

Notice of Meeting

Cabinet

Date: Wednesday 29 September 2021

Time: 5.30 pm

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

For further information or enquiries please contact:

Emma Horbury - 01264 368001
ehorbury@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

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 Act 1972 (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

WARD

Councillor P North (Chairman)

Bourne Valley

Councillor N Adams-King (Vice-Chairman)

Blackwater

Councillor P Bundy

Chilworth, Nursling & Rownhams

Councillor D Drew

Harewood

Councillor M Flood

Anna

Councillor I Jeffrey

Mid Test

Councillor A Johnston

Mid Test

Councillor T Tasker

Andover Romans

Cabinet

Wednesday 29 September 2021

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 18 August 2021**
- 6 Recommendations of the Overview and Scrutiny Committee: None**
- 7 Test Valley Local Development Scheme (2021) 5 - 35**
Planning
To review the timetable and scope for preparing the next Local Plan and consider the consequent proposal to update the Local Development Scheme.
- 8 Corporate Financial Monitoring (4 months) 36 - 59**
Finance
To review the Council's revenue spending for the first four months of the 2021/22 financial year.
- 9 Strategy and Innovation and Elections Establishment 60 - 65**
Finance
To consider staff resource levels across two Services and requests for additional staffing to be approved.

ITEM 7 Test Valley Local Development Scheme (2021)

Report of the Planning Portfolio Holder

Recommended:

- 1. That the Test Valley Local Development Scheme (2021), as Annexed to the report, be approved.**
- 2. That the Head of Planning Policy and Economic Development, in consultation with the Planning Portfolio Holder, be authorised to make changes of a minor nature to the Test Valley Local Development Scheme (2021) prior to publication.**

SUMMARY:

- The purpose of this report is to outline the scope for preparing the Local Plan and seek approval to amend the Local Development Scheme to reflect the amended timetable.

1 Introduction

- 1.1 The Local Plan is a key policy document of the Council, setting out the planning framework for the Borough together with implementing the spatial aspects of the Council's priorities, as set out in the Corporate Plan.
- 1.2 The Adopted Local Plan was adopted in January 2016 and covers the period up to 2029. The Council adopted its current Local Development Scheme in January 2020 which sets out the approach and timetable the Council will follow in the preparation and adoption of planning policy documents, including the Local Plan. The most recent stage in the Local Plan's preparation was a Refined Issues and Options Consultation which was undertaken 3 July – 28 August 2020 (delayed from 2020 Q1 as scheduled in the LDS 2020), and this followed initial Issues and Options Consultation between 6 July – 14 September 2018.
- 1.3 The purpose of this report is to set out the reasons for reviewing the scope and timescale of the Local Plan, and thus to seek approval for a revised timetable for this, as set out within a new updated LDS (Annex 1).

2 Background

- 2.1 It is a legal requirement for the Council to publish a Local Development Scheme setting out the approach and timetable for preparing future Development Plan Documents (DPD) which form part of the Development Plan, and to keep it up to date.

- 2.2 The current LDS states the next stage of the Local Plan, Regulation 18 Preferred Options consultation draft, was scheduled for Q1 2021 however since the current Local Development Scheme was adopted in 2020, the context within which preparation of the Local Plan needs to be undertaken has continued to evolve, such that there are now a number of factors which lead to a need to review the scope and timetable going forward. These factors influence the process, content and proposals for the Local Plan, some of which are outside of the Council's control. These are detailed below.

Planning Reforms and Planning Bill

- 2.3 In August 2020 the Government published 'Planning for the Future' White Paper which sought views on a number of packages regarding proposals for reform of the planning system in England to streamline and modernise the planning process. A Planning Bill was confirmed in the Queen's speech in May 2021. The new Planning Bill would take forward these changes, however given a detailed timetable is yet to be announced, there is the risk that national legislation could change during the preparation of the Local Plan and have an impact on it. This risk is outside of our control and will apply to all local authorities however we will continue to monitor the progress of the Planning Bill and future proof the Local Plan as appropriate.
- 2.4 Although the Government is progressing with a new Planning Bill, the Government is still encouraging local planning authorities to continue to progress with reviewing and updating their local plans and not await the outcome of the proposals. The Government's target remains for all local planning authorities to have an up to date local plan in place by the end of 2023. Our proposed timescale will not meet this target, as adoption is scheduled for Q3 in 2025, however we will have made significant progress of having a draft plan (Regulation 19) out to public consultation by the end of 2023. This will ensure the Council are continuing to make progress with plan making in accordance with the Government's guidance on encouraging local planning authorities to continue to progress their local plans.

2.5 Evidence Base

- 2.6 The content of the Local Plan will need to be justified by evidence. The Council continues to progress with updating its evidence base studies, updates are provided below. The evidence for the Local Plan will need to take account of potential impacts from Brexit and the COVID pandemic. These factors are outside of our control and will influence how we plan for our communities going forward. However these impacts are still emerging and thus the timing of understanding these impacts, alongwith Government advice of continuing to progress with updating local plan, is a big challenge. Our proposed timetable provides a degree of flexibility for our evidence to take account of these impacts, however as time progresses, it is likely that we will need to consider undertaking further updates to our evidence.

- 2.7 The evidence base studies we have completed at present, are regarding retail, landscape character assessment, employment land needs, playing pitch strategy and sport and recreation strategy, and renewable and low carbon energy. Further studies on Housing Market Areas to inform the spatial strategy, a new Strategic Housing Market Assessment (SHMA) to inform the future mix of housing including affordable housing and the housing needs of particular household groups, gypsies and travellers, and a replacement Strategic Flood Risk Assessment (SFRA), are currently underway. In addition we are undertaking a Sustainability Appraisal, as required by national legislation, on emerging proposals to ensure sustainability is embedded in the Plan and we are updating our Strategic Housing and Economic Land Availability Assessment which will inform our site selection process. Other evidence base studies will need to be undertaken as plan preparation continues and have been factored into the timetable.
- 2.8 The current Government standard methodology figure (using 2014-based household projections and latest 2020 affordability ratio) is for 541 dwellings per annum (dpa) Borough-wide, compared to 588dpa in the Adopted Local Plan. As plan preparation progresses, the housing need figure generated using the standard methodology may change as the inputs are variable which we will need to take into consideration. Consideration will also need to be given to planning for sufficient supply of homes to meet this requirement, to allow for flexibility and resilience in our supply for the future. It remains uncertain whether the housing requirements of neighbouring authorities will result in any future requests for Test Valley to help meet any shortfalls. This in part will be considered in the context of ongoing joint working on strategic planning for South Hampshire in preparing an updated Statement of Common Ground by the Partnership for South Hampshire (PfSH) under the Duty to Co-Operate.

Five Year Review of Adopted Local Plan

- 2.9 As the adopted Local Plan reached the five year anniversary of its adoption on 27 January 2021 a (five year) review was undertaken of the plan in accordance with Regulation 10A The Town and Country (Local Planning) (England) Regulations 2012 (as amended) using the PAS Assessment Toolkit. The Council is legally required to review its local plan five years from adoption to ensure that policies remain relevant. This does not mean that a new local plan needs to be adopted within five years, but that the review should either be underway or triggered, depending on the issue.
- 2.10 The purpose of the review was to ensure that the plan and its policies remain effective and to identify any areas which need to be reviewed. The review was approved by Cabinet on 10 March 2021 (Item 431). The review concluded that the spatial strategy is considered to remain sound and plan polices remain up to date and continue to provide a robust basis for decision making in the determination of planning applications. Recent appeal decisions have also confirmed that the adopted Local Plan is consistent with the NPPF 2019. This demonstrates that whilst the new Local Plan is being prepared, the Council's existing Adopted Local Plan still provides a robust basis for decision making on planning applications.

- 2.11 The review did advise on whether new policies may be required for consideration in the Local Plan. It also advised that consideration could be given to whether policies could be 'Saved' from the Adopted Local Plan, in particular in relation to Development Management policies, which would not need to be reviewed through the Local Plan as they remain effective in implementation.

Five Year Housing Land Supply

- 2.12 Alongside the preparation of the Local Plan, we will still need to monitor our five year housing land supply (HLS). The calculation of the latest HLS position (as at April 2021) is currently in preparation. Forecasting future supply is complex and there are a number of variables which can affect it, including how the nutrient neutrality issue impacts delivery. The Council has taken positive steps to assist in mitigating the impact of nitrates on the Solent and support the delivery of homes however this issue is one that the Council can not resolve on its own. If required, the Adopted Local Plan, at paragraph 5.103 includes a number of contingency measures which could be brought forward by the Council if considered needed to supplement our supply.

3 Corporate Objectives and Priorities

- 3.1 The Local Plan is a key policy document for the Council in respect of delivering our corporate objectives set out within the Corporate Plan and has continually been identified within the annual Corporate Action Plan. It will set out the planning policy framework for protecting and enhancing the environment, and making provision for new housing, employment, community facilities and other land uses, to meet the needs of our communities. It will have a key role in delivering the Council's priorities through providing a planning policy framework to support the emerging proposals of the town centre masterplans and the actions needed to address the climate emergency.

4 Consultations/Communications

- 4.1 The Council's proposed approach would look to reinforce its commitment to greater engagement with communities and organisations. The proposed revised timescale would allow for greater time for the Local Plan to seek to consider the priorities and aspirations of the community, including those of parish councils and other stakeholders and for the preparation of the evidence base and supporting technical work. It would also allow for the ongoing collaboration being undertaken through the Andover Vision and Romsey Future community initiatives to be taken into account, as well as the work in progressing the masterplans for both Andover town centre and south of town centre, Romsey. The Local Plan will sit alongside current and future community-led Neighbourhood Plans, in providing the future Development Plan for the Borough.

5 Options

5.1 The key options for the timetable for the Local Plan are as follows:

- Approve the recommended revised timetable and scope; or
- Consider alternative timetables which present quicker or slower timescales.

5.2 The key options for the scope for the Local Plan are as follows:

- Full Review of the Adopted Local Plan
- Partial Review of the Adopted Local Plan

6 Option Appraisal

6.1 The proposed revised scope and timescale of the Local Plan is considered appropriate and achievable in light of current circumstances and taking account of all relevant considerations, at present. The reasons behind why it has been proposed and why is considered appropriate are discussed below.

Recommended Timescale

6.2 The recommended timescale is as follows:

- Regulation 18 public consultation is undertaken in two stages:
 - Stage 1 public consultation would be undertaken in 2022 Q1 and cover strategic matters
 - Stage 2 would be undertaken in 2022 Q4 and provide a full draft document
- A Regulation 19 public consultation undertaken in 2023 Q4
- Submission would take place in 2024 Q3
- Examination scheduled for 2024 Q4
- Adoption scheduled for 2025 Q3

6.3 The recommended timescale for the Local Plan is realistic and enables the Council to balance a number of factors. A two stage approach to our Regulation 18 stage provides the opportunity to present a stepped approach to proposals with strategic matters proposed at Stage 1 which can be refined and updated as part of a full Regulation 18 document at Stage 2. This approach and timescale enables an iterative plan making process to be undertaken, which will ensure an evidence led approach along with ensuring engagement and consultation outcomes can be considered and reflected in the Local Plan. This two step approach will provide some flexibility to appropriately consider and take account of evidenced impacts from Brexit and COVID pandemic which can be reflected in the Local Plan.

- 6.4 In addition, and as mentioned above, the Government is proposing a new Planning Bill however the resulting changes to national legislation and any transitional arrangements set out between the current and new system are likely to have implications. The proposed timescale enables a degree of flexibility for changes to be considered and to consider future proofing the Local Plan to enable longevity however, as explained above, this impact is wholly dependent on the scale and timescale of the national changes taken forward.
- 6.5 Overall the proposed timescale provides a balance between making positive progress in a timely manner whilst ensuring an iterative plan making process can be undertaken with a degree of flexibility to enable the management of risks.
- 6.6 There are risks attached to extending the local plan timescale. The National Planning Policy Framework (NPPF) (para.11) sets out that where the most important policies for determining planning applications are out of date a 'presumption in favour of sustainable development' applies. As the local plan ages and fresh guidance/new case law is produced there may be increased challenge from applicants/developers that the policies are out of date. This risk will remain until the Local Plan is Adopted. To reduce this risk, and as explained above, the Council has undertaken a five year review of the adopted Local Plan to ensure that policies remain relevant. This review was undertaken using the PAS Toolkit and was approved on 10th March by Cabinet.

Alternative Timescales

- 6.7 Alternative timescales could be undertaken for the Local Plan for both a quicker and slower timescale.
- 6.8 A quicker timescale would not enable an iterative plan making process to be undertaken and thus not enable an evidence led approach and for consultation outcomes to be appropriately considered and reflected. This presents a risk of significant objections being received to the Local Plan. In addition, there would be a minimal degree of flexibility within the timescale to manage risks and change. However it could enable the Council to progress a Local Plan that is nearer to meeting the Government's target of having an up to date Local Plan by 2023, but given an iterative plan making process won't be undertaken and subsequent level of objection, there is a risk the Plan would not be able to be progressed quickly through Examination and therefore there is the risk that Adoption of the Plan would be delayed.
- 6.9 A slower timescale would enable an iterative plan making process to be undertaken and provide sufficient time for an evidence led approach and consultation outcomes to be appropriately considered and reflected. It would also provide flexibility within the timescale to enable risks and change to be managed. However this would be contrary to Government guidance in terms of continuing to make positive plan progress and we would be further away

from achieving the 2023 target date of having a Plan adopted. It also presents an increase risk that the existing Local Plan will become out of date and not provide a robust basis for decision making.

Scope of Local Plan

- 6.10 There are two options to consider in taking forward the scope of the Local Plan: a partial review, which the five year review of the adopted Local Plan suggests could be undertaken in particular for development management policies, or a full review. It is proposed a full review of the plan be undertaken. Both options provide for the opportunity to review and update parts of the adopted Local Plan and identify new policies however a partial review provides the opportunity to save Adopted Local Plan policies which are currently effective in implementation. This would mean these policies would not need to be re-examined through the plan making process of the Local Plan.
- 6.11 A partial review of development management policies could result in reducing some of the time it takes to prepare them due to not re-opening examination of such policies. However, given development management policies are generally less controversial than other parts of the Local Plan, those benefits are considered marginal. A full review would also provide the opportunity to carry forward effective policies however there would be the flexibility to update these policies to respond to changes both at a national and local level and as the local plan evolves through the plan making process. It provides the opportunity to add a local distinction to policies. This will ensure these policies are up to date at the point of adoption of the Local Plan and minimise the risk of these policies having a limited life span.
- 6.12 On balance, a full plan review is recommended to provide flexibility to respond to change, strengthen the resilience and longevity of policies and enable local distinction to be reflected in these policies.

Regulation 18 'Preferred Approach' consultation

- 6.13 Following the statutory plan preparation process, the next consultation stage is the Regulation 18 which will identify our preferred approach. There is considerable flexibility open to local planning authorities in how they carry out the initial stages of plan production providing they comply with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulation 2012 on consultation matters. Therefore a two stage approach is proposed for our Regulation 18 stage, for the reasons explained above. The proposed scope of the respective Regulation 18 Stage 1 and Stage 2 documents is detailed below. Stage 1 will only address strategic matters whereas Stage 2 will be a full draft Regulation 18 document which will encompass the strategic matters addressed in the Stage 1 document however these will be updated reflecting outcomes of evidence and consultation, as considered appropriate.

Regulation 18 Stage 1 (Strategic Matters)

- Vision and Objectives
- Spatial Strategy (distribution of growth, delivery of infrastructure, delivery of sustainable and well designed places and settlement hierarchy)
- Housing and Economic Needs
- Corporate Priorities (Andover and Romsey Town Centres and Climate Emergency)
- Site Selection Methodology Topic Paper

Regulation 18 Stage 2 (Full draft document)

- All topics covered at Stage 1, and as explained above, updated as appropriate to reflect the outcomes of public consultation and any further evidence
- Settlement Boundaries
- Site Allocations
- Development Management Policies

- 6.14 It is proposed that the Local Plan will include provision for the gypsy, traveller and travelling showpeople community rather than a separate Development Plan Document however this does depend upon the outcomes of the review of the evidence base. The Sustainability Appraisal and Habitats Regulations Assessment will be undertaken on all proposals within the Local Plan which will include assessment on proposals to meet provisions for this community.
- 6.15 In order to reflect the recommended scope and revised timetable as detailed above for the Local Plan, as required by legislation, the Council would need to update its Local Development Scheme. An updated Local Development Scheme (2021) to be approved is provided as an annex to this report.

Plan Period

- 6.16 The Council will need to extend beyond the current 2029 date in the Adopted Local Plan. The National Planning Policy Framework indicates that strategic policies should look ahead over a minimum 15 year period from adoption. Whilst a meaningful extension is needed, the longer ahead into the future this goes, the greater the uncertainty over forecasting future growth. A starting point of 2036 is proposed in which will be finalised through the Stage 2 Regulation 18 document.

7 Risk Management

- 7.1 Failure to agree and implement up to date strategic and local planning documents is recorded as a risk in the Council's Corporate Risk Register. A factor affecting this risk is the time frame for consultation and undertaking the relevant evidence to ensure an iterative plan making process is undertaken to inform the production of the Local Plan. Approval of the proposed timetable and update of the Local Development Scheme would therefore contribute to the mitigation of this risk.

8 Resource Implications

- 8.1 The principal resource in preparing the Local Plan as identified in the Local Development Scheme is significant time required from officers within the Planning Policy team and the support required from other services. The cost of delivery, including the commissioning of specialist studies required to update the evidence base, will be met from existing resources.

9 Legal Implications

- 9.1 A Local Development Scheme is required under Section 15, Planning and Compulsory Purchase Act 2004 (as amended by Localism Act 2011) and should be kept up to date.

10 Equality Issues

- 10.1 An EQIA is not needed because the issues covered have previously been considered by Councillors at Cabinet.

11 Other Issues

11.1 Community Safety – N/A

11.2 Environmental Health Issues – N/A

11.3 Sustainability and Addressing a Changing Climate – Sustainability is a fundamental element of the planning system and is incorporated within any future planning decision. In addition the Council is required to undertake a Sustainability Appraisal on the proposals within the Local Plan to ensure sustainability is embedded within the Local Plan. Both mitigation of the impact of development on climate change, and adaption to the impacts of climate change, will be issues which the Local Plan will seek to take into account, as well as responding to the declared climate emergency.

11.4 Property Issues – N/A

11.5 Wards/Communities Affected - All

12 Conclusion and reasons for recommendation

- 12.1 The report outlines the reasons for reviewing the scope and timetable for the the Local Plan. In light of these, it proposes a revised timetable to be reflected within an updated Local Development Scheme along with any other relevant updates required to the Local Development Scheme.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Test Valley Borough Local Plan 2016			
Test Valley Gypsy and Traveller DPD (Regulation 18 consultation draft) 2015			
Test Valley Local Development Scheme, updated 2020			
<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:	pp1
(Portfolio: Planning) Councillor Adams-King			
Officer:	Clare Roberts	Ext:	8110
Report to:	Cabinet	Date:	29 September 2021

Test Valley Borough Council

Local Development Scheme

September 2021

Contents

Glossary of Terms.....	2
1 Introduction.....	5
2 Background	5
3 The Local Development Scheme for Test Valley.....	7
Development Plan Documents (DPD)	7
Statement of Community Involvement (SCI).....	10
Supplementary Planning Documents (SPDs)	11
Neighbourhood Development Plans	12
Community Infrastructure Levy (CIL)	12
4 The Relationship between Development Plan Documents, the Community Plan and the Corporate Plan.....	13
5 Evidence Base and Resource Implications	13
6 Review and Monitoring.....	14

Appendices

Appendix 1 – Development Plan Document Timetable	165
Appendix 2 – Strategic Policies.....	187
Appendix 3 – Supplementary Planning Guidance to be retained and Supplementary Planning Documents	198
Appendix 4 – Parishes progressing with Neighbourhood Plans	209

Glossary of Terms

Authority's Monitoring Reports: Section 113 of the Localism Act (2011) requires that a monitoring report must be published assessing the implementation of policy and progress of the Local Development Scheme. This must be done at least yearly.

Community Infrastructure Levy (CIL): CIL is a levy that local authorities can choose to charge on new development. The charges are related to the size and type of the new development. The money collected can be spent on funding infrastructure which the Council has identified as being required.

Community Plan: Local Authorities were previously required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic wellbeing of their areas. Using the Community Plan, authorities were are expected to co-ordinate the actions of public, private, voluntary and community sectors (through the Local Strategic Partnership). The Test Valley Partnership produced 'Your Test Valley', the Community Plan for the Borough.

Development Management Policies: These will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan.

Development Plan: The Development Plan comprises the Development Plan Documents, Neighbourhood Development Plans, and the Minerals and Waste Plans produced jointly by Hampshire County Council, Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities.

Development Plan Documents (DPDs): Spatial planning documents that are subject to independent examination and will form the development plan for a local authority area for the purposes of the 2004 Act. Individual Development Plan Documents or parts of a document can be reviewed independently of other Development Plan Documents.

Duty to Cooperate: The duty to cooperate was created in the Localism Act (2011). It places a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis on strategic cross boundary matters.

Evidence Base: The evidence and information used to inform Development Plan Documents. It should be as up to date as possible.

Examination in Public (EiP): An inspector appointed by the Secretary of State will carry out an independent examination into the soundness of the Development Plan Document.

Habitats Regulations Assessment (HRA): This is based on a legal requirement through the Conservation of Habitats and Species Regulations 2017 (as amended). It involves assessing the potential effects of land use plans on the conservation objectives of Natura 2000 sites, which are designated for their nature conservation importance. This includes Special Areas of Conservation (SACs) and Special

Protection Areas (SPAs). Guidance also recommends considering the effects on Ramsar sites.

Housing Implementation Strategy: This sets out the proposed approach for managing and maintaining the delivery of a five-year supply of housing land to meet the housing target in Test Valley.

Infrastructure Delivery Plan (IDP): The IDP forms part of the evidence base for the Local Plan. It assesses the capacity and deficits in infrastructure which are needed to deliver the requirements of the Local Plan.

Local Development Scheme (LDS): This sets out the programme for preparing Local Development Documents.

Local Plan: This sets out the long-term spatial vision for the local planning authority area and the spatial objectives and strategic policies to deliver that vision through development management policies and strategic site allocations. The next Local Plan will have the status of a Development Plan Document.

Local Enterprise Partnership (LEP): LEPs are partnerships between local authorities and businesses and play a key role in establishing local priorities to create jobs and support local businesses. The Enterprise M3 LEP includes the Borough of Test Valley.

Local Nature Partnership (LNP): LNPs bring together local organisations, businesses and people who want to improve their local natural environment. Test Valley is covered by the Hampshire & Isle of Wight LNP.

Local Strategic Partnership (LSP): This is a partnership of stakeholders who develop ways of involving local people in shaping the future of their area in terms of how services are provided. They are often single, non-statutory, multiagency bodies which aim to bring together locally the private, public, community and voluntary sectors. The Test Valley Partnership is the LSP for the Borough.

Neighbourhood Development Plan (NDP): Through the Localism Act 2011, town and parish councils can influence planning decisions in their area and can propose land for development provided that they are in line with the development plan via a neighbourhood development plan.

National Planning Policy Framework (NPPF): The NPPF sets out national planning guidance for plan making and decision taking. The NPPF was published in 2021.

National Planning Practice Guidance (NPPG): An online resource which provides guidance on how to apply the policies and guidance in the NPPF.

Site Specific Allocations: These include sites for specific or mixed use development contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Statement of Community Involvement (SCI): This sets out the standards which authorities will achieve with regard to involving local communities in the preparation of plan making and development management decisions. The Statement of Community Involvement is not a Development Plan Document. The Test Valley SCI was adopted in 2017 and can be viewed on the Planning pages of the Council's website. In June 2020 an addendum to the SCI was approved covering temporary revised consultation arrangements to apply whilst coronavirus restrictions are in place.

Strategic Environmental Assessment (SEA): This is a term used to describe environmental assessment as applied to policies, plans and programmes. The Environmental Assessment of Plans and Programmes Regulations (as amended) require a formal environmental assessment of certain plans and programmes, including those in the fields of planning and land use.

Strategic Policies: Those policies within the local plan which are essential to the delivery and successful implementation of the overall strategy. These are listed in Appendix 2.

Supplementary Planning Documents (SPD): These provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination. The Council has produced a number of SPDs which can be found on the Planning Policy pages of the Council's website.

Sustainability Appraisal (SA): This is a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic considerations). There is a requirement in the Planning and Compulsory Purchase Act that sustainability appraisals are undertaken for all Development Plan Documents.

Tests of Soundness: The test of soundness are set out in the NPPF. To be sound, a document should be positively prepared, justified, effective and consistent with national policy. These are assessed by an Inspector appointed to examine in public the Development Plan Documents .

The Regulations: This relates to the Town and Country Planning (Local Development) (England) Regulations 2004 as amended.

Windfall: Windfall sites are those sources of housing land supply which have not been specifically identified but are likely to be brought forward

1 Introduction

- 1.1 The Council is required to prepare and publish a Local Development Scheme (LDS) and to keep it under review. The LDS sets out the approach and timetable the Council will follow in the preparation and adoption of planning policy documents..
- 1.2 This LDS has been approved by the Council on the XXXX. The Council brought this new LDS into effect from this date.
- 1.3 Copies of the document can be obtained from the Planning Policy and Economic Development Service at the address below. It is also available on the Council's website:
<https://testvalley.gov.uk/planning-and-building/planningpolicy/lds>
- 1.4 If you have any queries please contact the Planning Policy and Economic Development Service on 01264 368000, email planningpolicy@testvalley.gov.uk or write to:

Planning Policy and Economic Development Service
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire
SP10 3AJ

2 Background

- 2.1 The Planning and Compulsory Purchase Act 2004 established a framework for the preparation of planning policy documents on which the development management decisions of the Council would be based.
- 2.2 The Act (as amended by Section 111 of the Localism Act 2011) states that a Local Development Scheme (LDS) must specify:
 - Development Plan Documents (DPDs)¹;
 - The subject matter and geographical area to which each development plan document relates;
 - Which Development Plan Documents, if any, are to be prepared jointly with one or more other local planning authorities;
 - Any matter or area in respect of which the authority has agreed (or proposes to agree) to the constitution of a joint committee [with other Local Planning Authorities]; and
 - The timetable for the preparation and revision of the Development Plan Documents.

¹ Development Plan Documents is the legal term used in the Planning and Compulsory Purchase Act 2004, although these are more commonly collectively known as the Local Plan.

- 2.3 National Planning Practice Guidance (PPG)² advises that a Local Development Scheme must specify (among other matters) the development plan documents (i.e local plans) which when prepared, will comprise part of the development plan for the area. Local planning authorities are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans. The Local Development Scheme must be made publicly available and kept up to date. It is important that local communities and interested parties can keep track of progress. Local planning authorities should publish their Local Development Scheme on their website.
- 2.4 The Development Plan for Test Valley currently comprises the Adopted Test Valley Borough Revised Local Plan 2011-2029 Development Plan Document (DPD) and the Adopted Hampshire Minerals and Waste Local Plan 2013.
- 2.5 Additionally, there are Made neighbourhood plans for the following parishes which also form part of the Development Plan :
- Goodworth Clatford Neighbourhood Plan 2018-2029,
 - Upper Clatford Neighbourhood Plan 2019-2029
 - Chilbolton Neighbourhood Plan 2019-2029
 - Charlton Neighbourhood Plan 2019-2029
 - Thruxton Neighbourhood Plan 2020-2029
- 2.6 The Test Valley LDS applies to the Borough outside of the New Forest National Park. The New Forest National Park Authority, which came into being in April 2005, is responsible for planning of the part of the Borough which lies within the Park and will have its own LDS.³ The Adopted New Forest National Park Local Plan 2016-2036 forms the Development Plan for those parts of the Borough which fall within the New Forest National Park.
- 2.7 The LDS is intended to be a public statement of the Council's programme for the production of DPDs. The Scheme sets out the time lines for production of documents including gathering data, consultation, public scrutiny at an Examination and its adoption.
- 2.8 Within the legislation there is also scope to prepare Supplementary Planning Documents (SPDs). They replace Supplementary Planning Guidance (SPGs) such as planning briefs which the Council has produced from time to time. The SPDs do not have the status of DPDs but would be subject to consultation and, once adopted, will be a material consideration in the decision making process⁴. Appendix 3 sets out the Council's current supplementary planning guidance and supplementary planning documents.
- 2.9 Under the Planning Act 2008 there is no need for SPDs to be included within the LDS however given the Council will continue to produce SPDs when

² Paragraph: 003 Reference ID: 61-003-20190315

³ <https://www.newforestnpa.gov.uk/documents/planning/local-development-scheme/>

appropriate, details on the progress in preparing SPDs are included within the LDS for transparency.

- 2.10 The involvement of the community in the preparation of planning policy documents (DPDs and SPDs) is essential to achieve local ownership and legitimacy. The Council has to prepare a Statement of Community Involvement (SCI). A revised SCI was approved in December 2017. It sets out the Council's policy for involving the community in the preparation and revision of its documents and its involvement in planning applications.

3 The Local Development Scheme for Test Valley

- 3.1 The LDS includes the timetable for preparation of the next Local Plan and also makes reference to other relevant planning policy documents including SPDs and Neighbourhood Plans, and the Community Infrastructure Levy (CIL).

Development Plan Documents (DPD)

Test Valley Borough Adopted Revised Local Plan 2029

- 3.2 The Council adopted its Revised Local Plan in January 2016. This document sets out the vision and broad objectives for the Borough and the policies to deliver them. It draws upon other strategies of the Council, especially the Corporate Plan, and other organisations that have implications for the development and use of land. It identifies the strategic locations for housing and employment based on a settlement hierarchy. The document contains policies which will be used in determining planning applications. The document sets out the boundaries for the settlement hierarchy and town centre boundaries and identifies those areas that prevent coalescence between settlements and areas of local distinctiveness. This document was subject to a SA, SEA and HRA.
- 3.3 As the Local Plan reached the five year anniversary of its adoption on 27 January 2021 a (five year) review was undertaken of the plan in accordance with Regulation 10A The Town and Country (Local Planning) (England) Regulations 2012 (as amended). The purpose of the review is to ensure that the plan and its policies remain effective and to identify any areas which need to be reviewed. The review considered whether there has been a significant change in circumstances which affects the plan's strategy and whether it remains up to date and consistent with national planning policy in the National Planning Policy Framework (NPPF) 2019. This review was undertaken as a self-assessment using relevant parts of the Planning Advisory Service (PAS) Local Plan Route Mapper Toolkit. The assessment was then reviewed by independent consultants appointed by PAS. The review was approved by Cabinet on 10 March 2021 and comprises three documents:
- Toolkit Part 1 - Whether any significant changes affecting the plan's spatial strategy

- Toolkit Part 2 – Consistency of the plan’s policies with NPPF 2019
 - Advisory Note – Reviewing the assessment which has been undertaken
- 3.4 Part 1 assessment concluded that, the spatial strategy is considered to remain sound and plan policies remain up to date and continue to provide a robust basis for decision making in the determination of planning applications.
- 3.5 Part 2 assessment concluded that NPPF 2019 requirements necessitate some new or additional policy, or revision of the current policy approach being considered to address these for some specific issues, although these are not fundamental in the context of the status of existing plan policies. These will be addressed through the next Local Plan, or could be addressed through Supplementary Planning Documents or other additional guidance⁵.
- 3.6 The outcome of the assessment was subject to review by independent consultants, appointed by PAS. This suggested a partial review of the adopted Local Plan supported by an updated evidence base could be taken forward depending upon the scale of changes to the spatial strategy
- 3.7 Whilst the outcome of the five year review suggested a partial review a full plan review is proposed to provide flexibility to respond to change, to take account of engagement, strengthen the resilience and longevity of policies and enable local distinction to be reflected in these policies.

Emerging Test Valley Local Plan

- 3.8 The early stages of the Local Plan have been undertaken through an Issues and Options consultation in 2018 as the first step in reviewing the local plan followed by a Refined Issues and Options consultation in 2020. The Council’s approach to actively engaging with the community and encouraging closer collaborative approaches in strategies such as Andover Vision, Romsey Future and the Community Planning Toolkit, has helped to shape the way in which these early stages of the preparation of the local plan have been undertaken.
- 3.9 The timetable for the next stages and scope for the Local Plan have been reviewed reflecting the need to consider a number of factors which will influence the process and content of the Local Plan.
- 3.10 In August 2020 the Government published a White Paper ‘Planning for the Future’ on proposals for reforms to the planning system, including plan making. A Planning Bill was confirmed in the Queen’s Speech in May 2021 to take forward these reforms, although the details and timetable for their implementation is yet to be announced. The Government has though confirmed that local planning authorities should continue to progress with reviewing and updating their local plans. The target remains for all local

⁵ Recent appeal decisions have also confirmed the adopted Local Plan is consistent with the NPPF 2019.

planning authorities to have an up to date local plan in place by the end of 2023. The Council will therefore continue to undertake the preparation of the next local plan in line with the approach as set out in this LDS under the current plan making system. The future scope and timetable of the Local Plan will need to be kept under review as the proposed reforms progress as this may lead to a need to make further changes to the timetable in due course which is outside of our control.

- 3.11 Other factors considered relate to enabling an iterative plan making process so there is sufficient time for community engagement and for an evidence-led approach. The evidence for the Local Plan will need to appropriately take account of impacts from Brexit and COVID pandemic as they emerge. To manage these factors, a degree of flexibility has been incorporated within the timescale to manage potential risks and changes. In addition the next stage of the Local Plan, Regulation 18, has been split into two stages to account for this.
- 3.12 The scope of the Local Plan has been refined to provide a full review of the Adopted Local Plan. This approach will provide flexibility to amend policies as the plan progresses and reflect changing circumstances and add local distinctiveness.
- 3.13 A two stage process is proposed for the Regulation 18 public consultation stage; Stage 1 will focus on strategic matters including the vision, objectives, the spatial strategy (distribution of growth, delivery of infrastructure, delivery of sustainable and well designed places and settlement hierarchy), housing and economic needs, Andover and Romsey Town Centre and climate emergency; and Stage 2 will also include site allocations, settlement boundaries and development management policies (in addition to incorporating the content of Stage 1, which will have been updated and amended as a result of consultation and any other necessary changes, as appropriate)
- 3.14 Appendix 1 provides an overview of the programme of work and sets out in more detail a profile for the Local Plan. This timetable is considered achievable. However, following the submission stage, the rate of progress is dependent on the Planning Inspectorate and outside of the control of the Council.

Duty to Cooperate Matters

- 3.15 The Council is a member of the Partnership for South Hampshire⁶ (PfSH) a partnership of 12 local authorities around the Solent which includes joint working on strategic planning matters for South Hampshire which will inform plan making. PfSH is currently preparing a new Statement of Common Ground under the Duty to Co-Operate, together with its associated joint evidence base.

⁶ www.push.gov.uk

- 3.16 The Council is also working closely with Basingstoke and Deane, Rushmoor and Hart councils on a collective narrative for North Hampshire, This identifies each authority's existing plans for growth and identifies opportunities and issues to achieve those aspirations.

Gypsy and Traveller DPD

- 3.17 A previous Local Development Scheme, included provision for a specific Gypsy and Traveller DPD, to be produced separate to the next Local Plan. An updated Scoping report (as the first stage in the Sustainability Appraisal process) was approved in 2018, followed by a further general Scoping report in 2020.
- 3.18 The evidence base for gypsies, travellers and travelling showpeople is being reviewed and considered in the light of case law. It is intended the need and provision for this community will be considered within the next Local Plan however this does depend upon the outcomes of the review of the evidence base.

Hampshire Minerals and Waste Local Plan 2013

- 3.19 The Minerals and Waste Local Plan (HMWP) forms part of the Development Plan. The plan was adopted by Hampshire County Council and its partner authorities⁷ on 15th October 2013.
- 3.20 In 2020 a review of the HMWP concluded that a partial review was needed to ensure full compliance with the NPPF and the National Planning Policy for Waste. An updated LDS⁸ was approved for this review in December 2020 and work to undertake this review is currently in progress, with adoption scheduled for autumn 2023.

Further Development Plan Documents

- 3.21 It may be necessary to produce further Development Plan Documents for specific areas or topics. The Council will decide whether these are necessary at the appropriate time.

Statement of Community Involvement (SCI)

- 3.22 The SCI, which was adopted in December 2017, provides the framework within which the public would be consulted on the preparation of individual policy documents and planning applications. The public, by reference to the SCI, would have a clear understanding of what to expect from the Council and of the opportunities they would have to contribute at the outset of the new procedures. . In June 2020 an addendum to the SCI was approved covering

⁷ Portsmouth City Council, Southampton City Council, New Forest National Park Authority and South Downs National Park Authority

⁸ <https://documents.hants.gov.uk/mineralsandwaste/HMWP-2020Review-DevelopmentScheme-April2021.pdf>

temporary revised consultation arrangements to apply whilst coronavirus restrictions are in place. It is proposed to update and review the SCI in line with meeting the requirement for an SCI to be reviewed every 5 years from the date of adoption, which will be in December 2022.

Supplementary Planning Documents (SPDs)

- 3.23 The preparation of Supplementary Planning Documents (SPDs) provides the Council and community opportunities to develop in more detail the policies and proposals set out in Development Plan Documents. The Council has previously prepared, under the superseded legislation, a range of supplementary planning guidance.
- 3.24 Further SPDs may be produced by the Council as required. The content of these SPDs may require a Strategic Environmental Assessment (SEA) to be produced. Appendix 3 lists the current Supplementary Planning Documents and previous Supplementary Planning Guidance which has been retained.

Other Planning Guidance

- 3.25 There are other policy documents that have been formally approved as guidance by the Council that are a material consideration, but are not Supplementary Planning Documents (SPD) including masterplans for Andover town centre and south of town centre Romsey.

Access Plans

- 3.26 Access Plans provide a strategy for a shared vision for access to facilities and services within Andover, Romsey and the wider rural area. The access plans identify how access can be improved and how this will be achieved.
- 3.27 The Council adopted the Test Valley Access Plan, the Andover Town Access (TAP), and the Romsey TAP in 2015. These documents will be kept under review to ensure they remain up to date. The Council is working with Hampshire County Council and Sustrans, who are leading on the preparation Local Cycling and Walking Infrastructure Plans (LCWIP) for both Southern and Northern Test Valley.

Village Design Statements

- 3.28 Village Design Statements (VDS) provide additional guidance with respect to the design policies of the Adopted Local Plan. They are prepared by local communities and play an important role in involving the public in the planning process. As they are led by local communities it is difficult to establish with certainty which villages will undertake a VDS and to what timetable. Appendix 3 lists the adopted Village Design Statements in the Borough. Please contact Planning Policy for updates on the production of VDS.
- 3.29 Where new VDS are prepared they would need to be in conformity with the SCI. Existing VDS would remain as material considerations through the mechanism of identifying them in the LDS.

Neighbourhood Development Plans

- 3.30 The Localism Act created the legal framework for the preparation of Neighbourhood Development Plans (NDP). As Test Valley is fully parished only Parish Councils can produce a NDP. Subject to satisfying the necessary regulation and processes the NDP will, upon adoption, form part of the Development Plan.
- 3.31 The Council's Corporate Plan 'Growing our Potential' 2019-2023 indicates under the communities strategic priority that *"we will support more communities to take part in a range of community planning activities such as neighbourhood planning, community resilience and local action planning."*
- 3.32 Those parishes progressing with a neighbourhood plan are listed in Appendix 4. Please contact the Planning Policy team for updates on the production of NDPs. Details on the current position regarding NDPs in Test Valley are available on our website⁹.

Community Infrastructure Levy (CIL)

- 3.33 The Community Infrastructure Levy (CIL) is a charge on development that allows Local Authorities in England to raise funds to support infrastructure requirements. The Council prepares an annual Infrastructure Funding Statement (IFS) which sets out a summary of financial and non financial developer contributions and relating to S106 agreements and CIL in the borough. Details of this are available on our website.¹⁰
- 3.34 CIL is charged per square metre on the gross internal floorspace of the net additional floorspace of development, and is applicable to all residential developments regardless of size, and all development of 100 square metres or over.

⁹ <https://testvalley.gov.uk/planning-and-building/planningpolicy/neighbourhood-planning>

¹⁰ <https://www.testvalley.gov.uk/planning-and-building/cil/cil-expenditure>

- 3.35 The Council has set differential rates of CIL for different intended uses of development based on the economic viability evidence in the CIL Viability Study. For residential development, CIL rates have been set according to four geographical zones. Based on the viability evidence, a nil rate of CIL has been applied to the strategic residential allocations in the Adopted Local Plan¹¹. For retail warehouse and supermarket/superstore development, a CIL rate of £180 per square metre has been set.
- 3.36 The Council adopted the CIL Charging Schedule on 27 January 2016, and has approved the implementation of CIL to take effect on 1 August 2016. The Council will review CIL during the years covered by this LDS,

4 The Relationship between Development Plan Documents, the Community Plan and the Corporate Plan

- 4.1 The Council together with its partners formed the Local Strategic Partnership (LSP) and prepared a Community Plan “Your Test Valley”. The Local Plan (2016) was written and designed to show the strongest and most practical relationship with the Community Plan. The partners have been involved in the preparation of the Adopted Local Plan and will continue to do so with the preparation of the next Local Plan.
- 4.2 The Council has published its Corporate Plan ‘Growing our Potential’ 2019-2023¹², which sets out the vision and priorities for the Council taking into account issues raised by local communities, voluntary sectors and external influences. It focuses on four strategic priorities: town centres, communities, people and the local environment. This is being actioned through the Andover Vision and Romsey Future projects; supporting parishes to undertake neighbourhood planning, and other forms of community planning, and to providing opportunities for communities to work closely with the Council in the review of the local plan. The Local Plan will help deliver the aspirations of the Corporate Plan.

5 Evidence Base and Resource Implications

- 5.1 The development of the Local Plan will need to be underpinned by evidence which is up to date. The Council has collected a wide range of evidence base as part of the local plan process and this is being updated and reviewed where necessary to inform the preparation of the next Local Plan. Where relevant and appropriate, evidence base studies have been undertaken jointly with neighbouring local planning authorities, where we are working together to inform plan making. This includes a number of joint evidence base studies commissioned through the Partnership for South Hampshire (PfSH) in the context of ongoing work to prepare a new Statement of Common Ground

¹¹ Whitenap, Hoe Lane, Park Farm, George Yard/Black Swan Yard, Picket Piece and Picket Twenty.

¹² Available: <https://testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporate-plan-for-2019-to-2023>

under the Duty to Co-Operate. The evidence base is available on the Council's website¹³:

- 5.2 An assessment of the scope of the financial resources to produce the policy documents has been undertaken and provision has been made in the Council's Budgets. The Council will take every opportunity available to minimise the cost of producing the Local Plan.
- 5.3 The preparation of the Local Plan will be led by the Planning Policy and Economic Development Service. The work of the team will be complemented by officers with specialist knowledge from other services who have expertise in particular areas e.g. housing, leisure, transport, property, environment and health and legal. In addition external resources may be called upon particularly from other public sector partners such as the County Council or Health Care organisations for matters of Education, Highways and Public Health, and consultants will be retained for certain projects.
- 5.4 The Council is satisfied at the time of the preparation of the LDS that the appropriate resources are or can be made available to deliver the timetable set out in Appendix 1. In reaching that conclusion the Council has had regard to its experience of delivering policy documents over a number of years. However, it is concerned that its programme is reliant upon the contribution from external agencies and will be influenced by factors beyond its control, in particular potentially changes at a national level to legislation. It intends through the reviews of the LDS to take account of the change in circumstances which may influence its ability to deliver the proposed programme.

6 Review and Monitoring

- 6.1 The Council will produce an Authority's Monitoring Report (AMR) to assess the implementation of the LDS and the extent to which policies are being achieved. The Council's monitoring report will be produced annually.
- 6.2 The monitoring report will compare progress with the key milestones identified in the timetable set out in Appendix 1. Informed by that process, the Council will consider the need to revise and update the LDS.
- 6.3 The monitoring report will also include an assessment of the impact the Council's policies have in terms of national and local targets and the extent to which those issues policies may need to be revised. The Council will produce a Housing Implementation Strategy, which includes the position on housing land supply. This will include information on housing policy and performance and include housing completions, housing trajectories and housing land supply. This will help the Council assess whether it is satisfying government guidance with regards to housing delivery.

¹³ <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base>

Appendix 1 – Development Plan Document Timetable

	Next Local Plan DPD
2020 Q1	
2020 Q2	
2020 Q3	Refined Issues and Options / 'Stepping Stone' document
2020 Q4	
2021 Q1	
2021 Q2	
2021 Q3	
2021 Q4	Democratic Sign Off for Regulation 18 Stage 1*
2022 Q1	Public Consultation on Regulation 18 Stage 1
2022 Q2	
2022 Q3	
2022 Q4	Democratic Sign Off** and Public Consultation on Regulation 18 Stage 2
2023 Q1	
2023 Q2	
2023 Q3	
2023 Q4	Democratic Sign Off** and Public Consultation on Regulation 19
2024 Q1	
2024 Q2	
2024 Q3	Submission
2024 Q4	Examination
2025 Q1	
2025 Q2	
2025 Q3	Adoption
2025 Q4	

*is likely to take place between 2021 Q4 and 2022 Q1

**is likely to begin in Q3 of the respective years

Development Plan Document Profile

Document details

Title: Test Valley Borough Local Plan DPD

Geographic coverage: Whole of Borough¹⁴

Content: It will set out the Council's vision and objectives for the Borough together with the locations for development, including strategic, site allocations and development management policies required to deliver the strategy.

A two stage process is proposed to the Regulation 18 public consultation. Stage 1 will include the vision, objectives, the spatial strategy (distribution of growth, delivery of infrastructure, delivery of sustainable and well designed places and settlement hierarchy), housing and economic needs, Andover and Romsey Town Centre and climate emergency. Stage 2 will also include site allocations, settlement boundaries and development management policies.

Chain of conformity: General conformity with National Policy. To be prepared in conformity with the Statement of Community Involvement.

Development Plan Document Profile

Arrangements for preparation	Details
• Which organisation/department of the authority will lead the process	Planning Policy and Economic Development Service
• Management arrangements.	Cabinet, Local Plan project group
• Resources required to produce the document, including specifying resources committed from external stakeholders if appropriate.	TVBC resources allocated via Council Budget process
• Approach to involving stakeholders and the community.	Consistent with the objectives of the Corporate Plan and in conformity with the SCI and Duty to Cooperate

Monitoring and Implementation	Details
• The Monitoring Report will provide the framework for reviewing performance	The Planning Policy and Economic Development Service will lead on the monitoring report

¹⁴ Except for that part of the Borough within the New Forest National Park.

Appendix 2 – Strategic Policies

The Strategic Policies of the adopted Revised Local Plan (as set out in Annex A of the RLP) are listed below.

Policy SD1: Presumption in Favour of Sustainable Development

Policy COM1: Housing Provision 2011 – 2029

Policy COM2: Settlement Hierarchy

Policy COM3: New Neighbourhood at Whitenap, Romsey

Policy COM4: New Neighbourhood at Hoe Lane, North Baddesley

Policy COM5: Residential Development at Park Farm, Stoneham

Policy COM6: New Neighbourhood at Picket Piece, Andover

Policy COM6A: New Neighbourhood at Picket Twenty, Andover

Policy COM7: Affordable Housing

Policy COM8: Rural Exception Affordable Housing

Policy COM14: Community Services & Facilities

Policy COM15: Infrastructure

Policy LE1: University of Southampton Science Park

Policy LE2: South of Benham Campus, University of Southampton Science Park

Policy LE3: Land at Whitenap, Romsey

Policy LE4: Land south of Brownhill Way, Nursling

Policy LE5: Land at Bargain Farm, Nursling

Policy LE8: Extension to Walworth Business Park

Policy LE10: Retention of employment land and strategic employment sites

Policy LE14: Mixed development at George Yard/Black Swan Yard

Policy E1: High Quality Development in the Borough

Policy E2: Protect, Conserve and Enhance the Landscape Character of the Borough

Policy E3: Local Gap

Policy E4: Residential Areas of Special Character

Policy E5: Biodiversity

Policy E6: Green Infrastructure

Policy E7: Water Management

Policy E9: Heritage

Policy LHW1: Public Open Space

Policy T1: Managing Movement

Policy T2: Parking Standard

Appendix 3 – Supplementary Planning Guidance to be retained and Supplementary Planning Documents

The following supplementary planning guidance and supplementary planning documents will continue to be material considerations in the determination of planning applications.

1. Supplementary Planning Documents

Dean Hill Planning Position Statement
Affordable Housing (September 2020)
Infrastructure & Developer Contributions (February 2009)¹⁵
Shopfront Design Guide (September 2010)
Test Valley Access Plan (January 2015)
Romsey Town Access Plan (April 2015)
Andover Town Access Plan (July 2015)
Residential Areas of Special Character (RASC) (January 2019)

2. Village Design Statements (adopted)

a) Supplementary Planning Guidance

Abbots Ann (April 2000)
Goodworth Clatford (April 2000)
The Pentons (Penton Grafton and Penton Mewsey) (April 2000)
Michelmersh and Timsbury (July 2001)
Upper Clatford and Anna Valley (February 2002)
Braishfield (April 2002)
Vernham Dean (January 2003)
Chilbolton (January 2003)
Stockbridge (April 2003)
Longparish (April 2003)
The Wallops (Over Wallop and Nether Wallop) (February 2004)
Monxton (May 2004)
Broughton (July 2004)

b) Supplementary Planning Documents

Thrupton (February 2006)
Chilworth (February 2006)
Amport (January 2008)
Romsey Town Design Statement (January 2008)
Enham Alamein (January 2009)
West Dean (February 2010)
Longstock (June 2010)
Wellow (September 2010)
Appleshaw and Redenham (April 2015)
Sherfield English (April 2015)
Barton Stacey (June 2016)

¹⁵ This is currently being updated with a revised SPD in preparation

Ampfield (July 2019) (superseded April 2003 VDS SPG)
Hurstbourne Tarrant (April 2021)

Other Planning Guidance

There are a number of policy documents that have been formally approved as guidance by the Council, but do not have Supplementary Planning Document (SPD) status¹⁶. Masterplans have also been approved for Andover town centre¹⁷ and south of town centre Romsey^{18,19},

Appendix 4 – Parishes progressing with Neighbourhood Plans

Neighbourhood Plans (made)

Goodworth Clatford Neighbourhood Plan 2018-2029 (March 2019)
Upper Clatford Neighbourhood Plan 2019-2029 (May 2021)
Chilbolton Neighbourhood Plan 2019-2029 (May 2021)
Charlton Neighbourhood Plan 2019-2029 (May 2021)
Thrupton Neighbourhood Plan 2020-2029 (May 2021)

The following parishes are designated as a neighbourhood area (providing for the preparation of a Neighbourhood Plan)

Andover Town
Awbridge
Braishfield
Houghton
King's Somborne
Longstock
Michelmersham and Timsbury
Nether Wallop
Over Wallop
Romsey Town & Romsey Extra
Sherfield English
Wellow
West Tytherley, Frenchmoor & Buckholt (jointly with West Dean in Wiltshire)

¹⁶ <https://www.testvalley.gov.uk/planning-and-building/planningpolicy/planning-policy-guidance>

¹⁷ <https://www.thinkandovertowncentre>

¹⁸ <https://www.testvalley.gov.uk/planning-and-building/planningpolicy/south-of-romsey-town-centre-masterplan>

¹⁹ <https://www.romseyfuture.org.uk/the-masterplan>

ITEM 8 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 to the report be noted.

SUMMARY:

- This report reviews the Council's revenue spending for the first four months of the 2021/22 financial year.
- It also examines the main differences between the original estimate for 2021/22 and actual spend to 31st July 2021 and provides explanations for significant variances.
- Overall, net expenditure to 31st July 2021 was £460,000 lower than budgeted at this stage of the year. This favourable variance comprises additional income and savings of £434,000 due to service related expenditure and £26,000 more 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 31st July 2021 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

- 2.1 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.

- 2.2 In order to make the analysis more relevant, the actual income and expenditure to 31st July is being compared against its profiled budget position at this time.
- 2.3 Profiled budgets include an estimate for the impact of Covid-19 on income and expenditure.

Analysis of income and expenditure

- 2.4 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.
- 2.5 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 Impact of Covid-19

- 3.1 The budget for 2021/22 includes a pressure due to the impact of Covid-19 on services of £2.544M, which reduces to a net pressure of £1.050M after taking account of support from central government in the form of Sales, Fees & Charges compensation and other support grants.
- 3.2 The budgets and profiled budgets in this report include this pressure, and all variances detailed in the following section are after taking this into account.

4 Analysis of Financial Performance

4.1 Leader's Portfolio

The Leader's portfolio shows net expenditure to the end of July of £580,000 against a profiled budget of £585,000. This represents a favourable variance of £5,000 to date.

4.2 Deputy Leader & Planning Portfolio

The Deputy Leader & Planning portfolio shows net expenditure of £489,000 compared with a profiled net expenditure estimate of £511,000 – a favourable variance of £22,000.

Income from car parking is £29,000 lower than budgeted. This is due to free parking remaining in place in the Borough until 12th April, and COVID restrictions still being in place once parking charges resumed. This is partially offset by lower costs of collection of parking income and other supplies & services.

Lower than budgeted income from planning applications and additional staffing costs due to workload and resource issues in building control are partially offset by higher than budgeted income from building control fees and small savings due to reduced officer mileage.

4.3 Community & Leisure Portfolio

The Community & Leisure portfolio shows net expenditure to the end of July of £788,000 against a profiled estimate of £865,000. This is a favourable variance of £77,000.

This is due to savings on employee costs of £32,000 and lower than budgeted spend on premises costs and supplies & services.

4.4 Corporate Portfolio

The Corporate portfolio shows net expenditure to the end of July of £1.227M against a profiled budget of £1.352M. This represents a favourable variance of £125,000 to date.

Net land charges income is £37,000 higher than budgeted, most likely due to the temporary extension to the nil band for stamp duty that was in place until 30th June 2021.

There are also some savings from training and employee costs, and unbudgeted government grants within Elections and Register of Electors.

4.5 Economic Development & Tourism Portfolio

The Economic Development & Tourism portfolio shows net expenditure of £139,000 against a profiled estimate of £150,000. This represents a favourable variance of £11,000.

This is due to grant payments being lower than estimated at this point in the year.

4.6 Environmental Portfolio

The Environmental portfolio shows net expenditure of £991,000 against a profiled estimate to the end of July of £1.153M – a favourable variance of £162,000.

Employee costs across the service as a whole are £95,000 below budget and there is additional income from glass and dry mixed recycling, bulky waste, bins and shopping trolleys.

4.7 Finance Portfolio

The Finance portfolio has generated net income of £3.352M against a profiled estimate of £3.331M to the end of July. This is a favourable variance of £21,000.

This is due mainly to lower than expected staffing costs to date and slightly higher than estimated income from corporate properties partially offset by additional professional fees.

4.8 Housing & Environmental Health Portfolio

4.9 The Housing & Environmental Health portfolio shows expenditure of £712,000 compared with the profiled estimate of £723,000. This is a favourable variance of £11,000.

This is due to lower than budgeted employee and mileage costs, partly offset by an increase in bed & breakfast costs.

4.10 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.

4.11 Investment Funds and borrowing costs

Net investment income to 31st July 2021 was £108,000 compared with a profiled estimate of £82,000 – this represents a favourable variance of £26,000.

5 Risk Management

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

6 Resource Implications

6.1 A favourable variance of £460,000 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.

7 Equality Issues

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

8 Other Issues

8.1 There are no other issues to consider.

9 Conclusion and reasons for recommendation

9.1 Overall, net expenditure is £460,000 lower than forecast at 31st July. There are a number of areas with large variances between the profiled budget and the actual income / expenditure to date.

- 9.2 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:	N/A
(Portfolio: Finance) Councillor Flood			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	29 September 2021

PORTFOLIO REVENUE INFORMATION

TOTAL EXPENDITURE	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
Leader & Corporate Management Portfolio	1,976,325	584,788	579,769	(5,019)
Deputy Leader & Planning Portfolio	1,448,216	511,184	489,365	(21,819)
Community & Leisure Portfolio	2,254,277	865,038	788,446	(76,592)
Corporate Portfolio	3,625,381	1,351,781	1,227,255	(124,526)
Economic Development & Tourism Portfolio	341,171	149,642	139,013	(10,629)
Environmental Portfolio	4,071,951	1,153,404	990,647	(162,757)
Finance Portfolio	(5,196,263)	(3,330,696)	(3,352,390)	(21,694)
Housing & Environmental Health Portfolio	2,207,742	723,175	712,002	(11,173)
Net Investment Income	(242,000)	(82,000)	(108,000)	(26,000)
Borrowing costs	157,000	17,000	17,000	0
Net Service Controlled Portfolio Expenditure	10,643,800	1,943,316	1,483,107	(460,209)

PORTFOLIO REVENUE INFORMATION

LEADER & CORPORATE MANAGEMENT PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Chief Executive's Office</u>				
Chief Executive's Office	354,546	118,173	122,024	3,851
Human Resources Service	462,970	146,645	140,212	(6,433)
Net Expenditure	817,516	264,818	262,236	(2,582)
<u>Corporate & Democratic Core</u>				
Andover Town Centre Rejuvenation	35,236	35,236	35,236	0
Corporate Subscriptions	27,270	21,000	21,370	370
Corporate Public Relations, Information & Consultation	21,100	0	24	24
Corporate Management	332,330	1,148	(1,538)	(2,686)
Delivering Public Services Electronically	10,000	0	185	185
Strategic Partnership	2,700	899	0	(899)
Net Expenditure	428,636	58,283	55,277	(3,006)
<u>Strategy & Innovation</u>				
Strategy & Innovation	730,173	261,687	262,256	569
	730,173	261,687	262,256	569
Net Service Controlled Portfolio Expenditure	1,976,325	584,788	579,769	(5,019)

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

	£ 000
Profiled Estimate to 31 July 2021	585
Actual Spend to 31 July 2021	<u>580</u>
Favourable Variance to 31 July 2021	<u><u>(5)</u></u>
 <u>Chief Executive's Office</u>	
Adverse salary variance due to vacancy management target	5
Corporate training costs below profiled budget	(4)
 Sundry variance	 <u>(6)</u>
	<u><u>(5)</u></u>

PORTFOLIO REVENUE INFORMATION

DEPUTY LEADER & PLANNING PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Planning Policy & Economic Development</u>				
Planning Policy	771,217	258,113	270,213	12,100
Local Development Framework	275,487	47,471	32,123	(15,348)
Neighbourhood Planning	0	0	0	0
Net Expenditure	1,046,704	305,584	302,336	(3,248)
<u>Corporate & Democratic Core</u>				
Romsey Future	10,000	3,076	1,207	(1,869)
South of Romsey Town Centre Project	2,845	2,845	2,845	0
Net Expenditure	12,845	5,921	4,052	(1,869)
<u>Property & Asset Management</u>				
Estates Support Unit	29,168	9,723	10,067	344
Engineers	194,498	115,847	83,493	(32,354)
Highways	13,880	10,926	19,267	8,341
Parking	(1,079,734)	(357,725)	(364,284)	(6,559)
Community Transport	55,000	9,167	7,329	(1,838)
Net Income	(787,188)	(212,062)	(244,128)	(32,066)
<u>Planning & Building</u>				
Development Control & Enforcement	1,058,644	371,684	408,562	36,878
Building Control	117,211	40,057	18,543	(21,514)
Net Expenditure	1,175,855	411,741	427,105	15,364
Net Service Controlled Portfolio Expenditure	1,448,216	511,184	489,365	(21,819)

PORTFOLIO FINANCIAL MONITORING INFORMATION**ANNEX****DEPUTY LEADER & PLANNING PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2021	511
Actual Spend to 31 July 2021	<u>489</u>
Favourable Variance to 31 July 2021	<u><u>(22)</u></u>
<u>Planning Policy & Economic Development</u>	
Salary savings across the service	(3)
<u>Engineers</u>	
Salary savings due to vacancy and reduction in hours	(31)
<u>Parking</u>	
Salary savings due to vacancy	(11)
Savings on costs of collection of car parking income	(9)
Various supplies & services savings	(11)
Lower than budgeted car parking and penalty charge notice income due to free parking being in place to 12th April 2021 and COVID restrictions still being in place once parking charges resumed.	29
<u>Development Control & Enforcement</u>	
Overspend on temporary staff and overtime partially offset by salary savings	46
Transport cost savings due to COVID travel restriction.	(5)
Lower than budgeted income from planning applications to date.	17
<u>Building Control</u>	
Higher than budgeted income to date.	(24)
Sundry variance	<u>(20)</u>
	<u><u>(22)</u></u>

PORTFOLIO REVENUE INFORMATION

COMMUNITY & LEISURE PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Community & Leisure</u>				
Leisure Management				
Leisure Management	236,794	74,753	73,129	(1,624)
Net Expenditure	236,794	74,753	73,129	(1,624)
Parks, Countryside & Sport				
Managed Sports Facilities	0	0	25,479	25,479
Outdoor Sports Facilities	129,652	94,210	69,629	(24,581)
Playgrounds	12,230	6,288	0	(6,288)
Sports Development	17,620	10,586	11,674	1,088
Cemeteries	(83,090)	(26,509)	(30,063)	(3,554)
Grounds Maintenance	97,360	52,581	40,352	(12,229)
Nature Reserves	107,874	31,400	29,800	(1,600)
Urban Parks and Open Spaces	315,349	129,343	114,251	(15,092)
Net Expenditure	596,995	297,899	261,122	(36,777)
Community Development				
Community Engagement	997,754	334,895	307,452	(27,443)
Net Expenditure	997,754	334,895	307,452	(27,443)
Arts & Culture				
Andover Events Programme	10,850	0	(2,403)	(2,403)
Arts Function	21,712	20,098	20,279	181
The Lights	390,172	137,393	128,867	(8,526)
Net Expenditure	422,734	157,491	146,743	(10,748)
Net Service Controlled Portfolio Expenditure	2,254,277	865,038	788,446	(76,592)

PORTFOLIO FINANCIAL MONITORING INFORMATION**ANNEX****COMMUNITY & LEISURE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2021	865
Actual Spend to 31 July 2021	<u>788</u>
Favourable Variance to 31 July 2021	<u><u>(77)</u></u>
<u>Parks, Countryside & Sport</u>	
Legal and contract support costs for the Managed Sports Facilities.	26
Salary savings due to vacancies	(13)
Lower than budgeted costs for premises, general repairs and grounds maintenance.	(21)
Lower than budgeted income from outdoor sports facilities.	10
Unbudgeted income from Picket Twenty Covid Test Centre.	(23)
Lower than budgeted spend to date on Playgrounds.	(6)
Cemeteries income is higher than budgeted.	(9)
Wood Fair cancelled due to Covid.	(8)
<u>Community Engagement</u>	
Lower than budgeted spend on supplies and services, in particular on promotions due to Covid limitations	(11)
Unbudgeted Local Response Centre Grant.	(12)
<u>The Lights</u>	
Salary savings due to vacancies and no use of casual staff as site closed due to Covid.	(19)
Sundry variance	<u>9</u>
	<u><u>(77)</u></u>

PORTFOLIO REVENUE INFORMATION

CORPORATE PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Corporate & Democratic Core</u>				
Emergency Planning	34,448	24,941	25,661	720
Councillors	449,780	147,879	141,954	(5,925)
Councillor Meetings	23,000	2,484	3,560	1,076
Mayoral Office	25,470	5,815	5,977	162
Civic Ceremonies	0	0	1,424	1,424
Allocated Central Overheads	95,340	49,752	47,509	(2,243)
Non-distributable Costs	190,600	0	0	0
Net Expenditure	818,638	230,871	226,085	(4,786)
<u>Information Technology</u>				
Management	160,863	63,669	51,322	(12,347)
Service Desk	67,606	37,748	52,546	14,798
Infrastructure	519,786	224,669	229,202	4,533
Corporate Services	397,941	141,817	132,411	(9,406)
Net Expenditure	1,146,196	467,903	465,481	(2,422)
<u>Legal & Democratic</u>				
Legal Service	839,198	275,663	253,167	(22,496)
Land Charges	(30,123)	(23,161)	(62,070)	(38,909)
Council Elections	151,626	130,071	106,402	(23,669)
Registration Of Electors	80,630	11,638	(14,224)	(25,862)
Lotteries, Amusements & Gaming Permits	(4,338)	(526)	(126)	400
Alcohol & Entertainment Licensing	(21,457)	6,492	6,144	(348)
Scrap Metal Dealers	2,486	826	124	(702)
Hackney Carriages & Private Hire Vehicles	17,051	12,679	7,497	(5,182)
Net Expenditure	1,035,073	413,682	296,914	(116,768)
<u>Finance & Revenues Service</u>				
Customer Services Unit	625,474	239,325	238,775	(550)
Net Expenditure	625,474	239,325	238,775	(550)
Net Service Controlled Portfolio Expenditure	3,625,381	1,351,781	1,227,255	(124,526)

PORTFOLIO FINANCIAL MONITORING INFORMATION**ANNEX****CORPORATE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2021	1,352
Actual Spend to 31 July 2021	<u>1,227</u>
Favourable Variance to 31 July 2021	<u><u>(125)</u></u>
<u>Corporate & Democratic Core</u>	
Members Allowances are below budget due to vacancies during April	(6)
<u>Information Technology</u>	
Training costs are lower than budgeted	(12)
Increased internet service provider costs due to using Teams	7
<u>Legal and Democratic</u>	
Salary savings due to vacancy	(20)
Net land charges income is showing a favourable variance against budget	(37)
Elections - unbudgeted grant received to offset additional costs incurred in respect of Covid precautions/processes needed at Elections held	(35)
Register of Electors - unbudgeted government grant	(29)
Sundry variance	<u>7</u>
	<u><u>(125)</u></u>

PORTFOLIO REVENUE INFORMATION

ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Community & Leisure</u>				
Heritage	45,830	22,687	21,919	(768)
Net Expenditure	45,830	22,687	21,919	(768)
<u>Planning Policy & Economic Development</u>				
Planning Policy	100,531	33,510	34,938	1,428
Economic Development & Promotion	104,480	41,384	32,506	(8,878)
Promotion of Tourism	99,380	81,746	82,432	686
Town Centre Management	20,000	6,664	4,000	(2,664)
Net Expenditure	324,391	163,304	153,876	(9,428)
<u>Property & Asset Management</u>				
Andover Market	(29,610)	(36,537)	(36,795)	(258)
High Street Bookings	560	188	13	(175)
Net Expenditure	(29,050)	(36,349)	(36,782)	(433)
Net Service Controlled Portfolio Expenditure	341,171	149,642	139,013	(10,629)

PORTFOLIO FINANCIAL MONITORING INFORMATION

ANNEX

ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO

EXPLANATION OF KEY VARIANCES

£ 000

Profiled Estimate to 31 July 2021	150
Actual Spend to 31 July 2021	<u>139</u>
Favourable Variance to 31 July 2021	<u><u>(11)</u></u>
<u>Planning Policy & Economic Development</u>	
Payments for Business Incentive and Independent Retailer grants are below budget at this point in the year	(7)
Sundry variance	<u>(4)</u>
	<u><u>(11)</u></u>

PORTFOLIO REVENUE INFORMATION

ENVIRONMENTAL PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Environmental Service</u>				
Grounds Maintenance	996,994	528,815	475,647	(53,168)
Waste Collection	2,010,620	306,720	239,330	(67,390)
Garden Waste Collection	(202,819)	538,025	517,846	(20,179)
Street Cleansing	831,228	(457,041)	(475,247)	(18,206)
Vehicle Workshop	(19,028)	(23,418)	(7,389)	16,029
ES Technical	432,654	112,702	96,872	(15,830)
Service Overhead Account	22,302	147,601	143,588	(4,013)
Net Expenditure	4,071,951	1,153,404	990,647	(162,757)
Net Service Controlled Portfolio Expenditure	4,071,951	1,153,404	990,647	(162,757)

PORTFOLIO FINANCIAL MONITORING INFORMATION**ANNEX****ENVIRONMENTAL PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2021	1,153
Actual Spend to 31 July 2021	<u>991</u>
Favourable Variance to 31 July 2021	<u>(162)</u>
Salary savings due to vacant posts across the service as a whole	(95)
<u>Grounds Maintenance</u>	
Delays on purchasing of equipment and materials due to COVID causing an underspend to date.	(7)
Private contractor budget may not be spent this year due to delays.	(4)
<u>Waste Collection</u>	
Overspend on bin purchases which is offset by additional income.	12
Additional income from dry mixed recycling, bulky waste, sale of bins and other external income.	(56)
<u>Street Cleansing</u>	
Additional spend on sacks.	4
Additional income from shopping trolleys.	(10)
<u>Vehicle Workshop</u>	
Less than expected MOT income to date.	6
<u>ES Technical</u>	
Higher than expected glass income to date.	(4)
Sundry variance	<u>(8)</u>
	<u>(162)</u>

PORTFOLIO REVENUE INFORMATION

FINANCE PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) Variance
	£	£	£	£
<u>Property & Asset Management</u>				
Estates Support Unit	850,994	283,495	338,295	54,800
Business Park Development	(6,166,278)	(3,141,317)	(3,154,160)	(12,843)
Investment Properties	(1,165,470)	(537,252)	(468,304)	68,948
Corporate Properties	(458,982)	(182,461)	(237,852)	(55,391)
Union Street	(94,030)	(46,953)	(46,110)	843
Chantry Centre	(736,470)	(619,922)	(619,922)	0
Andover Bus Station	(2,060)	(6,949)	(7,883)	(934)
Andover Magistrates Court	200	62	40	(22)
Public Halls	27,550	5,240	(4,326)	(9,566)
Public Conveniences	117,169	29,352	25,894	(3,458)
Office Accommodation	220,346	52,146	25,213	(26,933)
Building Maintenance	95,111	37,466	41,439	3,973
Building Cleaning	10,898	6,369	540	(5,829)
Depot Costs	58,900	14,531	13,956	(575)
Leisure Facilities	44,780	11,196	5,309	(5,887)
Net Income	(7,197,342)	(4,094,997)	(4,087,871)	7,126
<u>Finance & Revenues</u>				
Finance Service	876,604	281,808	273,840	(7,968)
Council Tax Support Administration	337,420	115,134	114,968	(166)
Housing Benefit	244,431	108,468	106,416	(2,052)
Local Taxation Services	542,624	258,891	240,257	(18,634)
Net Expenditure	2,001,079	764,301	735,481	(28,820)
Net Service Controlled Portfolio Income	(5,196,263)	(3,330,696)	(3,352,390)	(21,694)

PORTFOLIO FINANCIAL MONITORING INFORMATION**ANNEX****FINANCE PORTFOLIO****EXPLANATION OF KEY VARIANCES**

	£ 000
Profiled Estimate to 31 July 2021	(3,331)
Actual Spend to 31 July 2021	<u>(3,352)</u>
Favourable Variance to 31 July 2021	<u><u>(21)</u></u>
 <u>Property & Asset Management</u>	
Salary savings across the service due to vacancies & furlough grant income	(44)
Additional professional fees	50
 <u>Business Park Development</u>	
Service Charge income for Portway higher than estimated	(7)
No expenditure to date for Kier advertising costs	(5)
 <u>Investment Properties / Corporate Properties / Union Street</u>	
Investment properties - lower than estimated rental income due to vacancies and rent free periods	65
Corporate properties - additional rental income	(53)
 <u>Office Accommodation</u>	
Lower than estimated cleaning costs including materials, likely due to reduced numbers in offices	(5)
Higher than estimated income from hall hire	(6)
 <u>Finance & Revenues Service</u>	
Salary savings due to vacancies	(32)
 Sundry variance	 <u>16</u>
	<u><u>(21)</u></u>

PORTFOLIO REVENUE INFORMATION

HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO	Updated Estimate 2021/22	Profiled Estimate to 31/07/21	Actual Expenditure to 31/07/21	Adverse / (Favourable) variance
	£	£	£	£
<u>Housing</u>				
Housing Activities				
General Management	109,280	36,414	37,921	1,507
Housing Development	126,029	43,838	45,212	1,374
Hampshire Home Choice	2	(43,090)	(45,350)	(2,260)
Housing Options	937,351	348,895	355,939	7,044
Net Expenditure	1,172,662	386,057	393,722	7,665
Health Activities				
Business Support Team	114,098	36,523	34,983	(1,540)
Pollution	264,507	90,216	85,907	(4,309)
Health Protection	353,074	111,423	99,251	(12,172)
Animal Welfare	70,143	21,214	18,945	(2,269)
Pest Control	65,931	21,975	21,336	(639)
Housing Standards	167,327	55,767	57,858	2,091
Net Expenditure	1,035,080	337,118	318,280	(18,838)
Net Service Controlled Portfolio Expenditure	2,207,742	723,175	712,002	(11,173)

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

£ 000

Profiled Estimate to 31 July 2021	723
Actual Spend to 31 July 2021	<u>712</u>
Favourable Variance to 31 July 2021	<u><u>(11)</u></u>
<u>Housing & Environmental Health</u>	
Salary savings across the service due to vacancies	(15)
Reduced mileage costs across the service.	(10)
Net additional B&B costs	19
Sundry variance	<u>(5)</u>
	<u><u>(11)</u></u>

KEY FINANCIAL AREAS

	Updated Estimate 2021/22 £'000	Profiled Estimate to 31/07/21 £'000	Actual to 31/07/21 £'000	Adverse / (Favourable) Variance £'000	Comments
<u>Expenditure</u>					
Staff Costs	20,757	6,851	6,588	(263)	This includes all salary, recruitment, relocation and post entry training costs, net of the 4% vacancy management provision and income from the Covid-19 Job retention Scheme grant.
Borrowing Costs	157	17	17	0	This is the interest paid on external borrowing.
	20,914	6,868	6,605	(263)	
<u>Income</u>					
Investment Income	(242)	(82)	(108)	(26)	This is the net income generated by the management of the Council's cash investment portfolio.
Building Control Income	(292)	(97)	(121)	(24)	This is the income generated by fees in respect of Building Control work performed by the Council.
Car Parking Income	(1,824)	(601)	(572)	29	This includes season tickets and all on and off street parking income.
Development Control Income	(1,310)	(33)	(38)	(5)	This is income from Planning Applications and legal fees relating to the applications.
Investment Property Income	(6,270)	(1,185)	(1,230)	(45)	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	(2,146)	(530)	(488)	42	This includes the rental income for investment properties that have been purchased recently and is expected to return a yield of 6.9% in the year on an investment of £31.1m.
Land Charges Income	(184)	(65)	(102)	(37)	This is income from Local Land Charge Search Fees.
Leisure Income	(220)	(72)	(92)	(20)	This includes all income from Community & Leisure services including indoor and outdoor leisure facilities, The Lights and cemeteries.
	(12,488)	(2,665)	(2,751)	(86)	
Total	8,426	4,203	3,854	(349)	

PORTFOLIO FINANCIAL MONITORING INFORMATION

KEY AREAS OF INCOME AND EXPENDITURE

EXPLANATION OF KEY VARIANCES

£ 000

Profiled Estimate to 31 July 2021	4,203
Actual Spend to 31 July 2021	3,854
Favourable Variance to 31 July 2021	(349)
<u>Staff Costs</u>	
Staff costs are lower than anticipated at this point in the year, mainly due to vacancies	(263)
<u>Income</u>	
Investment income is higher than budgeted due to a better than budgeted average rate of return	(26)
Building control income is higher than estimated in the year to date	(24)
Car parking income is lower than estimated in the year to date	29
Land Charges income has increased due to the stamp duty exemption	(37)
Income across the Community & Leisure service is higher than anticipated	(20)
Sundry variance	(8)
	(349)

ITEM 9 Service Resources – Strategy & Innovation and Legal & Democratic Services

Report of the Finance Portfolio Holder

Recommended:

- 1. That the following changes be made to the Council’s Establishment.**
 - **A Project Support Officer post, in the Strategy & Innovation Service, be created for a two-year period**
 - **That the vacant Electoral Services Assistant post (50823967) be increased from 18.5 hours to 37 hours per week on a permanent basis**
- 2. That the funding for the posts be approved, as set out in section 7 of the report.**

SUMMARY:

- The report explains the need and sets out proposals for increased resource requirement across two service areas.
 - Projects & Innovation Team – Strategy & Innovation Service
 - Elections Team – Legal & Democratic Service

1 Introduction

- 1.1 This report brings forward proposals for additional resources within the Strategy & Innovation Service and the Legal & Democratic Service.

2 Background

- 2.1 The Council has an approved Establishment which sets out the operational Service structure, including all posts’ grades and hours.
- 2.2 There are several factors that may require growth to the Establishment to be considered, including for example; changing legislative requirements; increases to the borough’s population; or customer demand / expectations.
- 2.3 In many cases, Services can accommodate these additional pressures by managing their overall resource envelope. However, occasionally it is necessary to seek additional resources to meet these new needs.
- 2.4 This report sets out a proposal to increase the Establishment in two Services as follows:

- Creation of a two-year fixed-term project officer post within the Strategy & Innovation Service.
- Increasing a current 0.5 FTE Electoral Assistant Post to a full-time role within the Elections Team on a permanent basis.

Strategy & Innovation

- 2.5 This proposal is for the creation of a new temporary project officer, to be funded for a period of two years, in the Strategy and Innovation service.
- 2.6 There are currently two corporate Project Manager roles at Test Valley Borough Council. These roles have been in place since 2016 and became part of the Innovations & Projects team when the Strategy & Innovation service was formed in November 2020. The roles provide professional project management services across the organisation, delivering projects which enable the Council to meet its corporate priorities. These projects range in complexity and scale from internal business changes such as a new sports pitch booking system to large public facing projects such as the Town Mills Riverside Park. The team have established a positive reputation within the business and the value they add to projects has been recognised. The range of projects that they manage has grown in complexity and diversity over the past five years.
- 2.7 The demand for project management within the organisation is growing as key strategic programmes and projects come forward, such as the Climate Emergency, the Waste Strategy and our internal new ways of working programme. Each of these encompass significant areas of work to be delivered over the next two years to challenging timescales. To ensure the success of these programs, it is imperative to utilise the skills and disciplines of the project managers to draw the appropriate resources together from across the Council and recognise the interdependencies of each.
- 2.8 To maximise the effectiveness of our project managers and to support the organisation on its modernisation journey, a need has been identified for an additional temporary resource which will underpin the capacity of the Innovation and Projects team to support the major projects it is working on. Introducing a Project Officer into the team will release capacity for the Project Managers, enabling them to dedicate more time and effort to the more complex tasks for corporate strategic projects whilst we also continue to meet the demand to support and progress smaller internal business change projects.
- 2.9 The proposed post of Project Officer will assist in the management of a range of projects within the Council and support business change within the organisation. The post-holder will undertake standard project management activities including the organisation of project boards and teams, identifying risks, issues and opportunities whilst supporting the wider organisation modernisation agenda. They will play an active role in supporting the Project Managers with the complex projects previously mentioned, positively impacting the team's ability to deliver to a consistently high standard.

- 2.10 The Project Officer role has been evaluated through the HAY grading process as a grade 6 post. The following costs have been provided on the assumption that appointment to the role would be at at no higher than point 2 in the grade, with a progression to point 3 in year two.

Year one cost	£33,914
Year two cost	£35,510
Total cost over two year period	£69,424

- 2.11 As this post is about creating capacity to enable the Council to complete projects and deliver on its priorities, the Head of Finance and Revenues has recommended that the cost be met from the Capacity Building Reserve.

Legal & Democratic Service

- 2.12 The current Electoral Services Team comprises 3 full-time equivalent posts. Two are full-time posts; Electoral Services Manager and Electoral Services Officer and two are part-time (0.5FTE) Electoral Services Assistants.
- 2.13 The proposal is to increase one of the Electoral Service Assistant posts from part-time (0.5FTE) to full-time (1 FTE).
- 2.14 The structure of the Elections team has remained unchanged for the last seven years. During that time the volume and complexity of work has steadily increased, including the introduction of Individual Electoral registration, canvass reform, enhanced emphasis on maintaining the accuracy of the Register, additional reporting and greater scrutiny on the delivery of elections.
- 2.15 In addition to this, the additional work which will be presented by the Elections Bill, when enacted, is significant. This includes:
- Requiring voters to show ID at polling stations before a ballot paper is issued.
 - Requiring Electoral Registration Officers based in local authorities to issue free voter identification documents to anyone without a valid form of photo ID who requires one.
 - Requiring postal voters to reapply for a postal vote every three years, replacing the current rules of refreshing their signature every five years.
 - Restricting the handling of postal votes, including limiting the number of postal votes that an individual can hand in at a polling station.
 - Further limiting the number of people someone may act as a proxy for.
 - Extending accessibility to elections including requiring Returning Officers to take all reasonable steps to provide support for those with a disability in polling stations.
 - Allowing all British Citizens living overseas to vote in UK Parliamentary elections, regardless of when they left the UK ('votes for life').

- 2.16 An extension to the establishment is necessary in order to maintain the existing standard of work, comply with legislative provisions and absorb the upcoming Elections Act requirements.
- 2.17 This post is a Grade 4/5 career graded post and the budget implications of this increase would be £14,830 per annum (including on-costs). The cost is unbudgeted for. Cabinet has authority to authorise this level of unbudgeted expenditure pro rata for this financial year. This cost would then be incorporated into the base budget for the forthcoming financial year and would lead to an increase in the forecast budget gap for 2022/23.

3 Corporate Objectives and Priorities

- 3.1 Support for the delivery of projects will build in additional strength to the Council's ability to deliver the projects that are included in the Corporate Action Plan.

4 Options

- 4.1 Option 1 - Do not approve the additional resources
- 4.2 Option 2 – Approve the changes to the Establishment and associated budget pressures (Recommended)
- 4.3 Option 3 - Consider alternative options that could deliver the requirements within existing budgets

5 Option Appraisal

5.1 Option 1 - Do not approve the additional resources

- 5.1.1 This option would not result in any additional resources being provided to the two Services. However, there is a risk that the Council will not be able to meet legislative requirements and / or achieve the objectives of the Corporate Plan without the requested resources
- 5.1.2 This option is not recommended.

5.2 Option 2 - Approve the changes to the Establishment and associated budget pressures (Recommended)

- 5.2.1 The two Service growth areas identified in the report arise as a consequence of increased legislative requirements or the Council's own aspirations to deliver its Corporate Plan objectives.
- 5.2.2 The proposals in the report do come with a budget consequence (see Resource Implications section, below). However, these costs are recommended to be approved to ensure that the Council can continue to deliver high-quality services to the people of Test Valley.
- 5.2.3 This is the recommended option.

5.3 Option 3 - Consider alternative options that could deliver the requirements within existing budgets

5.3.1 The Heads of Service for each resource area have considered options for whether compensating savings can be found to meet the operational requirements these posts would help to meet. It is their opinion that reducing capacity in other areas of their Services would only serve to create additional and equally undesirable pressure on service delivery.

5.3.2 This option is not recommended.

6 Risk Management

6.1 An evaluation of the risks indicate that the existing controls in place mean that no significant risks have been identified at this time.

7 Resource Implications

7.1 The resource implications of the three proposals are set out in the table below.

	Temp / Ongoing	Net Cost £
Project Support Officer	Temp	35,510
Electoral Services Assistant	Ongoing	14,830
Total		50,340

7.2 It is recommended that the temporary Project Support Officer requirement be met from a draw from the Capacity Building Reserve. The two-year requirement is estimated to be £69,424. The current unallocated balance on the reserve is £229,600.

7.3 As the Electoral Services post is a permanent change, it is not appropriate to use reserves to fund it and this will therefore amount to budget growth. It is expected that there will be sufficient revenue savings in the current year to meet the part-year costs. However, this will add a budget pressure of £14,830 to the budget gap for 2022/23.

8 Legal Implications

8.1 There are no legal implications arising from the recommended option.

9 Conclusion and reasons for recommendation

9.1 The report identifies two Service areas where additional resources have been identified as necessary as a result of legislative changes or to assist in the delivery of Corporate Plan objectives.

- 9.2 It is recommended that the additional resources, as set out in the report, be approved.

<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:	0	File Ref:	
(Portfolio: Finance) Councillor Maureen Flood			
Officer:	Carl Whatley	Ext:	8540
Report to:	Cabinet	Date:	29 September 2021

ITEM 10 Andover Masterplan – Cultural regeneration, meanwhile events and activities

Report of the Community and Leisure Portfolio Holder

Recommended:

- 1. That the temporary curation and management of a programme of meanwhile events and activities (as set out in section 6.3 of the report) be approved.**
- 2. That the necessary resource allocation of £90,141 be approved (as set out in section 8 and confidential Annex 2 to the report) and the new posts be created for a period of 18 months.**
- 3. The Head of the Community and Leisure Service in consultation with the Community and Leisure Portfolio Holder be delegated authority to agree the detail and content of the programme.**

SUMMARY:

- As we move from various states of lockdown during the height of the pandemic, toward ‘recovery,’ Andover is set to embrace a new era.
- Following the adoption of the Masterplan, the establishment of pop-up Markets, events and activities for Summer 2021 (as restrictions ease), and the commencement of the Place Branding project - now is a critical time to create a positive noise around Andover. This will help encourage consumer confidence and interest in returning to, using and enjoying their town. It is hoped this will also create momentum to move forward with the regeneration plans for the town over the next decade or so.
- The proposal is to curate, programme, market and manage an extensive and diverse series of events, activities and meanwhile (temporary) use of spaces, in and around the town. This will complement the Masterplan and Place Branding project to help promote Andover to a range of audiences. It will spark a buzz around the town, and get the town talked about further afield and in the regeneration sector.

1 Introduction

- 1.1 Discussion about ‘meanwhile use’ opportunities started pre-lockdown, and now, as part of encouraging confidence to return to town centres, this proposal is intended to support economic recovery, and encourage a broad range of people to return, or to start to think about if and how they might use their town, now and in the future.

- 1.2 At its meeting of 18 August 2021 (minute 139 refers) Cabinet approved the allocation of Welcome back Funding to initiatives across Test Valley. In that report, reference was made to allocating over £62,000 towards “*an extended programme of diverse cultural events and activities, in keeping with the direction of travel for regeneration, and aspirations set for the town centre masterplan*”
- 1.3 The same report also highlighted that ...”*the detail and resource plan for this work is still being prepared, and it will be the subject of a future and more detailed report to Cabinet.*”
- 1.3.1 This proposal goes farther beyond the allocation of Welcome Back Funding, and is proposing a significantly greater commitment of time, energy and resources to deliver an extended and extensive programme of events. This will raise aspirations for the town, and set the tone for cultural regeneration as a catalyst for the Masterplan.
- 1.4 This proposal considers Andover Town Centre as a whole, linking events and marketing with the place branding work and longer-term delivery of the Regeneration Masterplan, building on the positive perceptions of the town as an attractive and vibrant place to visit, where there is always something interesting to see and do.

2 Background

- 2.1 The Council adopted the Andover Regeneration Masterplan in September 2020. This ambitious document sets out a series of proposals for the development and improvement of Andover Town Centre that will ensure it develops as a vibrant place that will be attractive and inviting for users and investors. The delivery of the Masterplan objectives is one of the Council’s top strategic priorities
- 2.2 While the Masterplan deals principally with physical changes, it also sets out a clear case for the need to encourage and grow cultural and leisure activity in the Town Centre as an integral part of the strategy. It is the combination of an attractive place and lively, active atmosphere that will encourage repeat visits and ensure long-term economic sustainability

3 Corporate Objectives and Priorities

- 3.1 The proposal responds and contributes to one of the Council’s prime corporate objectives; to enhance our town centres.
 - 3.1.1 Growing the potential of town centres to adapt and be attractive, vibrant and prosperous places.
 - (a) Future proofing our town centres to be accessible places where people live, shop, work and spend their leisure time.
 - (b) Enhancing public realm and improving the appearance and environment of our town centres.

- (c) Making our town centres attractive places for inward investment to attract more jobs and increase footfall.
- (d) Working with Andover Vision and Romsey Future to ensure that growth within our town centres benefits all of our communities.

4 Consultations/Communications

- 4.1 The proposals contained within this report have been put forward with the support and endorsement of the Andover Vision board. Andover Vision partnership is made up of a broad mix of statutory, local and charitable stakeholders for the town.
- 4.2 Hemingway Design have also been formally engaged to support the development of the programme both for their professional expertise and for ensuring coherence with Place Branding and the Masterplan itself.

5 Options

- 5.1 Option 1 - Do nothing
- 5.2 Option 2 - The Council (and other event organisers / interest parties) manage their own events and activities in the town centre.
- 5.3 Option 3 - The Council lead on the curation, management and marketing of an events and meanwhile activities programme for the town centre for the next 18 months (recommended)
- 5.4 Option 4 - Consider alternative options

6 Option Appraisal

6.1 Option 1 - Do nothing

- 6.1.1 The Council has a good track record for leading, organising and managing high quality cultural events and activities that bring a diverse mix of people into the town. At a time when 'doing what we can' to encourage public confidence in returning to the High St to promote economic recovery, is at an all-time high, to do nothing going forward would seem to be counter-intuitive.
- 6.1.2 Further still, it would actually be a step back from the Council's current commitment - and therefore is not the recommended option.

6.2 Option 2 - The Council (and other event organisers / interest parties) manage their own events and activities in the town centre.

- 6.2.1 The Council, the Lights, BID, Chantry Centre and other key stakeholders in the town, all contribute to a greater or lesser extent, to the creation of an eclectic mix and scale of events and activities throughout the year. There is no reason this should not / will not continue, but what also comes with this is the potential for inconsistent quality of events which ultimately affects their

perceived impact and overall success. Come to a great event one week, and residents are more likely to come to the next – come to a poorly conceived event, and the likelihood of coming to the next reduces.

6.2.2 On the basis of wanting to collaborate, coordinate, and set high standards and aspirations for events and activities going forward, clear leadership is needed (which will not simply happen if event management continues to be ‘ad-hoc’) - and therefore this is also not the recommended option.

6.3 **Option 3 - The Council lead on the curation, management and marketing of an events and meanwhile activities programme for the town centre for the next 18 months (recommended)**

6.3.1 The Council has demonstrated its competence and capability at organising creative and exciting events and activities for a mix of audiences, over a number of years. Some examples include the recent opening (family friendly) event at the newly created Riverside Park, Artisan Markets, open-air theatre, four-fun-Fridays, chilli fiesta, and annual Christmas Lights Switch On events (to name a few).

6.3.2 Building upon these events, and working with Hemingway design (to ensure coherence with the Master Plan and the new town centre ‘Place-Branding’) it is proposed to inject significant further expertise and resources, to re-energise events and activities in and around the town.

6.3.3 In doing so, the Council will set out a plan for a diverse programme of cultural events, activities and ‘meanwhile uses’ of, for and across our town centre for the next 18 months. This will require a dedicated curatorial and event co-ordination resources, as well as a delivery budget for events, initiatives and activities themselves.

6.3.4 Appendix 1 provides further details of the proposed concept, vision and values, as well as draft event and activity programme. In summary these include;

- (a) Extending and enhancing the already successful Artisan Markets, and the encouragement of cross-over from daytime to night-time events with ideas such as;
 - Food and drink fayre
 - Cheese and wine festival
 - Chilli festival
 - Vegan Market
 - Vintage / Thrift market
 - ‘Summer live’ programme, and
 - ‘Family friendly’ festivals (focus on art / music)
- (b) Establishing precedence for quality / values for artisan, pop-up markets and external events to ensure high standards and ‘fit’ with vision for masterplan, and to raise ambition / aspirations generally going forward.

- (c) Further explore proposals for temporary use of vacant Chantry Centre units for pop-ups, workshop / gallery / exhibition / creative studio space.

6.3.5 Subject to Cabinet approval, this programme will be crystallised and promoted with as near to immediate effect as possible.

6.3.6 Programme creation and establishment of reach and feasibility for pop-up / temporary / meanwhile uses, and events and activities, will look wider than the Upper and Lower High Street and include the Chantry Centre, Riverside Park, Pocket Park, as well as potential for including St Mary's Garden of Remembrance and wider.

6.3.7 Cultural regeneration has a huge role to play as a catalyst for change in place-making, and so it will be critical to ensure not just the alignment of objectives with the Andover Vision, Masterplan, the Chantry Centre and BID (and the businesses they support), but also their direct interdependency and potential to raise aspirations for our town-centre regeneration itself.

6.3.8 To 'make this happen' it is proposed to create a role for the curation and coordination of town centre events and activities, along with the creation of a new 'marketing and event assistant' post.

6.3.9 Appendix 2 provides details of the proposed temporary staffing changes and associated costs, but in headline terms the annual full year pressure cost to implement this proposal is summarised in section 8 below.

6.3.10 This proposal is intended to 'turbo-charge' events and activities in the town centre, as a means to promote both immediate economic recovery, and to lead by example to highlights the art-of-possibility with an injection of creativity and innovation to encourage more people to use and engage with their town centre.

6.3.11 The proposed programme and resource commitment is temporary (18 months). Subject to Cabinet approval, the programme, and its value for money / success will be monitored and reviewed through-out its 18 month life span in order to evaluate its impact and consider future (and/or exit) plans.

6.4 Option 4 - Consider alternative options

6.4.1 The current programme of events will come to an end in the build up to Christmas 2021. It is important that immediate momentum regarding economic recovery is not lost, as well as momentum towards the longer term aspirations for the Masterplan and town centre regeneration - and so 'pausing to consider other options' is not the recommended option.

7 Risk Management

7.1 Resistance from stakeholder / stakeholder groups as to the perceived value for money.

7.1.1 Evidence and research highlights the positive impact and improved vibrancy that creative events and activities can bring to a place (which translates to bringing more people into town along with secondary spend).

7.2 Future sustainability

7.2.1 This is currently a time limited proposal. As part of continual evaluation of the impact of these events and activities, continuation and/or an exit plan will be considered, and discussions will continue with the BID and other stakeholders to ensure future sustainability of events and activities going forward.

7.3 Individual risk assessments will be carried out in advance of each event, in the usual way.

8 Resource Implications

8.1 At its meeting in August (minute 139 refers) – an allocation of £62,403 Welcome Back Funding was made by Cabinet to this project.

8.2 The financial pressure implications for this proposal are detailed in confidential annex 2, but can be summarised as follows;

8.2.1 The total staffing and delivery budget over the 18-month project is estimated to be £213,444.

8.2.2 This cost can be partly mitigated by existing budget of £40,600 per annum (£60,900 over 18 months) and using the £62,403 allocation from Welcome Back Funding. This leaves a nett total pressure estimate of £90,141

8.3 It is proposed this pressure is met from New Homes Bonus reserve.

9 Legal Implications

10 Other Issues

10.1 Equality issues – none (although Equality Impact Assessments will be undertaken for individual events and activities as appropriate).

10.2 Property Issues – including the potential use of vacant units in Council ownership.

10.3 Wards/Communities Affected – All principal wards of Andover and surrounding area.

11 Conclusion and reasons for recommendation

11.1 With A Vision for Andover, ambition for rapid post-pandemic economic recovery, the launch of Place-Branding and a masterplan for town centre regeneration, timing could not be better to think creatively about what we can do to encourage confidence for residents and visitors to return to our town centre with renewed energy and enthusiasm.

- 11.2 The way visitors and residents use their town centres is changing at an accelerated rate, and so we too are thinking differently about what our future town centre might look and feel like, and what we might need to do in the meantime / meanwhile.
- 11.3 The proposed programme of meanwhile uses, events and activities is intended to 'turbo-charge,' extend and enhance our existing programme. More importantly, it is also intended to encourage visitor and resident's confidence to return and entice people to think about how they use, or come into, their town, now and in the future.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
Whilst the report does not contain exempt information, it is considered that Annex 2 contains exempt information within the meaning of paragraphs 1 and 4 of Schedule 12A of the Local Government Act 1972, as amended.			
No of Annexes:	2	File Ref:	N/A
(Portfolio: Community and Leisure) Councillor Ian Jeffrey			
Officer:	Dave Tasker	Ext:	8801
Report to:	Cabinet	Date:	29 September 2021

Andover Town Centre Meanwhile Uses & Placemaking

E: info@hemingwaydesign.co.uk

T: 0208 9031 074

Town centres can and should feel exciting. Constant positive change, evolution and metamorphosis gives visitors this gift of surprise and entertainment. Temporary placemaking initiatives and activations such as small to large scale events, pop-up shops, markets and generous public realm help achieve this.

The operation of a market can significantly increase footfall by around 25% for town centres. Traditional retail markets have experienced something of a revival in recent years, with a new generation of innovative young traders coming to the fore.

Latest figures indicate the sector has a collective turnover of £2.7 billion a year from around 32,000 market traders – a gradual increase of around £200 million year on year since 2013. [Source.](#)

The better the market, the better the performance of the town centre overall. Markets need to be curated to provide the content and product that will draw visitors back week/month after week/month.

Across the UK, vacant buildings and spaces are being used for creative and cultural reasons, for as little as a few weeks, or for as long as several years, whilst long term plans for the buildings are finalised. By allowing disused spaces to be used as ‘meanwhile’ hubs, councils are unlocking space for the benefit of creative and cultural activity, which in turn facilitates community activity, cohesion and enterprise.

As Covid-19 has forced many shopfronts in town centres to close down, councils, with pre-existing relationships with local property developers and landlords, can be instrumental in allowing empty spaces to be used for ‘meanwhile purposes’.

Renting town centre space on flexible arrangements for as little as a month, gives business the opportunity to try something out low risk – a step up from a market stall.

Performances, exhibitions and festivals can arrest decline and help to make town centres attractive places to visit and socialise, whilst helping to foster a sense of community.

The latest report commissioned by Arts Council England, based on independent research, shows that arts and culture are up there with good schools when people make their decisions about where to live. There is not only tangible value in investment in the arts, but also huge public demand for it. Of those surveyed, 44% said the local arts scene is an important factor, compared with 43% saying the same about schools. [Source](#)

GUILDHALL

The Guildhall presents opportunity to highlight impactful long term placemaking for Andover Town Centre. Excitingly it is in the Council's ownership and currently without an occupier, providing an opportunity to explore uses for commercial activity that complement and enhance regeneration plans, and respond to the Town Centre Masterplan.

One such opportunity might be to explore what has become the mainstay of many town centre resurgences, a 'Guildhall Food Hall' containing the pick of the regions forward thinking food and drink operators. This could spill out in the High St and be a feature of Andover's planned purposeful and creative focused events programme. Test Valley Borough Council are currently seeking expressions of interest / exploring opportunities that have synergy with the Town Centre Masterplan and plans for regeneration. The 'food hall' proposal can and will be an option to consider alongside this.



Case Study: Altrincham Market

Altrincham's original Market House has been converted into a permanent foodie hub, home to 6 food kitchens, a coffee shop, a chocolatier, a wine shop and a bar that serves up the best of British craft beers. At weekends The Market House hosts outdoor themed markets covering regional food producers, vintage fashion and furniture, home house & garden and contemporary craft.

Outcomes:

In 2010, the town had one of the worst shop vacancy rates in the country. The market re-development has helped bring the town centre back from a 25% vacancy rate in 2014 to 10% in 2019.

- 127 permanent jobs created - average age: 23
- 19 new independent business start-ups
- 13 awards including Observer Food and Drink Market of the Year and runner-up in BBC Food and Farming Awards.
- 10,000 people fed and watered each week
- Established Altrincham as the exemplar town in effective regeneration



TOWN CENTRE MARKETS & EVENTS

Andover events should be...

INCLUSIVE – actively drawing in as many communities as possible both in participation and attendance. To assist with this, events should be as ‘free’ as possible whilst being economically viable, and ‘profitable’ for all businesses involved – whether that profit is financial or through exposure, data capture, positive social impact etc. Selected elements (e.g. workshops, certain performances) can be paid entry, but these are positioned as optional upsells as part of a primarily free-to-attend event. The event project team should actively work to eliminate threshold fear at every stage – through careful comms and marketing as well as site layout, programming etc. No-one in Andover should ever think ‘this isn’t for me’.

PLANET POSITIVE – always aware of protecting our surrounding countryside, the river and keeping our town centre a clean and pleasant environment to be in. This means avoiding single use plastic wherever possible, which could require assisting local traders with advice on how to make the switch. Actively search out the local businesses and organisations leading the way in environmentally-friendly endeavours and encourage them to get involved – e.g. small businesses producing biomaterials, vegetarian and vegan food, products (fashion/homewares) made from recycled materials, products as alternatives to single use plastic (keep cups, tote bags, water bottles, plastic-free lifestyle products etc), quality vintage, antique or second-hand clothing and homewares. Look at options for carbon offsetting elements of the event, then use this fact in comms. For example, offset carbon impact of all traders driving on site for the day, or estimated electricity usage of the event. This will likely be an affordable cost in exchange for promoting the event as very forward thinking.

FOR OPPORTUNITY AND GROWTH – the event should provide opportunities for everyone – suppliers, traders, staff and audiences to learn and grow. This can be through small business support, creating new employment opportunities, building in training opportunities and thoughtful and informative programming for audiences.

EXPERIENCE FOCUSED – ‘experience’ is the new retail. It’s what consumers (millennials and Gen Z especially) are most willing to spend on. Focus on the physical experience of the event for audiences at every level – how do you want audiences to come away feeling (e.g. proud of Andover, satisfied recommending the event to others, that they got good content for their social media, that they learned something new, met someone new etc.).

Andover events should be...

BY ANDOVER, FOR ANDOVER – all suppliers, traders, contractors etc. should be local wherever possible. If any service or product – marquees / signage printing / health and safety guidance etc. – is available in Andover, use it. If the local supplier isn't quite as good as a non-local, then let this event be an opportunity for business development for them. Don't be afraid to say to a local supplier 'we wanted to use you, but you fell short on these points so we have used XX instead. If you can meet their standards we'll use you next time'.

WELL DESIGNED AND PRESENTED – in every aspect. Every sign matters, the appearance of every stall matters. The friendliness of staff and volunteers matters. The event should look exciting and appealing from a distance, and carefully considered up close.

SET THE BAR HIGH, THEN ALWAYS MEET IT – standards and quality must be high across the board. Events must be carefully curated and constantly benchmarked against best practice events from across the country. In order to have the best possible impact, standards cannot be allowed to slip – the quality of goods on sale, the quality of food available, quality of physical event infrastructure, the attention to detail in design and visitor experience, the training of staff and volunteers. Every experience a visitor has at the event, they will associate with their experience of Andover as a whole.

PROMOTION, PROMOTION, PROMOTION – great marketing and PR don't only mean more visitors, they mean more opportunities to tell a positive story about Andover. Marketing should focus on communicating the event values above. Talk about actions being taken to ensure the event is environmentally sustainable, supports local businesses, gives back to communities, brings people together and celebrates Andover as a great place to live, work and visit. Marketing strategies should be digital-first and websites should be mobile-first. Out-of-home advertising should be used to access audiences that can't be reached through digital, but avoid printed materials (e.g. leaflets) where possible to minimise environmental impact.

Brand Positioning

Alongside defining the event values, it is essential that the events and cultural programming sits under a uniform 'brand' or platform, to ensure clear messaging is conveyed.

Online (Social Media/Marketing)

A streamlined approach to online/social media presence - There should be one go-to website and social platform for Andover's events which can then link to external curators and events etc.

Physical (Wayfinding/Branding)

As shown with precedents in this report, simple infrastructure can be elevated by well-thought-out site/event dressing and clear wayfinding, which should be consistent with Andovers new placebrand (in development to launch in Spring 2022).

Markets & Events

Precedents

Case Study: The Frome Independent

WHEN:

First Sunday of every month – March to December.

WHAT:

The Frome Independent is a local/regional artisan and designer-maker market located in Frome, Somerset town centre.

CONTENT:

[Click here to see a video of the event.](#) The strapline for the event is 'More Than Just a Market' and giving people something to hang around for helps with this. The event is often programmed with live music from local musicians/ DJs. There are street performances, workshops, children's activities, and Night School workshops and supper clubs in between markets, making it extremely family friendly and something to engage all ages.

With 80,000 visitors a year, it generates £2.5m in revenue for its traders and Frome's independent retailers and hospitality throughout the year. They have a legacy of working with

HemingwayDesign

local charities including the local food bank and Frome's Big Christmas Get Together - a community Christmas lunch for isolated members of the community. It's a monthly celebration throughout the warmer months to celebrate all of Frome's residents and community.

PROMO/BRAND/MARKETING:

21K followers on [Instagram](#)

Special editions i.e. partnering up with Garden Day - specific content to complement this whether it be floral hat making [\(click here\)](#).

High-resolution, high quality photography, and good social media presence.

The brand is simple but captures the essence of what the market is all about. A good local illustrator/designer has been involved to create the brand assets.

WHAT CAN ANDOVER LEARN:

Frome independent demonstrates that markets that attract good quality brands do not need to sit in larger cities – if the content, promo, brand, offering all works – people will travel to sell their products and grow their brand.



Page 82

Case Study: Street pARTy, Morecambe

WHAT:

Produced by Deco Publique, sponsored by Arndale Morecambe Bay, hosted in 2016 and 2018, in association with Victoria Street Press – a street art initiative commissioned by the Portas Pilot Town Team. [Street pARTy](#) is a cultural celebration of positive change in Morecambe with a day of high quality, completely free art experiences in town centre.

CONTENT:

Condensed to one, pedestrianised street, StreetpARTy has a mini festival feel, with engaging, creative workshops, hosted by the local creative community.

The street becomes filled with pavement art, kids learning skills, making, and contributing their stories to a gigantic newspaper – fostering community ownership and creating a sense of place.

Hands on workshops help get the local community engaged, and there is enough content to keep visitors occupied and interested for several hours.

Street PARTY party saw a huge increase in footfall for the area, with three times the predicted number of people taking part in the free workshops and a total attendance of over 3,000 - four times our predicted number.

PROMO/BRAND/MARKETING:

Fun, simple, colourful branding

INFRASTRUCTURE:

Simple navy gazebos that let the content do the talking, but contribute to the sense of uniformity. With bunting, it still has a small town feel to it – it's not trying to be urban, but there is still a focus on quality.

WHAT CAN ANDOVER LEARN:

StreetpARTy is a good example of how bringing an external event organiser/creative team can elevate a dated shopping centre and its surrounding areas. There is a mix of local artists/community groups that take part, but also some more established/experienced event content producers.



Case Study: Summer Screens

CONTENT:

Popular films shown on a pop-up big screen, touring around the country - mostly classics but also some new big releases. Screenings are held throughout the country, turning a variety of venues into fantastic cinematic events. From the lawn of a country house, to the ruins of a medieval cathedral, a town centre rooftop.

A range of hot and cold drinks, as well as sweet treats and hot food is available to purchase at the event.

PROMO/BRAND/MARKETING:

Although the visual brand isn't particularly strong, Summer Screens have a very strong Facebook presence.

The brand and promotional elements feel uniform and have a sense of cohesion which is vital for 1. professionalism / 2. ease of reading, and is included on printed tickets, on social media, and pop up 'Summer Screens' banners. Summer Screens also produce [effective promotional videos](#).

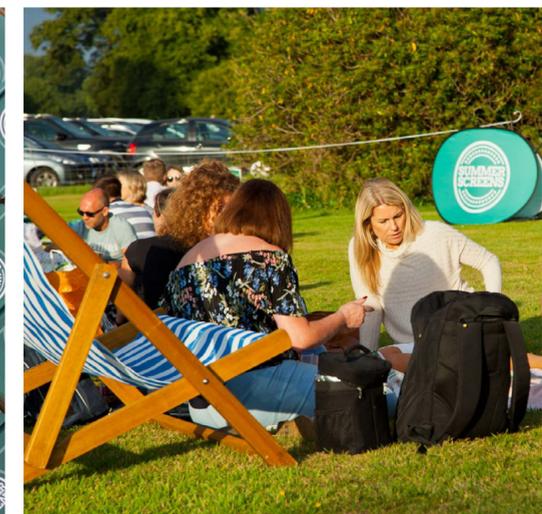
INFRASTRUCTURE:

Cohesion, uniformity i.e. colour coordinated bean bags, deck chairs, director chairs - easily replicable with branded logos/colours with pop up screen.

WHAT CAN ANDOVER LEARN:

[Summer Screens](#) shows how open-air cinema can be done on a small scale. In Andover, public parks and green spaces such as Town Mills, Virgo Park and St Mary's Church grounds, as well as the high street (South of Guildhall), town centre surface car parks and service yard's provide opportunity to host summer screenings.

There is possibility for these to be free or paid for events, with additional income generated through F&B concessions.



Page 84

Case Study: The National Festival Of Making

[The National Festival of Making](#) is a unique celebration of the UK manufacturing industry. Deliberately set in the manufacturing heartland of Blackburn, the festival explores and celebrates the present day diversity in the range, scale and skills of UK-based making. Manufacturers large and small collaborate with artists interlacing often traditional techniques and materials with challenging, contemporary ideas, each to be revealed as part of the final two day, town centre festival. Across the UK, an average of 8.1% of people work in the manufacturing sector. In Blackburn with Darwen this figure is 17% - more than double the national average. This means that every morning in Blackburn, almost a fifth of the workforce gets up and goes to work making something. Making, manufacturing and crafts are in the town's blood, making the event truly unique to Blackburn and it's heritage. The key to its success has been honing down on Blackburn's USP and focusing on the best of town in its programming.

CONTENT:

A range of music, markets, street food, art, performance, tours, talks and above all, an eclectic mix of making experiences for everyone to enjoy. The event is also supported by it's art commissioning programme - Art in Manufacturing, pairing a local artist with a manufacturer for a residency where they use industrial techniques to create a truly unique collection of art, then exhibited at the event.

AMBIENCE:

A fun, family-friendly and affordable weekend - the majority of which is either free or extremely low-cost

PROMO/BRAND/MARKETING:

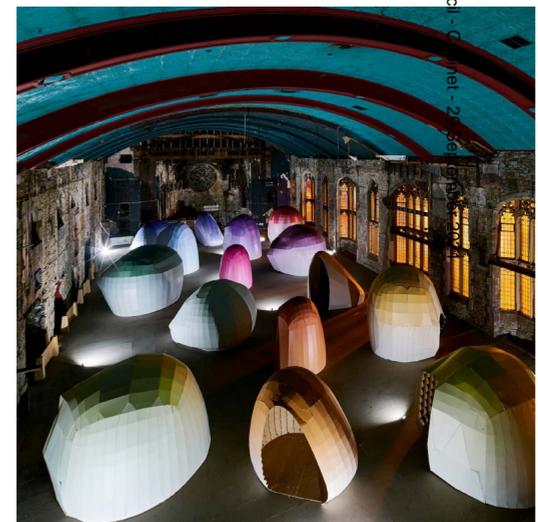
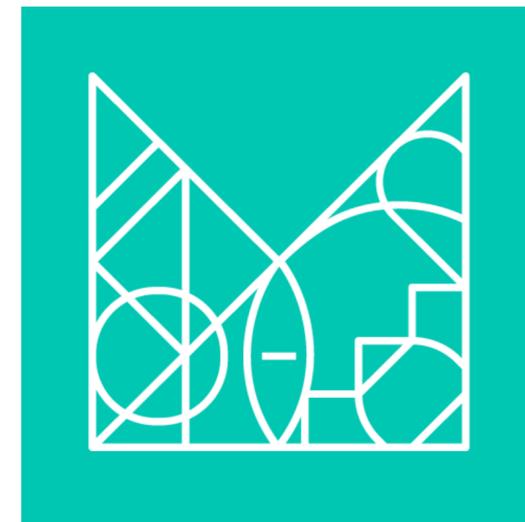
A strong visual brand and social media presence across the board - Facebook, Twitter, Instagram and YouTube - regularly updated with relevant content including good documentation via event/behind-the-scenes photography and well produced promotional videos for the event and especially Art in Manufacturing. Strong brand / brand guidelines means assets can be rolled out on a regular basis across social meaning for a more professional and cohesive online presence.

<https://www.instagram.com/thefestivalofmaking/>

<https://www.youtube.com/channel/UCIhCFkEydbRgeUNcA9eU4Q/videos>

WHAT CAN ANDOVER LEARN:

Opportunity to develop an event that is distinctively 'Andover'. An event that feels relevant to the town, its residents and businesses.



'Key Date' Event Opportunities

There is opportunity to programme town centre events to coincide with a variety of occasions such as royal occasions, celebrations and sporting competitions such as Olympics, Wimbledon, World Cup etc..

The aim for these events should be to create a fun, celebratory atmosphere - nothing too serious and very family orientated a way to experience a key day in history or a key date in the annual diary.

EXAMPLES:

HemingwayDesign's [Queen's Diamond Jubilee](#) event in Battersea Park. Activities included a "bad art school" of Queen styled portraits, cardboard cut-outs, live music, and dancing lessons, and a live stream of coverage. [More imagery here.](#)

Deco Publique's ['Highest Point'](#) event celebrated the Royal Wedding in 2018. The event included a fun/playful Vegas chapel, afternoon tea with Harry and Meghan illustrations and a live stream of the event.



Utilising the new Town Mills Park

Town Mills Riverside Park has been designed to be a place where local residents, workers and visitors to the town can rest, socialise and play, whilst enjoying views of the river Anton, as well as being an attractive walking and cycling route through the town centre.

Activations of the park could include:

- Live drawing workshop spotting the local wildlife on the river.
- Alongside any public art projects, there could be a series of engagement/community workshops centred around the theme of the project.
- Pop-ups with local businesses such as a local bike store, to encourage local residents to cycle to and utilise the park.
- Engaging with the Andover ParkRun and local fitness classes to incorporate the park in to their running/fitness routes, showcasing the park as an enjoyable place to exercise.
- Providing opportunities for street food traders and local f&b to 'pop up' in the park.
- Forming relationships with local musicians to create low-key, ambient music creating a friendly and welcoming atmosphere.



Page 87

Test Valley Borough Council Cabinet 29 September 2022

PUBLIC REALM & ART ACTIVATIONS

Public Art

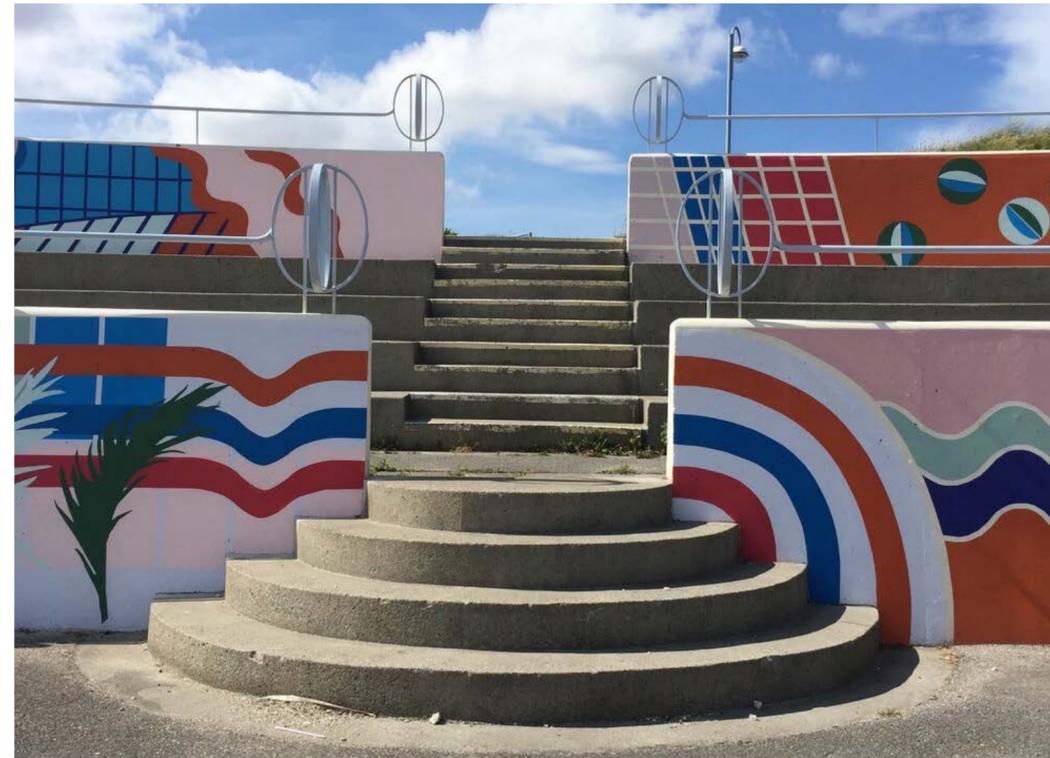
Examples of how to activate areas such as Andover’s service yards, town centre car parks, lanes and using any vacant or unloved shop fronts as a platform/surface for large scale graphic wall murals/art.

ART PARK

Since 2015, Deco Publique have been working on a commission by Lancaster City Council to redevelop the unused former dome site on Morecambe Promenade – regenerating it for future positive use for the community. They delivered a community engagement programme / consultation process which developed into [‘Art Park’](#). The first stage was commissioning ‘Bespoke Atelier’ to create a large scale public art mural with future plans/projections in place to transform the space further (funded also by Coastal Communities Fund) as a way to elevate vacant spaces and increase civic pride.

#FANTASTICMORECAMBE

Deco Publique collaborated with local artists Shane Johnstone and Kate Drummond to create positive, uplifting messages through [public art](#) with Arts Council funding. The #FantasticMorecambe hashtag was picked up locally and has become a social media byword for what’s possible in the town.



PAINTSHOP STUDIO FOR BCP COUNCIL

Paintshop Studio, were tasked with [transforming the underpass](#) in Bournemouth which connects the station to the town centre that has previously become a neglected and run-down space. The freshly decorated pedestrian route merges mural art with wayfinding, leading onto a new pop-up cafe and has become transformed into a place where people feel comfortable to linger.

Page 90



Test Valley Borough Council - Cabinet - 29 September 2020

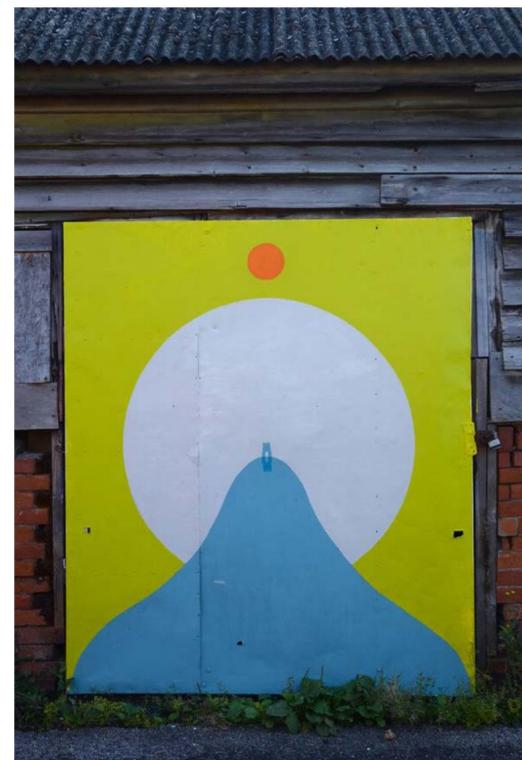
HARINGEY COUNCIL

The Tottenham Shopfront Improvement Project partnered with YOUandME Architecture to work with shop owners to come up with [eye-catching designs](#) to grab the attention of passers-by, while at the same time making the area a more attractive environment. 25 shops got involved in the scheme.



GLASTONBURY MURAL ART TRAIL

[A collection of 26 murals](#) around Glastonbury came about when the town council asked what the residents would like to see in their town. Approaching a local artist to lead the project, she involved community members in all aspects of its creation. Local residents photographed existing murals for the leaflet, wrote publicity materials and press releases, organised and coordinated artists and events while sourcing supplies from local businesses. It was a true community project which provided great benefit to the whole town.



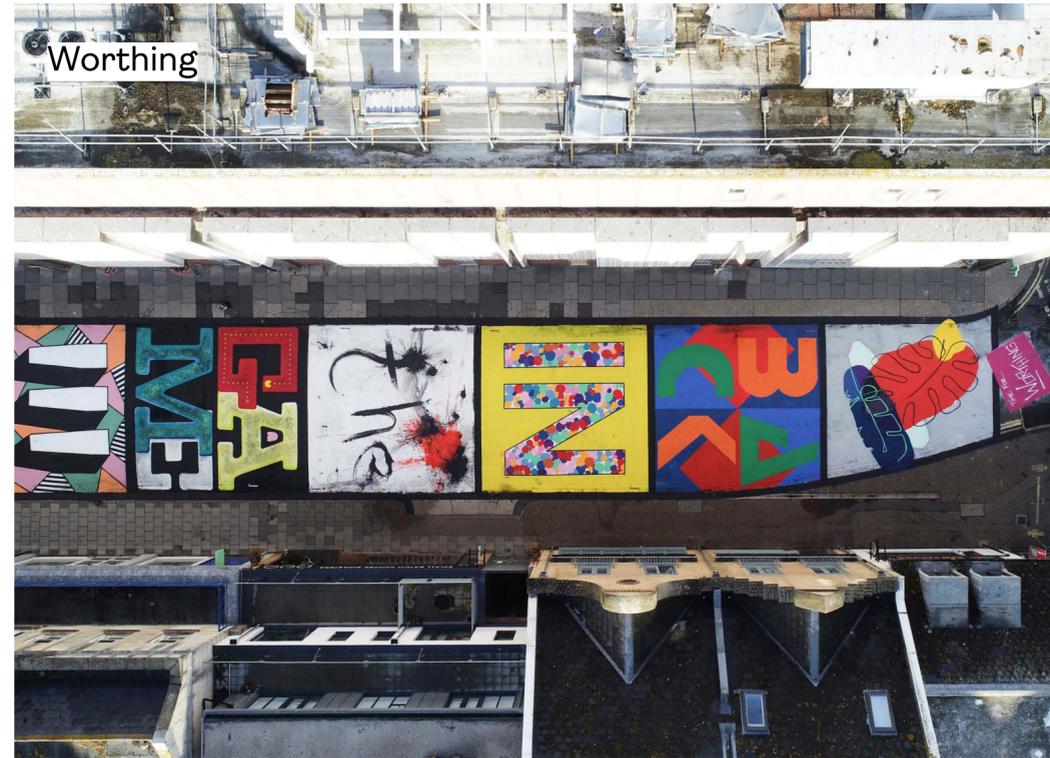
WORTHING MURALS

Anonymous artist, Horace, collaborated with the Time for Worthing campaign to create [a street mural](#) within the town entitled 'Back in the Game' as a plan to rejuvenate and promote the seaside town, showing the businesses fighting back against the pandemic and protecting jobs with the use of art and activism.

Page 92

KINGSTON HIGH STREET

Students from Kingston College of Art collaborated with Kingston First business support group to transform the windows of unoccupied retail units in Kingston town centre [covered in bespoke designs](#) inspired by the past, present and future of town.



Public Realm & Art Activations

The importance of generous public realm

A high-quality public environment can have a significant impact on the economic life of urban centres big or small, and is therefore an essential part of any successful regeneration strategy. As towns increasingly compete with one another to attract investment, the presence of good parks, squares, gardens and other public spaces becomes a vital business and marketing tool: companies are attracted to locations that offer well-designed, well-managed public places and these in turn attract customers, employees and services.

The most successful streets have an indoor-outdoor quality where indoor activity spills onto the street. During the summer 2020, many towns and cities around the world reclaimed streets to facilitate the expansion of restaurants, bars and cafés. Now that guests are allowed inside restaurants, bars and cafés again, many will still prefer the space and air flow of sitting outside. This is an opportunity for small F&B outlets to grow fast if they are permitted to double/triple/quadruple their capacity by spilling into public areas.

By allowing and encouraging existing and new cafés and restaurants to spill out on to the high street dwell time in the town centre can be instantly increased, reaping rewards for retail and services as well as F&B businesses and bringing vibrancy back to high streets - even in the depths of winter.

Further meanwhile public realm improvements (adding greenery and street furniture) will enhance the aesthetic quality of the town centre whilst providing places to stop and rest, encouraging social encounters and increasing dwell time.

HemingwayDesign



Test Valley Borough Council - Cabinet - 29 September 2021

CASE STUDY - COLLEGE SQUARE

Temporary, reconfigurable outdoor furniture for an area of Croydon, which could be used by the public for socialising and recreational activities. The furniture was developed as a 'kit of parts' so that it could be adapted and implemented into different sites as a response to the increasing number of unoccupied spaces within the area.



CASE STUDY - PARKLETS

A parklet is an intervention transforms and activates spaces, turning them in to places for people to meet, interact and socialise, and adding greenery to urban areas.

Whilst they are often associated with the re-purposing of car parking or vacant spaces, they are easily translatable to streets and lanes within Andover town centre.





ACTIVATING VACANT TOWN CENTRE SHOPS

Kingland, Poole

[The regeneration of Kingland Crescent](#) aimed to offer something new and unique in a town centre format by re-imagining their vacant spaces and providing 10 retail units to start-up and independent businesses with no rent or business rates to be paid for two years. It's a kick-starter like no other, supporting Dorset's most innovative, young, retail entrepreneurs in one exciting environment. The first set of businesses include fishmongers, coffee connoisseurs, surfboard makers, a gallery and a plant shop among others.

Page 9



Salisbury Borough Council Cabinet - 29 September 2021

Meanwhile in Oxfordshire...

The project 'Meanwhile in Oxfordshire...' will see vacant retail units in high streets across the county transformed into independent shops, cultural venues, creative studios and co-working space.

The aim is to provide affordable premises to accommodate more than 100 organisations, which will create or secure at least 300 jobs across Oxfordshire.

The initiative will reduce the number of vacant units in the county's high streets and enable entrepreneurs to fill them with new and innovative enterprises and organisations'. This will diversify the offer in Oxfordshire's town and city centres, and give people more reasons to visit.

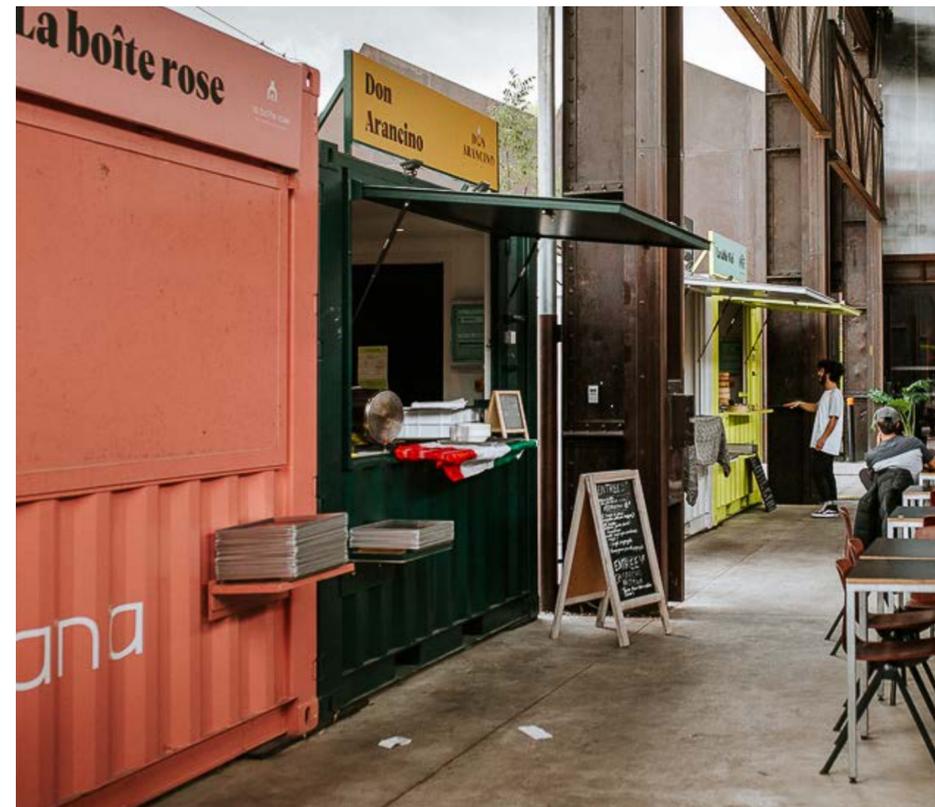


Activation of empty retail units within the Chantry Centre.

Small units for food vendors and pop-up retail spaces that enable small, independent businesses, makers, and start-ups to test ideas and trade in the town centre.

These could take form in re-purposed shipping containers or bespoke modular units that have ability to be moved alternative locations within the town centre once work begins on the Chantry Centre.

This offer/activity is best placed in vacant units and where possible spilling out on to, and activating the High Street, whilst also drawing people in to the Chantry Centre.





High Street entrance to Chantry Centre

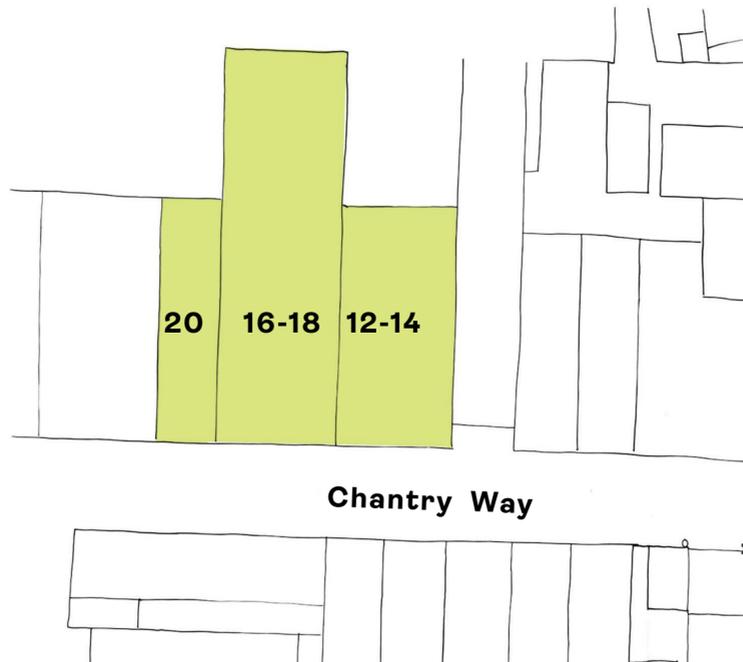
Activating Vacant Shops Chantry Centre

Building on the monthly 'Chantry Centre Craft Market' there is possibility for vacant units to be utilised as space for community uses/events/activities/ such as:

- Exhibitions/ performances
- Pop-up cinema screenings
- Activities for teenagers
- Children's play
- Co-work space
- Workshops
- Markets

There is also further opportunity to spill out on to the service area, as an extension of this offer.

*note unit 20 is currently occupied on a licence.



Activating Vacant Shops

Chantry Centre

Opportunities for spill-out on to the service yard behind units 12-14, 16-18 and 20:

- Raised planters for communal growing
- Large scale wall murals
- Street food traders
- Outdoor cinema screenings - screen projected on to exterior walls
- Events such as car boot sales, flea markets etc..

Some of these suggestions are also suitable for other service yards and car parks within the town centre.

As the 'Andover Town Centre Masterplan' report states, there is also opportunity for interventions such as graphic/art wall murals, community planters/urban gardens, temporary installations and public furniture along many of the 'lanes' connecting the High Street and the wider town centre.



CASE STUDY - KANTEENA

Kanteena is re-posed warehouse in the centre of Lancaster, which now acts as food court, bar, social space a venue for a variety of events including markets, live music, and exhibitions. Their events calendar includes regular markets such as monthly flea markets, farmers markets, craft markets, and a Christmas Market. In addition to a permanent kitchen, the food offer includes residencies whereby local chefs/ street food operators set up shop for a limited amount of time - keeping the offering new & exciting. Live events include open mic nights, small scale music concerts, showcasing local talent.

Kanteena is great example of what can be achieved with minimal budget. Reclaimed materials have been used extensively, shipping pallets clad the walls internally, whilst tables and chairs are made from a mix of recycled pallets, oil cylinders and large cable drums. Colourful and bold graphic painted murals feature internally and externally.



Thank you!

info@hemingwaydesign.co.uk
www.hemingwaydesign.co.uk

HemingwayDesign
15 Wembley Park Drive
Middlesex
HA9 8HD

ITEM 11

Exclusion of the Public

Recommended:

That, pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the consideration of the following confidential annex on the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below. The public interest in maintaining the exemption outweighs the public interest in disclosing the information for the reason given below:

**Andover Masterplan – Cultural regeneration, meanwhile events and activities -
Annex Paragraph 3**

It is considered that this report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended. It is further considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the information relates to the financial or business affairs of the Council and third parties who are necessarily identified, which information is commercially sensitive and which by its disclosure would have an adverse effect upon the interests of those third parties and the Council as they seek to settle agreed terms of business.

THIS PAGE IS INTENTIONALLY BLANK