 1 in Odiham), but only for larger settlements where there is a likelihood of more developments with affordable housing.
Do you have a policy regarding DPA Waivers, and if so, what is the mechanism to consider these?	Yes - Housing policy approved by Cabinet. Delegated authority given to Head of Service (Housing) and Portfolio Holder.	No policy – Cabinet report required each time to seek decision.	No policy - Cabinet have given delegated authority to Head of Housing Services	No policy - each scheme considered on its merit. Require a Portfolio Holder Decision Notice.	No policy – Cabinet has delegated decision to Portfolio Holder for Housing and Portfolio Holder for Planning.
Where there is no policy, do you differentiate in any way between sizes and types of rural settlements, or scales of development?	N/A	Each application considered on a site by site basis.	Reviewed on a case by case basis.	Will consider a waiver on larger sites (around 12 affordable homes upwards) in larger villages (over 3000) where there is likely to be further development of schemes and therefore if shared ownership homes are lost to the affordable sector, further homes will remain or become available.	Each application and circumstances considered on a site by site basis following discussion with the Portfolio Holders but generally, if it's a small settlement we are less likely to agree to a waiver than if it's a larger settlement.

				All the recent waivers have been in one of the 8 larger settlements of the District that have a target to provide either 250 or 500 new homes during the Local Plan period	
If you have refused any requests, what were the consequences? (Did the RP successfully sell the units).	As a matter of course, we will support our RP's requests for waivers, including on rural exception sites, leaving it to their discretion on whether they feel it is necessary. RP's will take a different approach, Hastoe for example, will not seek waivers where others would. The local Ward Cllr and Parish Council are both consulted as part of our approval process. RP's are required to complete a detailed application, plus submit SO leases.	N/A	N/A	I'm aware of one refusal but the scheme is still on site (it is a small scheme of 8 units in a small village)	We have refused requests for some smaller areas and there haven't been any problems selling units. However, we have found that the DPA restriction only applies to the units that are funded using public funds or subsidies and also bizarrely we have been advised that they only apply to houses and not flats. (There's some reference to properties that are horizontally divided and not vertically divided). RP's have found their way around this by not using public funds and subsidies on the shared ownership units so the DPA doesn't apply.

<p>As a general rule, does your LPA seek to include clauses in 'threshold' S106 agreements that highlight DPA restrictions for shared-ownership?</p>	<p>No mention of this in our s106's.</p>	<p>No mention of this in our s106's</p>	<p>N/A</p>	<p>Yes. We include a clause which restricts the RP to using the HCA lease for DPAs – restricting the leaseholder to acquire no more than 80% or if allowed to acquire more requiring the RP to buy back the unit</p>	<p>We have a clause that we include in the S106 as a standard if the site is within a DPA area. To avoid complexities later if there is a waiver granted we have added a final sentence to say that if a waiver is granted in the future then that clause doesn't apply and also that the restriction only applies to units funded with public subsidy.</p>
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**ANNEX 2**

<b>Delegation Framework for formal support for DPA Waiver</b>			
<b>Type of Scheme</b>	<b>Decision</b>	<b>Reason</b>	<b>Delegated to</b>
HARAH and Rural Exception Sites	Refuse	COM8 seeks affordable homes in perpetuity.	Head of Housing and Environmental Health
COM 9 sites (Community Led Development)	Refuse save in exceptional circumstances where it can be agreed SUBJECT TO inclusion of rural buy back clause upon stair-casing to 100% to the Council or its nominated provider.	COM9 seeks affordable homes in perpetuity but consideration to be given to availability of mortgage funding and viability of scheme	Head of Housing and Environmental Health in consultation with Portfolio Holder and Parish Council
MDA sites and Planned Urban Extension (e.g. Picket Twenty, Smannell) [previously designated as rural and included in DPA but now classed as urban where these restrictions would not apply]	Agreed	Planned urban extension – proposed development indicates shared ownership could be re-provided.	Head of Housing and Environmental Health
Permitted development sites in Rural Villages	Review on a site by site basis	COM7 – no requirement for perpetuity but consideration to be given to availability of further affordable homes, availability of mortgage funding and viability of scheme.	Head of Housing and Environmental Health in consultation with Portfolio Holder and Parish Council
Resale of existing restricted shared ownership home	Review on case by case basis	Ability of shared owners to sell the property at the restricted percentage and availability of mortgage funding	Head of Housing and Environmental Health in consultation with the Portfolio Holder and Parish Council
Any other requests for exemptions other than above	Review on a site by site basis	Consideration to be given for the reason for the request, availability of future affordable homes, mortgage funding and viability of scheme	Head of Housing and Environmental Health in consultation with Portfolio Holder and Parish Council