

Notice of Meeting

Cabinet

Date: Wednesday 27 October 2021

Time: 5.30 pm

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

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PUBLIC PARTICIPATION SCHEME

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

Membership of Cabinet

MEMBER

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 27 October 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 29 September 2021
and 19 October 2021**
- 6 Recommendations of the Overview and Scrutiny
Committee: None**
- 7 Medium Term Financial Strategy 5 - 30**

Finance
To consider the Medium Term Financial Strategy for
2022/23 to 2024/25.
- 8 Fees and Charges 31 - 76**

Finance
To consider the level of charges for services provided by
the Council in 2022/23.
- 9 First Homes - Interim Policy Position 77 - 89**

Housing and Environmental Health
To consider the adoption of the First Homes Interim Policy
Position.

- 10 **Draft New Forest International Nature Conservation Designations: Recreational Disturbance Mitigation Framework Supplementary Planning Document** 90 - 112

Planning

To consider the draft Supplementary Planning Document to be published for public consultation.

- 11 **North Hampshire Narrative** 113 - 133

Planning

To consider the North Hampshire Narrative.

- 12 **Allocation of s106 contribution, Chantry Lodge Andover** 134 - 141

Planning

To consider the allocation of a s106 contribution, Chantry Lodge, Andover.

- 13 **Gambling Act 2005 - Statement of Licensing Principles** 142 - 177

Corporate

To consider approval of the Council's Statement of Licensing Principles as required by the Gambling Act 2005.

- 14 **Partnership for South Hampshire** 178 - 180

Corporate

To appoint the Planning Portfolio Holder to the Partnership for South Hampshire Committee.

ITEM 7 Medium Term Financial Strategy 2022/23 – 2024/25

Report of the Finance Portfolio Holder

Recommended:

- 1. That the Medium Term Financial Strategy (MTFS) for 2022/23 to 2024/25 be approved.**
- 2. That the Medium Term Financial Forecast, as shown in Annex 3 to the report, be noted.**

Recommendation to Council

SUMMARY:

- This MTFS sets out the framework within which the 2022/23 budget will be prepared.
- It also sets out the Medium Term Financial Forecast for the General Fund income and expenditure, which will form the basis of the 2022/23 budget.
- The strategy also reviews the impact that COVID-19 has had on the Council's finances in 2021/22 and considers the ongoing effects this will have on budget planning in the medium term.

1 Introduction

- 1.1 The Constitution sets out the processes for preparing the Council's budget. Cabinet is required to consult with other Committees in formulating the budget proposals to be presented to Council.
- 1.2 The MTFS sets out the key financial assumptions that have been made in producing the Medium Term Financial Forecast and sets out a proposed framework within which to work over the life of the strategy.
- 1.3 It should be stressed that all of the options and assumptions in this report, relating to any potential budget changes, are for indicative planning purposes only. Final decisions on the overall Budget and Council Tax level will not be made until February 2022 once the Local Government Finance Settlement has been announced. These decisions can only be made by Full Council.

2 Background

- 2.1 This MTFS complements the Council's Corporate Plan and sets out a framework for financial decision making. The Corporate Plan makes clear what the Council's priorities are, and the MTFS sets out how the financial management process will contribute to delivering these priorities.

2.2 The MTFS has been produced at a challenging time for the Council's finances. Some of the most significant factors include:

- The impacts of coronavirus on budgets have been severe – and the long-term effects will remain unclear for some time.
- There are expected to be further delays to the re-setting of the business rates baseline and continuing uncertainty as to the Council's funding for business rates beyond 2022/23.
- Interest rates remain at record-low levels and there is little prospect of them being increased significantly over the life of this strategy.

2.3 Coronavirus

2.3.1 There is ongoing disruption in the global, national and local economies as the recovery from coronavirus continues. In a local context, the Council has paid out more than £45M in business support grants since April 2020.

2.3.2 The Council has faced significant reductions in income and increased expenditure since the start of the pandemic. The 2021/22 budget includes a one-off pressure of £1.05M in respect of the forecast unfunded deficit caused by the pandemic in the current year.

2.3.3 This strategy has to consider:

- The direct impact that coronavirus will have on budgets over the medium term; for example, on contractual commitments and the potential for sustained reduced income levels.
- Estimating how long it will be before budgets return to pre-Covid levels, or indeed, if they ever will.
- The impact that coronavirus will have in terms of changing demand for services and for how the Council meets that demand.
- Collection rates for both Council Tax and business rates will impact on the amount of money available to deliver local services.

2.3.4 The strategy allows for the one-off impacts of coronavirus to be met by draws from earmarked reserves, where there is insufficient government support to cover budget deficits.

2.4 Business Rates

2.4.1 2013 saw a radical change in the world of local government funding. Localisation of business rates had a profound effect on local authority finances and the level of funding risk that individual authorities face.

2.4.2 Despite being embedded for several years, careful, ongoing monitoring is required to ensure that any potential adverse financial impacts are addressed as soon as possible. This is particularly the case for business rates, where the Council retains an element of the growth within a re-set period.

- 2.4.3 The re-set has been delayed repeatedly and no certainty has been given as to what will happen to accumulated growth when it does eventually happen. The Council continues to grow its business rates base, so the longer the delay, the greater the risk to the Council's finances.
- 2.4.4 This strategy assumes that all accumulated growth will be lost at a re-set that comes into effect in April 2023. The potential timing and impact of this is discussed later in the report.
- 2.5 Interest Rates
- 2.5.1 In March 2020, the Bank of England lowered the base interest rate from 0.25% to 0.1%. There has been no change to this rate in the past 18 months and little change is expected in the next year.
- 2.5.2 Any increases that do arise are expected to be small and delivered over several years, rather than a rapid increase to a more sustainable long-term level.
- 2.5.3 The Council holds a significant cash investment portfolio, with an average portfolio of approximately £70M. The lower the interest rate that is forecast, the less income the Council will generate from those investments.
- 2.6 The Council has approved Masterplans that will underpin the regeneration of both the south of Romsey town centre and Andover town centre. Both of these projects will require considerable Council resources and funding – both revenue and capital.
- 2.7 The strategy allows for the building of an earmarked reserve to assist with the required feasibility and design studies necessary for the successful implementation of these masterplans; however, as the timetable and programme for future developments is still being prepared, detailed costings are not contained within the strategy. Council has also approved a top-slice of CIL funding to be ring-fenced for regeneration projects that will help address the funding viability gap.
- 2.8 The Chancellor has said that the next Budget, together with the conclusions from the Spending Review, will be delivered on 27 October 2021. It is unlikely that this will provide any real detail to build into budget forecasts; however, it may make clearer the government's priorities and potential areas for focus over the remainder of the budget setting process.
- 2.9 The implications of the Budget and Spending Review will be built in to the budget updates that will be presented to Cabinet in January and February 2022.
- 2.10 This MTFS includes a forward look over the next three years, to anticipate additional spending requirements, and the level of savings that will be needed. By anticipating financial pressures now, the Council will be in a better position to meet the challenges ahead in a way that ensures financial resources are targeted to the Council's highest priorities.

- 2.11 The financial forecasts that follow are based on a credible analysis of the potential options, but the potential outcomes are inherently uncertain without answers to the following key questions:
- (a) Will the re-set of the business rates retention scheme be further delayed? If / when it does proceed, how will the treatment of accumulated business rates growth since 2013 be treated? How will the government mitigate the effects of a re-set in the Business Rates Retention Scheme as it moves from a 50% to 75% retention basis?
 - (b) What funding settlement will local government get in 2022/23? Will the lower tier services grant be continued?
 - (c) Will there be changes to the planned phased withdrawal of the New Homes Bonus?
- 2.12 The MTFs forecasts will be revised at least annually to reflect the most up to date issues, priorities and pressures faced by the Council. Further information on any aspect of the Council's finances can be obtained from the Council's [website](#).

3 Financial Management Principles

"We are an ambitious, innovative and optimistic Council. Operating within an environment in which there is an ever increasing demand on our services within tough financial conditions, we have sought to develop and embed our "investing philosophy" at the heart of how we do business as an organisation. Investing is about more than just money; it is about devoting our energy, skills and resources to achieving the best results for our residents and communities" – "Growing Our Potential" the Corporate Plan 2019-23.

- 3.1 The Council has a duty to the public for the responsible use of their money. The Council will at all times conduct its financial affairs in a prudent, responsible manner, but in a way that encourages innovation and achieves improvement.
- 3.2 The following specific principles underpin the Council's financial management arrangements:
- (i) The Council will conduct its financial management with integrity, probity and in accordance with the standards and expectations of a publicly funded body.
 - (ii) The Council will ensure that budgets are aligned to the Corporate Plan and based on realistic estimates.
 - (iii) The Council will work with partners in the public, private and voluntary sectors to maximise funding available to deliver strategic priorities.
 - (iv) The Council will base its decision making upon complete, reliable and timely financial information, and a full evaluation of all the financial and risk implications.
 - (v) The Council will ensure that ongoing funding is available before recruiting new staff and will make use of temporary appointments where this will meet business needs.

- (vi) The Council will secure value for money and have regard to environmental considerations in the procurement of supplies and services. To encourage better procurement practice there will be no inflationary increases in budgets for supplies and services (except for contractual obligations to apply indexation).
- (vii) The Council will keep its fees and charges frozen or increase them by up to the forecast rate of inflation except where strategic aims, legal requirements or market forces render this inappropriate.
- (viii) The Council will hold its managers accountable for remaining within their budgets, but will empower them to take the business decisions necessary to do so.
- (ix) Before committing to additional expenditure, the Council will ensure that additional funding, improved income and/or savings are identified to meet the extra costs or that the budget growth is justified.
- (x) The Council will maintain balances and reserves to enable it to respond effectively to unexpected events and opportunities, and sufficient to meet all known future liabilities.
- (xi) The Council will identify savings to support budgetary pressures and not use its general balances; however, use of earmarked reserves may be made to fund specific or one-off items; to ameliorate the impacts of the coronavirus pandemic; or to smooth the impact of major changes to base budget assumptions.
- (xii) The Council will ensure that its published financial information is reliable and understandable.

4 Budget Strategy

Financial Strategy Aims

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

- To maintain a comparatively low Council Tax whilst delivering high quality frontline services.
- To ensure that the efficiency culture remains embedded within the Council, systematically challenging and securing value for money, particularly through digital transformation and making more services available online.
- To ensure that the Council's resources continue to be focused on meeting the Council's vision for Test Valley and achieving its aims and priorities.
- To ensure that the Council's infrastructure is fit for purpose and that new capital needs are identified and met.
- To ensure that the Council's core ongoing financial position remains stable and continues to support the Council's key aims.

- To continue to seek out new investment opportunities through Project Enterprise, making better use of cash resources to enhance revenue returns.
- To build on the lessons learned through the pandemic by seeking to take advantage of new ways of working.

Budgetary Assumptions

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

Revenue

- (a) The Test Valley element of Council Tax being increased annually by £5 in each of the next three years.
- (b) The Andover Levy being pegged to the movements in Council Tax in 2022/23 and then being fully reviewed as part of the budget setting for 2023/24.
- (c) The minimum level of working reserves is maintained at £2.6m over the financial strategy period.
- (d) Earmarked reserves to be used for specific purposes or to offset the short-term impacts of coronavirus.
- (e) The Council continues to make cashable efficiencies every year to sustainably close forecast budget gaps.
- (f) All budget growth pressures to be contained within the estimate set out in paragraphs 6.10 and 6.11.
- (g) No in-year supplementary estimates will be approved by the Cabinet, although a small contingency provision will be available to meet exceptional or extraordinary items of expenditure.
- (h) All other income will be maximised by thorough fees and charges' reviews.
- (i) New Homes Bonus to cease in 2022/23. This element of financing to be used for specific purposes as follows:
 - Annual funding of the Councillor Community Grant scheme
 - Annual contribution to the Community Asset Fund
 - Capital financing of asset management projects with a community benefit e.g. playground improvements.

4.3 Capital

4.3.1 The Council will maximise the utilisation of, and rate of return on, the tangible assets it holds on its balance sheet.

4.3.2 All capital expenditure will be funded in accordance with the principles contained in the Prudential Code for Local Authority Capital Finance. All decisions on capital expenditure will ensure that investment is prudent, sustainable and affordable, and that the full implications of all capital expenditure decisions are taken into account in the Council's revenue budget.

4.3.3 The Capital Strategy will be updated in February 2022.

4.4 Review of Reserves

4.4.1 Reserves are an integral part of the financial planning process. They are a way in which financial resources can be carried forward from one financial year to another and enable flexibility in financial planning over the medium term.

4.4.2 The nature of most local services is that they require recurring funding to meet staff and running costs year after year. Reserves are a one-off, finite source of funding. They can cover a shortfall in funding for a specific period but, after they have been exhausted, the underlying shortfall will still be there. Solving this problem may require services to be adjusted to a level which is affordable within the level of funding available.

4.4.3 In previous years, the Council has managed to balance the budget and protect frontline services through a mixture of savings, efficiencies and additional income.

4.4.4 However, the impact of the coronavirus pandemic on Council budgets meant that a draw of £694,000 from equalisation reserves was necessary to reconcile the final 2020/21 outturn position and a further £141,700 was required when setting the 2021/22 budget.

4.4.5 Continuing to protect service delivery and meet the ambitions set out in the Corporate Plan has never been more challenging. Working through the medium and long term consequences of these objectives, in the context of their ongoing cost and the level of usable reserves available will require careful planning.

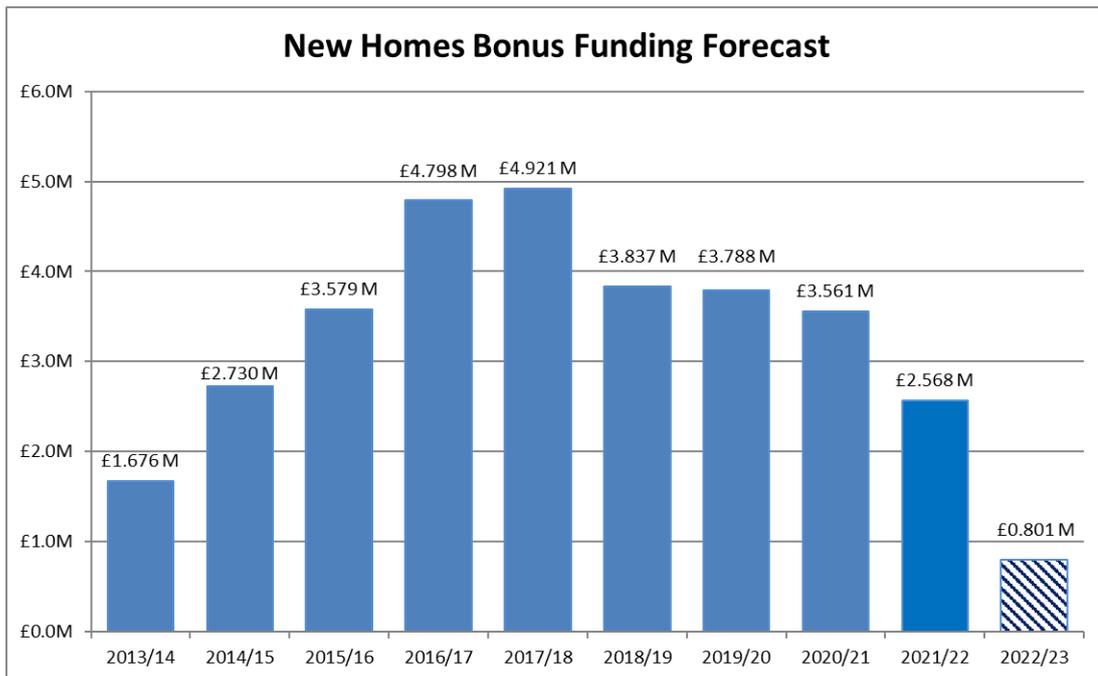
4.4.6 A summary showing the recent trends in reserve levels held by the Council is shown in the following table. A full breakdown of the different reserves held by the Council is published in the annual Statement of Accounts.

<u>Usable Revenue Reserves</u>					
	31/3/18	31/3/19	31/3/20	31/3/21	31/3/22
	£000s	£000s	£000s	£000s	£000s
Usable Revenue Reserves					Forecast
General Fund Balance	2,000	2,000	2,604	2,604	2,604
Future risk / budget equalisation	5,048	4,948	4,787	3,887	3,495
Ring-fenced for specific use	9,190	11,829	12,143	12,995	8,921
New or predicted growth	9,575	4,779	7,216	10,282	12,826
Coronavirus Timing Reserves	0	0	0	7,716	0
Total Usable Reserves	25,813	23,556	26,750	37,484	27,846

4.4.7 The above are cash-backed reserves that the Council can apply to future expenditure subject to statutory conditions.

- 4.4.8 The **General Fund Balance** represents a working balance to help cushion the impact of uneven cash-flows and minimise unnecessary temporary borrowing. It is reviewed annually by the Head of Finance and Revenues and, based on the forecast cash-flows identified in the MTFs, remains at a prudent level. Councillors are recommended to retain a minimum balance in the General Fund of £2.604M.
- 4.4.9 **Earmarked Reserves** are a means of building up funds to meet known or predicted liabilities. The Council maintains a number of revenue earmarked reserves that generally fall into one of the following categories:
- To mitigate the risk of future changes in budget requirements (often referred to as equalisation reserves).
 - For use on future ring-fenced or specifically determined expenditure.
 - To finance new or predicted future expenditure requirements.
- 4.4.10 Equalisation reserves are held to soften the impact of sudden changes in major income and expenditure headings. This is particularly useful where the Council has no direct control over the macro-economic factors behind, for example, interest rates or the timing of a business rates re-set.
- 4.4.11 The Council sets aside funding into service-specific earmarked reserves for a number of reasons. This could be because external grant income has been received and must be used for a specific purpose or to ensure that funding is available for the ongoing maintenance and replacement of Council assets.
- 4.4.12 The two largest examples, as at 31 March 2021, were £6.541M in developer contributions for the long term management of adopted open spaces and £3.222M to fund the Asset Management Plan in the current year.
- 4.4.13 The final sub-category of earmarked reserves is those held for future growth. The largest earmarked reserve the Council carries in its balance sheet is the *New Homes Bonus Reserve*. The New Homes Bonus is a grant paid by central government to local councils for increasing the number of homes and their use.
- 4.4.14 The Council has been very successful in attracting New Homes Bonus. Actual and forecast amounts received and due, amount to over £32M since it was introduced in 2011/12. The forecast balance on this reserve at 31 March 2022 is £10.19M and is included in the total of revenue and earmarked reserves in the table above (para 4.4.6). It is expected that 2022/23 will be the last year that the New Homes Bonus is paid in its current form. There has been a recent consultation on the future of the scheme, but no details have yet been confirmed as to whether it will be continued.
- 4.4.15 The Council has not taken this grant into its base budget, but has instead used the reserve to fund projects that have a demonstrable community benefit, such as the Community Asset Fund and funding playground enhancements through the Asset Management Plan.

4.4.16 Details of actual and forecast receipts are shown below:



4.4.17 As well as revenue reserves, the Council also maintains a **Capital Receipts Reserve** from the disposal of assets. The Capital Receipts Reserve can only be used to fund capital expenditure, to repay debt, or to fund credit arrangements subject to the de minimis level set out in the relevant regulations (currently £10,000). All transactions through this reserve are treated in accordance with the provisions of the Local Government Act 2003.

4.4.18 The Head of Finance and Revenues has carried out a detailed review of the Council's usable reserves and looking at current levels of balances, he considers that they will remain adequate for meeting the Council's needs over the medium term, provided that reserves are not used to support an underlying budget gap beyond the very short-term.

5 Financial Context

Government Funding

5.1 Previous Medium Term Financial Strategies have illustrated the dramatic fall that has been felt since the Comprehensive Spending Review (CSR) in 2010. This saw this Council's support through the Settlement Funding Analysis (SFA) fall from £7.11M in 2010/11 to £2.34M in 2019/20.

5.2 Since 2019/20, the SFA allocation has remained consistent, with the government meeting the negative Revenue Support Grant position that this Council has found itself in since 2020/21.

5.3 The budget forecast in this report has been prepared on the assumption that the Government will continue to fund the RSG adjustment (sometimes called "negative RSG") as it did last year.

Business Rates

- 5.4 The Business Rates Retention Scheme allows Councils to retain a proportion of any growth in business rates income over the baseline amount. The forecasting of business rates income is especially difficult due to the following factors:
- (a) The impact of appeals arising from the national business rates revaluation in 2017/18, and
 - (b) The potential for further reform of the business rates system with Local Government retaining 75% of business rates income. It is possible that more details of this will be released after the Spending Review, but the timing and extent of any reform are currently unknown.
 - (c) The collection rates achieved by the Council due to changes in businesses' ability to meet rates liability in light of the coronavirus pandemic. The government's retail, hospitality & leisure discount from business rates was scaled back from July 2021 and is expected to end in March 2022.
- 5.5 As a consequence of the uncertainties identified above, a cautious approach has been taken as to the amount of retained business rates that have been built into the forecast for 2022/23. The retained rates that are included are for 2022/23 only.
- 5.6 The strategy assumes that there will be a full re-set of the business rates retained income system, effective from April 2023. In the absence of any guidance or information from central government about possible damping or transitional arrangements, all accumulated growth at that point (i.e. £2.5M in 2021/22) is forecast to be lost. An update to these forecasts will be undertaken once the details of the re-set are confirmed.

Council Tax

- 5.7 With the continuing decline in Government support, Council Tax is now one of the Council's main sources of income.
- 5.8 The financial strategy aims to keep Council Tax at a comparatively low level, taking into account spending priorities and Central Government funding. This should be set in the context of Central Government's expectations of local authorities and already low levels of Council Tax charged in the borough. The current level of Council Tax at £148.91 is still very low - the 27 lowest out of the 181 district councils in England, and the 4 lowest in Hampshire. It is also £43, or 20%, lower than the average Council Tax payable in the rest of England.
- 5.9 The MTFs forecast assumes that Council Tax will be increased by £5 in 2022/23. There may need to be an adjustment to the budget forecasts after the government confirms the referendum principles which are usually published in January each year.

Core Spending Power

- 5.10 As part of the Local Government Finance Settlement, the Government publishes what it calls “Core Spending Power”, i.e. the level of revenue likely to be available to each individual local authority. For this Council it comprises the aggregate of:
- (a) The Settlement Funding Assessment amounts;
 - (b) The council tax requirement (excluding parish precepts);
 - (c) The New Homes Bonus and
 - (d) Any transitional grants;
- 5.11 As set out in previous paragraphs, the MTFs has been based on assumptions that there will be a full reset of the Business Rates Retention Scheme from 1 April 2023 and a phasing out of the New Homes Bonus Scheme, leading to a severe reduction in the Council’s Core Spending Power. A lower-tier services grant was paid in 2021/22 to sustain core spending power levels, but there is no certainty that it will be continued and is not factored into this forecast.
- 5.12 With accumulated business rates growth expected to be lost from April 2023, there is an expected to be a reduction in spending power of over 25% from 2021/22 levels over the medium term.
- 5.13 The table below shows the financial impact of expected changes over the medium term:

Core Spending Power Forecast

	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Business Rates	4.897	5.041	5.084	2.405	2.405
Revenue Support Grant	-	-	-	-	-
New Homes Bonus	3.375	1.575	0.801	-	-
Transitional Grants	-	0.574	-	-	-
Council Tax	7.643	7.826	8.154	8.488	8.826
Total Resources	15.915	15.016	14.039	10.893	11.231
Annual % change	-1%	-6%	-7%	-22%	3%
Proportion raised from Council Tax %	48%	52%	58%	78%	79%

6 Key Budget Pressures and Influences

- 6.1 The largest source of cost pressure comes from inflation. In order to maintain price stability, the Government has set the Bank of England’s Monetary Policy Committee (MPC) a target for the annual inflation rate of the Consumer Prices Index (CPI) of 2%.
- 6.2 CPI inflation has been steadily increasing throughout the course of 2021, from 0.7% in January to a current rate of 3.2% - the highest it has been since March 2012.
- www.ons.gov.uk/economy/inflationandpriceindices - August 2021.

- 6.3 In its August monetary policy report, the Bank of England forecast that inflation is expected to increase further to approximately 4% before returning to the target rate of 2% in early 2023.
- 6.4 Inflation allowances have been built into the budget forecasts at £600,000 p.a. over the rest of the medium term.

Revenue impact of the Capital Programme

- 6.5 The capital programme is currently financed through a combination of capital receipts supplemented by specific grants and contributions. The balance on the Capital Receipts Reserve at 31 March 2021 was £10.8M.
- 6.6 All known revenue impacts from existing capital projects have been built in to the medium term forecast. No allowance has been made for future revenue impacts arising from capital expenditure decisions.

Interest Rates

- 6.7 The Council's Treasury Adviser, Link Asset Services, has provided the following forecasts of interest rates:

	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023
Bank Rate	0.10%	0.10%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.50%
5yr PWLB	1.4%	1.4%	1.5%	1.5%	1.6%	1.6%	1.6%	1.7%	1.7%
10yr PWLB	1.8%	1.8%	1.9%	1.9%	2.0%	2.0%	2.0%	2.1%	2.1%
25yr PWLB	2.2%	2.2%	2.3%	2.3%	2.4%	2.4%	2.4%	2.5%	2.5%
50yr PWLB	2.0%	2.0%	2.1%	2.2%	2.2%	2.2%	2.2%	2.3%	2.3%

- 6.8 These forecasts will continue to be reviewed over the next few months and before any borrowing is undertaken.
- 6.9 The MTFs forecast is based on base rate levels remaining at their current 0.1% rates. If rates do increase over the medium term it is recommended that any additional income is used to re-establish an equalisation reserve that can be used to offset future changes in interest rates.

Potential Budget Pressures

- 6.10 The budget forecast for 2022/23 has built in the impact of new budget approvals that have been confirmed in the year. The forecast also includes a budget pressure of £145,000 in respect of the estimated increase in employer's National Insurance contributions that will be effective from April 2022.
- 6.11 A number of additional potential budget pressures have been identified in the preparation of the MTFS. It is not possible at this time to accurately estimate the cost of these. An allowance of £300,000 has been included as a pressure when assessing the likely budget deficit to be closed. The potential pressures include:
- Additional revenue costs associated with cloud hosting as we move away from local storage on our own hardware.
 - Asset Management Plan requirements have regularly exceeded available funding. An increase to the base budget contribution of £1.6M is needed to ensure that the Council can continue to manage its property, vehicle and IT asset base.
 - Funding the necessary expenditure to deliver a robust local plan is provided by way of an earmarked reserve to reflect the uneven spend from one year to another. This reserve does not have sufficient capacity to meet the expected demand over the next year and will require a further revenue contribution.
 - Climate Emergency Action Plan. There is no dedicated funding set aside to deliver our climate change goals.
 - The Environment Bill. It is likely that there will be significant change to the way that domestic waste is collected in the short-medium term. This will inevitably be more expensive than the current system and there is no certainty as to the level of government funding, if any, that will be available to deliver the new requirements.
 - Car parking income levels remain depressed following the removal of restrictions. A budget pressure of approximately £500,000 was built in to the 2021/22 budget to reflect expected lower demand for parking. This has proved to be relatively accurate in the year to date and the Council must be prepared for parking income not to return to previous levels.

Project Enterprise

- 6.12 Since 2014, the Council has completed eight commercial property investments; fourteen house purchases; and delivered two regeneration projects on Walworth Business Park – the latter in partnership with our development partner, Kier Property Ltd. A third regeneration project is under construction and a fourth has been approved but not yet commenced.
- 6.13 The total cost of the property acquisitions to date is in excess of £29M, with an annual income in the 2020/21 financial year of £2.06M (more details can be found in the Project Enterprise Outturn report to Cabinet in June 2021).

- 6.14 The income derived from these investments has been critical to the Council's ability to set balanced budgets without reducing frontline services in recent years, during a time in which core spending power has been dramatically reduced.
- 6.15 CIPFA and government guidance is being tightened to prevent local authorities from borrowing for any investment purposes. The Council will continue to seek further opportunities for Project Enterprise acquisitions whilst taking note of any prudential borrowing guidelines.
- 6.16 The capital programme includes £3M for future Project Enterprise acquisitions, though no projects have yet been identified. These could be completed without the need to undertake external borrowing.

Hampshire County Council's Savings Proposals

- 6.17 When the 2021/22 budget was set, a revenue pressure of £404,000 was built into the medium term forecast from 2022/23 in respect of Hampshire County Council's (HCC's) plans to transform its budget over the medium term. This pertains to two elements of recycling-related income and expenditure.
- 6.18 It is not now expected that any change in this regard will be implemented until April 2023 at the earliest. A further review of the potential impact of this change has identified that the maximum pressure has also reduced to £306,000 as a result of changes to the sale value of dry mixed recyclables.
- 6.19 The MTFs assumes that the reduced pressure will be used to close the budget gap. The one-off saving from the ongoing pressure that has been deferred for one year will be used to increase the Asset Management Plan reserve.

7 Overall Revenue Budget Summary

- 7.1 The Revenue Forecasts for 2022/23 to 2024/25 have been drawn up at a macro level. They do not constitute detailed budgets, which will continue to be prepared on an annual basis within the normal timescales. However, the costing of specific issues and evaluation of proposed developments has informed the forecast.
- 7.2 The forecast is based on a middle case scenario using the assumptions shown in annex 2. It should be recognised that there will not be sufficient resources to meet all the service delivery ambitions and priorities of the Council without the generation of significant savings or additional income. This financial strategy for the three year period to 2024/25 should ensure that the financial resources of the Council continue to be aligned to the delivery of the Council's service and organisational priorities.
- 7.3 Achieving the improvements that the Council has set itself will require difficult policy decisions and resource choices to be made.

7.4 The budget principles and guidelines outlined in this strategy will allow for a phased use of reserves over the medium term to allow time to adjust to an ever-decreasing amount of external support. The proposed use of retained Business Rate growth will help the budgetary position in the short-term. The forecast shows that a budget gap of £434,900 remains to be closed for 2022/23, with further increases in both 2023/24 and 2024/25.

7.5 Current projections indicate the following financial position:

Revenue Budget Summary Statement 2022/23 - 2024/25					
	Para. Ref.	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
Base budget		5,887.1	5,887.1	13,673.3	14,124.2
Base Budget Changes			(198.2)	781.4	81.4
Annual Inflation	6.1		600.0	600.0	600.0
Collection Fund					
Reversal of COVID related deficit in 2020/21			7,081.4		
Changes to retained business rates income and levy			1,623.6	(191.0)	
Changes to cost baseline					
Reversal of COVID service pressures			(2,496.0)		
Borrowing costs			(0.8)	(0.9)	(1.0)
Budget Pressures			459.8	312.0	
End of New Homes Bonus			800.6		
Reserves:					
Transfer to/(from) reserves			(84.2)	(1,050.6)	
General Fund Requirements		5,887.1	13,673.3	14,124.2	14,804.6
Financed by:					
Revenue Support Grant	5.2	0.0	0.0	0.0	0.0
Locally retained Business Rates Baseline	5.4	(2,381.3)	(2,405.0)	(2,405.0)	(2,405.0)
Locally retained Business Rates Growth	5.5	(2,660.2)	(2,679.0)	0.0	0.0
Repayment of coronavirus deficit		7,081.4	0.0	0.0	0.0
Share of Collection Fund Balance		(101.1)	0.0	0.0	0.0
Council Tax	5.9	(7,492.6)	(7,821.1)	(8,154.6)	(8,493.2)
Special Expenses Levy	4.2 (b)	(333.3)	(333.3)	(333.3)	(333.3)
Total Financing		(5,887.1)	(13,238.4)	(10,892.9)	(11,231.5)
Budget Gap		0.0	434.9	3,231.3	3,573.1

7.6 Details of efficiency savings and income generation proposals are currently being gathered together for Members' consideration in terms of the funding gap identified above and these will be presented to Cabinet in January 2022. The Cabinet will then decide on which options should be taken forward as recommendations to full Council as part of the budget setting process in February 2022.

- 7.7 The review of reserves in para 4.4 sets out that the Council maintains a number of equalisation reserves to soften the impact of sharp changes to the core budget baseline. The most important of these is the Collection Fund Equalisation Reserve, which is held primarily to cushion the impact of the business rates reset, when it eventually happens.
- 7.8 The balance on that reserve at 31 March was £9.254M. This is an artificially high balance caused by the implementation of business rates reliefs after the 2020/21 budget was set. This timing difference will unwind in the current year with the balance expected to be £2.154M by 31 March 2022.
- 7.9 Use of reserves for any purpose other than to offset any residual coronavirus impacts on Council budgets or to mitigate the business rates reset is not recommended.

8 Achieving the Medium Term Financial Strategy

- 8.1 In recent years the Council has been able to set a balanced budget through a combination of the following:
- Corporate Challenge process.
 - Procurement savings.
 - Improving value for money.
 - Service transformation.
 - Savings from partnership and shared services.
 - Generating additional income through use of fees and charges.
 - Generating additional income through external funding sources.
 - Generating additional income through Project Enterprise.
- 8.2 However, the current forecast budget shortfall, coupled with level of uncertainty that is currently faced by this Council, and others across the country, is so acute that it is unlikely that these factors alone will be able to balance the budget in the medium term.
- 8.3 Without further government support or the certainty of how a business rates re-set will affect our budgets, it is probable that the controlled use of earmarked reserves will be required to balance the budget over the next two or three years. This is not a sustainable position to maintain as reserves can only be used once. However, using reserves in a controlled manner over a defined period will enable the Council to take the time to deliver sustainable savings that continue to deliver the best outcomes for the citizens of Test Valley.
- 8.4 Annex 1 outlines the proposed action plan that will be pursued to ensure that any draws from reserves are minimised to the minimum level possible.

9 Capital Strategy

9.1 The Capital Strategy will be reviewed and updated in February 2022, but is unlikely to change significantly. The strategy sets out the following key principles:

- (a) Linking together capital requirements related to corporate priorities for new projects and the ongoing capital need to maintain / repair existing assets through the Asset Management Plan.
- (b) Managing the approved Capital Programme in an affordable, financially prudent and sustainable way.
- (c) How new bids are introduced to the Capital Programme and understanding the revenue implications associated with new capital expenditure.
- (d) Monitoring progress against approved budgets.
- (e) Financing capital expenditure including borrowing requirements and Minimum Revenue Provision (MRP).
- (f) Purchase of commercial properties and the resources required to ensure due diligence.
- (g) Knowledge and skills.

9.2 Full details of the existing strategy can be found in the Cabinet report on 10 February 2021.

10 Corporate Objectives and Priorities

10.1 Using its investing approach, the Council's priorities are focussed on **growing the potential of:**

- **Town Centres** - to adapt and be attractive, vibrant, and prosperous places.
- **Communities** - to be empowered, connected and able to build upon their strengths.
- **People** - to be able to live well and fulfil their aspirations.
- **The Local Environment** - for current and future generations.

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

11 Consultations / Communications

11.1 The information contained in this report will form the basis for future discussions about the 2022/23 budget. It will go forward to the Budget Panel of the Overview & Scrutiny Committee for comments on 10 January 2022.

- 11.2 The budget consultation with businesses will take place in the next three months. The final form of the consultation is not yet decided, but is expected to be carried out online as has been successfully delivered in recent years.
- 11.3 Once the provisional Local Government Finance Settlement has been received in late December / early 2022 it will be necessary to update the current figures and to take account of the comments made by the Overview and Scrutiny Committee and the views of businesses.

12 Risk Management

- 12.1 A risk assessment has been completed in accordance with the Council's Risk management process and has identified the significant (Red or Amber) risks shown in the following table:

Risk	Likelihood	Impact	Management of Risk
Impact of Business Rates reset – RED	High B	Critical III	Set aside current growth income into an earmarked reserve to mitigate the impact of the reset. Closely monitor government messages about the timing and extent of a reset to enable detailed financial modelling to be undertaken.
Future resources less than assumed - AMBER	Significant C	Critical II	Revenue: Assess impact of Budget, Spending Review and Local Government Finance Settlement at the earliest opportunity. Monitor collection rates for local taxation. Capital: Schemes and projects kept on reserve list until resources are confirmed. Monitor the amount of future usable capital receipts.
Income targets are not achieved - AMBER	High B	Significant III	Monthly monitoring of budgets and projections. Use of the Income Equalisation Reserve if necessary.
The impacts of coronavirus on budgets are greater than forecast or last longer than expected – AMBER	Significant C	Significant III	Continual review of budgets and services affected by coronavirus. Ensuring all claims for government support are submitted, to the fullest extent possible, in a timely manner.
Additional costs arising from contract re-negotiation as a result of coronavirus - AMBER	Significant C	Critical II	Ensuring that the Council's contracts are thoroughly reviewed to ensure that budgetary impacts are mitigated where possible.
Savings anticipated from reviews are not delivered - AMBER	Significant C	Significant III	Renew corporate challenge process in 2021. Continue digital transformation efficiency focus. Closely monitor progress of budget / efficiency savings through monthly budget monitoring. Use of the Budget Equalisation Reserve if necessary.
Legislative changes not anticipated - AMBER	Low D	Significant III	Keep up to date with Government policy and consultations.
Inflation estimates vary from those assumed - AMBER	High B	Significant III	These factors have a large influence on the revenue budgets. Inflation currently at a higher level than it has been at for 10 years. Inflationary factors to be reviewed regularly.
Future spending requirements are under-estimated - AMBER	Significant C	Significant III	Review Service Plans and spending projections. Closely monitor progress through budget / performance monitoring.

Revenue implications of capital decisions are not taken into account - AMBER	Low D	Significant III	Capital approval processes to be reviewed to ensure all revenue consequences continue to be identified at the earliest opportunity.
Staffing budgets are not sufficiently controlled - AMBER	Low D	Significant III	Rigorous process is already in place for filling posts and managing vacancy targets.
Investment in priority areas does not lead to desired outcomes being achieved – AMBER	Significant C	Significant III	Robust performance management framework incorporating quarterly monitoring reports. Linking budget approvals to Corporate Action Plan projects.
Standards of service fall, particularly in non-priority areas - AMBER	Significant C	Significant III	Robust performance management framework incorporating quarterly performance monitoring reports.
Increased demand for homelessness assessments and temporary accommodation - AMBER	Significant C	Significant III	Review the impact of Universal Credit rollout and the Homelessness Reduction Act additional responsibilities.

13 Resource Implications

13.1 Resource implications are contained within the Strategy itself.

14 Legal Implications

14.1 The Council is required to set a robust and balanced budget under the Local Government Act 2003. This report is the first step towards achieving this aim for the 2022/23 budget.

15 Equality Issues

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

16 Conclusion and reasons for recommendation

16.1 The Council is facing a set of circumstances that together make forecasting a budget harder than has ever been the case before.

16.2 This MTFS takes account of all known financial implications and makes various assumptions in projecting the budget forward for the next three years. However, the Council faces significant financial uncertainty resulting from the coronavirus and there is a lack of information on which to accurately forecast material income streams, such as business rates. This clearly makes any accurate financial planning difficult to achieve.

16.3 The budget position outlined in the Medium Term Financial Forecast is not inconsistent with the position most other Local Authorities will face. However, significant savings will need to be found over the coming years and there is the possibility that the controlled use of reserves will be required in the short-to-medium term.

16.4 The MTFS is recommended for approval for the following reasons:

- To ensure that the Council has a strategic approach to the management of its finances, and
- To enable available resources to be allocated to services in line with Council priorities over the medium term.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	N/A
(Portfolio: Finance) Councillor M Flood			
Officer:	Carl Whatley	Ext:	8540
Report to:	Cabinet	Date:	27 October 2021

Action Plan

ANNEX 1

	Item	Background	Action
1	Aligning budgets to meet the Council's key priorities	To ensure that funds available for discretionary services are focused at delivering the objectives contained in the Corporate Action Plan (CAP), which is updated each year.	<ul style="list-style-type: none"> • Ensure that CAP projects are costed at the time they are included in the plan. • Ensuring that the revenue implications of capital projects are thoroughly reviewed and built into the budget.
2	Revenue budget setting and monitoring	To ensure that the Council sets a balanced budget each year and that variances are promptly identified, justified and reported.	<ul style="list-style-type: none"> • To ensure that all budget holders are adequately trained and supported by an effective accountancy team. • Monthly budget monitoring to be undertaken. Significant variances to be investigated with budget holders and reported on as necessary. • Regular reporting to Cabinet throughout the year.
3	Procurement and cost control	To manage the cost of providing ongoing services and drive down the cost of new or renewed service provision through delivering savings in procurement.	<ul style="list-style-type: none"> • To ensure all budget holders are adequately trained in the Council's Financial Regulations and Contract Standing Orders. • To update Contract Standing Orders to ensure they are easy to understand and support corporate objectives for managing the climate emergency. • Ensure that contracting officers can identify at the earliest opportunity the need for decision making / approval of expenditure and the appropriate mechanism through which those decisions will be made. • To manage vacant posts and review the need for replacements before re-filling positions. Use temporary contracts in lieu of permanent contracts where appropriate.
4	Delivering efficiencies	Focusing on how the services that we provide can be delivered more efficiently and cost-effectively.	<ul style="list-style-type: none"> • Continue to enhance the range of services provided to customers electronically through our digital transformation programme. • Streamlining back office functions to reduce duplication of effort
5	Income generation	To maximise the income that the Council generates from fees and charges, investments and external sources of funding.	<ul style="list-style-type: none"> • To maintain fees and charges at levels that at least cover the cost of providing the service and to increase charges in line with what the market will bear. • To actively pursue external sources of funding to support ongoing expenditure and one-off projects. • To maximise income from cash investment portfolio management, whilst ensuring that security of capital is prioritised at all times.

Action Plan

ANNEX 1

			<ul style="list-style-type: none"> To seek out new income streams from commercialisation or expanding the range of services currently available to stakeholders.
6	Sustainability and Climate Change	To focus resources in a manner that supports the Council's action plan in response the Climate Emergency.	<ul style="list-style-type: none"> Continue to include sustainability as a core part of assessing new capital requirements. Use the Asset Management Plan to ensure that new assets are more energy efficient or less harmful to the environment than the asset they are replacing. Develop environmental sustainability as part of the assessment of new procurement.
7	Capital and Asset Management	To ensure that the Capital Programme and Asset Management Plan are sustainably funded and that projects added to those programmes are properly planned and budgeted.	<ul style="list-style-type: none"> Ensure that Services identify ongoing maintenance requirements in their areas Maintain a rigorous assessment of new capital bids, ensuring that the requirements of the CAP and sustainability are taken into account when approving new projects. To identify sustainable budget allocations to ensure that the Council's property, vehicles, plant and IT equipment can be maintained, ensuring maximum useful life from assets.
8	Monitoring the impacts of coronavirus	To ensure that additional costs and reduced income resulting from the coronavirus are minimised.	<ul style="list-style-type: none"> To mitigate the impacts of lost income streams by minimising underlying costs. To monitor key contracts to ensure they remain viable and deliver value for money.
9	Cashflow management and forecasting	To ensure that treasury management is effectively undertaken, ensuring that excess funds are appropriately invested and that funds are available to meet all cashflow requirements.	<ul style="list-style-type: none"> Update the Treasury Management Strategy Statement and Annual Investment Summary in February each year. Maintain daily monitoring of counterparty creditworthiness to ensure that funds are safely invested Maintain cashflow forecasts for the year ahead so that cash need is identified in advance.
10	Reserves	Ensure that reserves stay at a safe level to sustain the Council through periods of financial uncertainty	<ul style="list-style-type: none"> Review, at least annually, the level of the General Fund reserve To use equalisation reserves in a planned and controlled manner so as not to leave the Council with a budget cliff edge should they be exhausted. Review the underlying need and level of reserves earmarked for specific projects and reallocate them if necessary.
11	Local Taxation	Ensure that income from Council Tax and Business Rates are maximised	<ul style="list-style-type: none"> Ensure prompt and accurate billing of local taxes, including the award of exemptions and discounts. Maintain effective recovery of amounts owed

Action Plan

ANNEX 1

			<ul style="list-style-type: none">• Review the impact of changes to the business rates financing regime when they are announced.
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BUDGET FORECAST 2022/23
SCENARIO PLANNER

	Per Feb 21 Budget Report 2022/23 £'000	Forecast Reasonable Best 2022/23 £'000	Budget Forecast Expected 2022/23 £'000	Forecast Reasonable Worst 2022/23 £'000
Net Cost of Services	13,405.9	13,256.3	13,256.3	13,256.3
Capital Accounting Adjustments	(4,857.6)	(4,857.6)	(4,857.6)	(4,857.6)
Unallocated Inflation	600.0	200.0	400.0	600.0
Net Cost of Services	9,148.3	8,598.7	8,798.7	8,998.7
<u>Corporate Requirements</u>				
Contingency Provision	330.9	291.3	291.3	291.3
Investment Income	(242.2)	(300.0)	(242.2)	(200.0)
Borrowing Costs	151.3	151.3	151.3	151.3
Other Government Grants	(111.1)	(111.1)	(111.1)	(111.1)
New Homes Bonus	(800.6)	(800.6)	(800.6)	(800.6)
Provision for NDR Levy	0.0	2,041.0	2,041.0	0.0
Grants related to business rate reliefs	0.0	(1,850.0)	(1,850.0)	0.0
100% Retention of NDR from Renewable Energy	(414.4)	(414.4)	(414.4)	0.0
Net General Fund Expenditure	8,062.2	7,606.2	7,864.0	8,329.6
Contribution to Earmarked Reserves	1,342.0	1,342.0	1,342.0	1,342.0
Contribution to Asset Management Reserves	1,600.1	1,906.1	1,906.1	1,906.1
Contribution to Capital Reserves	2,116.2	2,116.2	2,116.2	2,116.2
Total General Fund Expenditure	13,120.5	12,970.5	13,228.3	13,693.9
Known Pressures	0.0	145.0	145.0	145.0
Revenue (Savings) / Pressures	0.0	(500.0)	300.0	1,000.0
Revised Net Budget	13,120.5	12,615.5	13,673.3	14,838.9
SURPLUS / (SAVINGS) TO BE IDENTIFIED	(2,561.1)	673.3	(434.9)	(4,604.1)
Budget Requirement	10,559.4	13,288.8	13,238.4	10,234.8
Funded by:				
Council Tax precept	7,821.1	7,851.9	7,821.1	7,529.8
Special Expenses Levy	333.3	352.9	333.3	300.0
Business Rates Income	2,405.0	5,084.0	5,084.0	2,405.0
Total Funding of Budget Requirement	10,559.4	13,288.8	13,238.4	10,234.8

ASSUMPTIONS IN DEVELOPING THE BUDGET FORECAST

Inflation - Increases / decreases in best / worst scenario largely reflect potential for a higher or lower pay award. Most other budgets are not volatile to the effects of inflation.

Investment Income - interest rates may increase to improve forecast figures. A small reduction could also be possible if available rates reduce or a focus on more short-term lending is required.

New Homes Bonus - The final planned distribution of the NHB is expected in 2022/23 and is relatively certain. There is the potential for further distribution from prior year surpluses or some form of extension. If there is a variation in the amount received, it is assumed that it will be reflected in the transfer to the New Homes Bonus reserve.

NDR Levy - In the expected and best case scenarios, retained growth is sustained for 2022/23. This will mean that a levy is payable on retained growth. In the worst case scenario, a full re-set happens from April 2022 with no levy due on the new baseline.

NDR Grants - An estimate of government grants in compensation for business rates relief schemes that reduce the net income received from business rates.

Renewable Energy Retention - In the expected and best case scenarios, the Council retains income from business rates on renewable energy hereditaments. In the worst case scenario, a full re-set happens from April 2022 and this retention is lost.

Contributions to Reserves - the base budget includes a number of mandatory and discretionary transfers to reserves. These are assumed to continue in accordance with the MTF5 in the expected case. Any increase or decrease to these contributions will have a direct impact on the budget gap.

Savings & Pressures - Several potential pressures have been identified in the covering report and an allowance is made for them in the expected forecast. The best / worst case scenarios allow for better or worse net positions.

Council Tax precept - Assumes a £5 increase in best and expected cases, with a freeze in the worst case.

Special Expenses Levy - Assumes the charge increases in line with TVBC main precept. Higher tax base assumption in best case.

Business Rates Income - Best and expected case based on continuation of current figures. Worst case reflects full re-set with all accumulated growth lost.

Medium Term - All accumulated business rates growth taken out in expected forecast

MEDIUM TERM FORECAST BASED ON EXPECTED BUDGET 2022/23

	Expected Forecast 2022/23 £'000	Base Changes £'000	Budget Forecast 2023/24 £'000	Base Changes £'000	Budget Forecast 2024/25 £'000
Net Cost of Services	13,256.3	787.4	14,043.7	81.4	14,125.1
Capital Accounting Adjustments	(4,857.6)	4.5	(4,853.1)	4.5	(4,848.6)
Inflation	400.0	600.0	1,000.0	600.0	1,600.0
	8,798.7	1,391.9	10,190.6	685.9	10,876.5
<u>Corporate Requirements</u>					
Contingency Provision	291.3		291.3		291.3
Investment Income	(242.2)		(242.2)		(242.2)
Borrowing Costs	151.3	(5.4)	145.9	(5.5)	140.4
Other Government Grants	(111.1)		(111.1)		(111.1)
New Homes Bonus	(800.6)	800.6	0.0		0.0
Provision for NDR Levy	2,041.0	(2,041.0)	0.0		0.0
Grants related to business rate reliefs	(1,850.0)	1,850.0	0.0		0.0
100% retention of NDR from Renewable Energy	(414.4)		(414.4)		(414.4)
Net General Fund Expenditure	7,864.0	1,996.1	9,860.1	680.4	10,540.5
Transfer to Earmarked Reserves	1,342.0	(1,545.2)	(203.2)		(203.2)
Transfer to Asset Management Reserves	1,906.1		1,906.1		1,906.1
Transfer to Capital Reserves	2,116.2		2,116.2		2,116.2
Total General Fund Expenditure	13,228.3	450.9	13,679.2	680.4	14,359.6
Budget Pressures	445.0		445.0		445.0
Revenue Savings	0.0		0.0		0.0
Revised Net Budget	13,673.3	450.9	14,124.2	680.4	14,804.6
FURTHER SAVINGS TO BE IDENTIFIED	(434.9)	(2,796.4)	(3,231.3)	(341.8)	(3,573.1)
General Fund Requirements	13,238.4	(2,345.5)	10,892.9	338.6	11,231.5

ITEM 8

Fees & Charges 2022/23

Report of the Finance Portfolio Holder

Recommended:

1. That the fees and charges for 2022/23, as set out in the annexes to the report, be approved.
2. That Heads of Service be authorised to increase relevant fees and charges in line with statutory levels should they change following this report.

SUMMARY:

- Fees and charges are set annually for the forthcoming financial year and are presented for approval.
- Most charges are to be increased in line with inflation or kept at the same level as 2021/22. Significant increases from 2021/22 are explained in the body of the report.

1 Introduction

- 1.1 Fees and charges are reported annually to Councillors as part of the budget process. This report provides information on proposed fees and charges for 2022/23.
- 1.2 By reporting fees and charges separately, as an individual component of the budget process, Councillors can provide direction on the level of charges across the Council.
- 1.3 Proposed increases to existing charges and charges for new services are attached in the annexes to this report for approval.
- 1.4 The main inflation index is the Consumer Prices' Index. Using the Bank of England's forecast as at the beginning of August 2021, services have been advised to use 2.2% as a guide for increasing charges in line with inflation.
- 1.5 Heads of Service have also been asked to consider the impact of increases to fees and charges on their customers before recommending any increases for next year.

2 Background

- 2.1 Heads of Service were asked to provide details of the fees and charges they wish to levy in 2022/23 for the services they provide.

- 2.2 The attached Annexes show, in Budget Book format, the level of charges in 2021/22, the proposed charges for 2022/23 and the percentage change between the two.
- 2.3 In the majority of cases, fees and charges have been kept the same or raised in line with inflation.

3 Consultations/Communications

- 3.1 Heads of Service and managers have been asked to provide details of the charges they wish to make in 2022/23.

4 Fees & Charges – changes by Service

- 4.1 The following paragraphs give explanations of any charges that are recommended to be increased by more than inflation or where the basis for charging for an item has changed.

4.2 Community & Leisure (Annex 1)

Charges across the Service have largely been increased in line with inflation or remain frozen at 2021/22 levels.

An increase of 3.45% for a junior day ticket at the running track in Charlton is due to rounding of a small increase of 5p.

A number of new charges have been included. These are:

- The hire of the Pavilion Room at East Anton and Abbotswood Sports Ground at £18 per hour to cover the cost of opening and cleaning the facility.
- A charge for the use of a storage cage at East Anton of £10 per month or £100 per annum.
- At Picket Twenty, charges are being introduced for external activities (e.g. use by a cycle club at £14.40 per hour with a supplement of £5 for the use of changing accommodation and toilets.
- Charges are also to be introduced for the usage of the hall at Picket Twenty.
- At Hunts Farm, a training area with floodlights has been set up in response to the delay to opening Ganger Farm. The use of the floodlights is currently a trial and free of charge (usual charges apply for hire of the pitch). If it proves popular and demand still exists for this facility next year after Ganger Farm is open, then it is proposed to introduce a charge for the floodlights from September 2022 at £7.05 as for other sites.
- A charge for portable floodlights at Ganger Farm is also to be added.

4.3 **Corporate (Annex 2)**

The charges shown in the Corporate section remain unchanged from 2021/22.

4.4 **Environmental Service (Annex 3)**

Most charges made by the Environmental Service are recommended to remain the same as in 2021/22 or increase in line with inflation.

The purchase of a large four wheeled bin for waste collection (communal waste) is proposed to increase by 22.58% from £310 to £380. This is to reflect the increased cost to the Council of buying these bins.

The words 'Fixed Penalty Notice' have been added to the charge 'Littering (including litter from a vehicle) to enable an additional Civil Penalty to be included for 'Littering from a Vehicle'.

4.5 **Finance & Revenues Service (Annex 4)**

The charges shown in the Finance & Revenues section remain unchanged from 2021/22.

4.6 **Housing & Environmental Health Service (Annex 5)**

Charges in this Service have been frozen at 2021/22 levels or increased in line with inflation.

The charge for 'Day care for dogs – home facilities' is to be deleted as there is no longer a distinction between types of home care for dogs and it is now covered by the charge 'Home boarding for dogs'.

The additional wording 'plus pro-rata charge out rate if visit exceeds 30 mins duration' has been added for clarity to the Issue of Health Certificate charge.

Under 'Dog Control', the collection fee now includes the word 'minimum' with the added paragraph to state that additional transports costs will be applied where applicable.

A new charge has been added under Caravan Site Licences for 'Fit and Proper person register application' at £224. The charge has been set at a level that is expected to cover the costs of administering the application.

4.7 **Legal & Democratic Service (Annex 6)**

The majority of fees in this service are statutorily set and remain the same as for 2021/22.

Some land charges fees have been increased by more than inflation primarily to allow for an increase in fees paid to Hampshire County Council.

4.8 Planning & Building Service (Annex 7)

The majority of planning fees have been frozen at 2021/22 levels.

New charges have been added for Enforcement Notices – Letters of Compliance.

Building control fees have been increased by approximately 2.2% in line with inflation.

4.9 Property & Asset Management Service (Annex 8)

The majority of charges with this service have been increased in line with inflation, apart from car parking tariffs which have been frozen at 2021/22 levels.

Zone Z car parking has increased from £40 to £50, an increase of 25%. Most on-street car parking permits are now administered by Hampshire County Council. This charge relates to an 8 space car park on Alma Road and brings the charge in line with that charged by Hampshire for similar resident permits in the area.

5 Risk Management

- 5.1 An evaluation of the risks associated with the matters in this report indicates that further risk assessment is not needed because the changes / issues covered do not represent significant risks.

6 Resource Implications

- 6.1 The impact of the proposals will be considered when preparing Service estimates for 2022/23.

7 Equality Issues

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

8 Conclusion and reasons for recommendation

- 8.1 Heads of Service have considered the services currently available to the public and the Fees and Charges applicable to them.
- 8.2 Based on recommendations from Heads of Service, this report seeks approval of the rates of fees and charges for 2022/23.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	8	File Ref:	N/A
(Portfolio: Finance) Councillor M Flood			
Officer:	Jenni Carter	Ext:	8236
Report to:	Cabinet	Date:	27 October 2021

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Charlton Sports Centre				
Football and Rugby:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Supplement for use of	Floodlit Pitch (per hour)	20.90	21.35	2.15%
Training	Per hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Mini Soccer		14.10	14.40	2.13%
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday or Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
Hire of Ground:				
	Per day (commercial hire)	300.00	300.00	0.00%
	Per half day (commercial hire)	150.00	150.00	0.00%
Running Track:				
	Annual Season Ticket (April to March)			
	Adult	39.00	39.85	2.18%
	Junior	19.80	20.25	2.27%
	Day Ticket			
	Adult	3.40	3.45	1.47%
	Junior	1.45	1.50	3.45%
Meetings:				
	Saturday/Sunday/Bank Holidays			
	9 am to 6 pm	279.10	285.25	2.20%
	Half Day (up to 4 hours)	165.50	169.15	2.21%
	Monday to Friday			
	9 am to 6 pm	165.50	169.15	2.21%
	Half Day (up to 4 hours)	111.50	113.95	2.20%
	Under 18 - charged at 60% of the full fee			
	Supplement to be charged for Floodlighting (per hour)	20.90	21.35	2.15%
	Groundsman attendance (half day)	80.20	81.95	2.18%
	Group training track only (per hour)	11.00	11.25	2.27%
Hire of Pavilion Room:				
	Per hour	11.80	12.05	2.12%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22	CHARGES 2022/23	Increase
		£	£	
SPORTING ACTIVITIES				
London Road Sports Ground				
Football:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Mini Soccer		14.10	14.40	2.13%
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday/Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
East Anton				
Football:				
Under 18	Monday to Friday	24.60	25.15	2.24%
	Saturday/Sunday	30.25	30.95	2.31%
Mini Soccer		14.10	14.40	2.13%
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday/Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
Hire of Pavilion Room:				
Per hour			18.00	
Storage cage:				
Per month			10.00	
Per annum			100.00	
Picket Twenty				
Football:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday/Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
Hire of Ground:				
Per day (commercial hire)		300.00	300.00	0.00%
Per half day (commercial hire)		150.00	150.00	0.00%
External Activities	Per hour		14.40	
	Changing accommodation/toilets supplement		5.00	
Hall:				
Adult	Per hour		30.00	
Junior	Per hour		15.00	
Commercial	Per hour		45.00	
Day rate	(9.00am - 5.00pm)		150.00	
Evening rate	(5.00pm - 10.00pm)		120.00	

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Rooksbury Mill				
Fishing:				
Daily permit - per rod		8.35	8.35	0.00%
Season ticket		53.65	53.65	0.00%
* Under 18 and over 60 - 50% fees				
Romsey Memorial Park				
Tennis:				
Adult - per court per hour		FREE	FREE	
Child - per court per hour		FREE	FREE	
Fishing:				
Residents	(per rod per day)	18.55	18.55	0.00%
Non-Residents	(per rod per day)	36.15	36.15	0.00%
Residents	(per rod per half day)	11.35	11.35	0.00%
Non-Residents	(per rod per half day)	22.85	22.85	0.00%
* Residents under 18 and over 60 - 50% fees				
Romsey Sports Centre				
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday/Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
Football and Rugby:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training:				
	Per pitch/hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Floodlights (per court)		6.90	7.05	2.17%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
SPORTING ACTIVITIES				
Saxon Fields Sports Ground				
Football:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Mini Soccer		14.10	14.40	2.13%
Hunts Farm Sports Centre				
Cricket:				
Adults	Monday to Friday	48.90	50.00	2.25%
	Saturday or Sunday	63.80	65.20	2.19%
Under 18	Charged at 50% of the full fee			
Football:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday or Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Mini Soccer	Per match per pitch	14.10	14.40	2.13%
Floodlights (training)	To be introduced Sept 22 if popular	0.00	7.05	
Croquet Lawn:				
Per match		43.00	43.95	2.21%
Hire of Top Room (Pavilion):				
Per hour		11.80	12.05	2.12%
Hire of Ground:				
Per day (commercial hire)		300.00	300.00	0.00%
Per half day (commercial hire)		150.00	150.00	0.00%
Commercial hire of leisure land for exercise classes			On application	
Abbotswood Sports Ground				
Football:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	14.10	14.40	2.13%
	Changing accommodation supplement	4.90	5.00	2.04%
Hire of Pavilion Room:				
Per hour			18.00	

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES	CHARGES	Increase
		2021/22	2022/23	
		£	£	
Ganger Farm				
Football and Rugby on grass pitch - per hour:				
Adults	Monday to Friday	49.20	50.30	2.24%
	Saturday/Sunday	60.50	61.90	2.31%
Under 18	Charged at 50% of the full fee			
Training	Per pitch/hour	14.10	14.40	2.13%
Scrummage area		10.00	10.20	2.00%
Mini Soccer		14.10	14.40	2.13%
Junior football	Charged at 50% of the full fee			
Floodlights (portable)			7.05	
Artificial pitches - per hour (matches should book for 2 hours):				
Full pitch				
Adults	Peak	70.00	70.00	0.00%
	Off-peak	49.00	49.00	0.00%
Junior	Peak	35.00	35.00	0.00%
	Off-peak	24.50	24.50	0.00%
Half pitch / Into Hockey				
Adults	Peak	50.00	50.00	0.00%
	Off-peak	35.00	35.00	0.00%
Junior	Peak	25.00	25.00	0.00%
	Off-peak	17.50	17.50	0.00%
Quarter pitch (six a side)				
All	Peak	35.00	35.00	0.00%
	Off-peak	24.50	24.50	0.00%
9v9 on Hockey pitch				
All	Peak	50.00	50.00	0.00%
	Off-peak	35.00	35.00	0.00%
Mini Football	Peak	25.00	25.00	0.00%
	Off-peak	17.50	17.50	0.00%
Floodlights (per hour)		10.00	10.00	0.00%
Season long bookings		Price on application		
Peak period:	Monday - Friday 7.00pm - 10.00pm Saturday and Sunday all day			
Off-peak period:	Monday - Friday 9.00am - 7.00pm			
Prices for artificial pitch include changing and shower facilities				
Changing room (stand alone charge)		7.50	7.50	0.00%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22	CHARGES 2022/23	Increase
		£	£	
SPORTING ACTIVITIES				
Ganger Farm cont.				
Hire of site per day		Price on application		
Upstairs Hall				
Adult	per hour	30.00	30.00	0.00%
Junior	per hour	15.00	15.00	0.00%
Commercial	per hour	45.00	45.00	0.00%
Day rate	(9.00am - 5.00pm)	150.00	150.00	0.00%
Evening rate	(5.00pm - 10.00pm)	120.00	120.00	0.00%
Studio				
Adult	per hour	20.00	20.00	0.00%
Junior	per hour	15.00	15.00	0.00%
Commercial	per hour	30.00	30.00	0.00%
Board Room				
Community	per hour	20.00	20.00	0.00%
Commercial	per hour	30.00	30.00	0.00%
Kitchen Hire				
Community	per hour	5.00	5.00	0.00%
Commercial	per hour	7.50	7.50	0.00%
Bar Hire				
Community	per hour	5.00	5.00	0.00%
Commercial	per hour	7.50	7.50	0.00%
Storage Cage				
Per month		10.00	10.00	0.00%
Per annum		100.00	100.00	0.00%

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2022/23

Usage by Clubs

Full payment in advance for block bookings of 10 or more regular (no further apart than 14 days) sessions for the same activity at the same venue will attract VAT exemption, provided all regulations are complied with. Any cancellation reducing the block booking to below 10 sessions will incur VAT on all sessions except in the event that the Council cancels the booking in the event of unforeseen non-availability.

~~New clubs or groups may be granted initial discounts at the discretion of the Contractor, in consultation with the Head of Finance.~~

Notes - All Sports Facilities

- I. Cancelled Bookings - 48 hours notice must be given of a cancellation otherwise the full charge will be payable if the facility cannot be re-let, unless adverse weather conditions caused cancellation.
- II. Alterations to Charges - the Council reserve the right to alter charges of any facility without prior notice, particularly if the rate of VAT changes.
- III. ~~Course Fees, Hire and Sale of Equipment will be charged at the market rate in agreement with the Head of Community & Leisure.~~
- IV. Non-Specified Charges - authority is given to the Contractor, in conjunction with the Head of Community & Leisure and the Head of Finance & Revenues, to negotiate and agree charges for the use of non-specified areas, experimental schemes and group bookings to encourage the use of underused or unused facilities and to negotiate discounts with charitable or youth bodies.

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22		CHARGES 2022/23		Increase	
	Non-Commercial	Commercial	Non-Commercial	Commercial	Non-Commercial	Commercial
The Lights						
All charges exclude VAT at the standard rate with the exception of those marked *.						
Hire of Theatre						
4 hours	330.00	550.00	330.00	550.00	0.00%	0.00%
8 hours	430.00	720.00	430.00	720.00	0.00%	0.00%
12 hours	650.00	1,070.00	650.00	1,070.00	0.00%	0.00%
Weekly Hire	2,240.00	2,240.00	2,240.00	2,240.00	0.00%	0.00%
Charge for Sunday Hire	158.00	208.00	158.00	208.00	0.00%	0.00%
Sunday 10am - 10pm						
Monday to Saturday 6pm to 11pm						
Hire of Arena						
4 hours	228.00	355.00	228.00	355.00	0.00%	0.00%
8 hours	295.00	445.00	295.00	445.00	0.00%	0.00%
12 hours	325.00	510.00	325.00	510.00	0.00%	0.00%
Hire of Conference Room						
4 hours	84.00	138.00	84.00	138.00	0.00%	0.00%
8 hours	146.00	238.00	146.00	238.00	0.00%	0.00%
12 hours	188.00	310.00	188.00	310.00	0.00%	0.00%
Hire of Board Room						
4 hours	75.00	122.00	75.00	122.00	0.00%	0.00%
8 hours	126.00	214.00	126.00	214.00	0.00%	0.00%
12 hours	168.00	275.00	168.00	275.00	0.00%	0.00%
Hire of Studio One						
4 hours	100.00	174.00	100.00	174.00	0.00%	0.00%
8 hours	182.00	280.00	182.00	280.00	0.00%	0.00%
12 hours	230.00	365.00	230.00	365.00	0.00%	0.00%
Hire of Dance Studio						
4 hours	100.00	174.00	100.00	174.00	0.00%	0.00%
8 hours	182.00	280.00	182.00	280.00	0.00%	0.00%
12 hours	230.00	365.00	230.00	365.00	0.00%	0.00%
Additional dressing room per 4 hour session	39.00	39.00	39.00	39.00	0.00%	0.00%
All charges exclude VAT at the standard rate with the exception of those marked *.						
Flipchart Hire (per day)	8.50	8.50	8.50	8.50	0.00%	0.00%
Laptop	47.00	47.00	47.00	47.00	0.00%	0.00%
Projector	57.00	57.00	57.00	57.00	0.00%	0.00%
Screen Hire (per day)	43.00	43.00	43.00	43.00	0.00%	0.00%
Laptop, Projector, Screen (per day)	137.00	137.00	137.00	137.00	0.00%	0.00%
Technical Services (4 hour session)	64.00	64.00	64.00	64.00	0.00%	0.00%
Ticket Printing - per show	13.00	13.00	13.00	13.00	0.00%	0.00%
Spotlight Theatre Membership Scheme - New Members	20.00 *	N/A	20.00 *	N/A	0.00%	
Box Office Commission	6.00%	10.00%	6.00%	10.00%	0.00%	0.00%
Credit Card Commission	3.00%	3.00%	3.00%	3.00%	0.00%	0.00%
These charges apply where The Lights prints and processes tickets for hirers of facilities.						
Internet Booking Fee	1.20 *	1.20 *	1.20 *	1.20 *	0.00%	0.00%
Grand Piano Hire (inc. moving and tuning)	87.00	87.00	87.00	87.00	0.00%	0.00%
Lectern (per day)	12.00	12.00	12.00	12.00	0.00%	0.00%
Radio Microphone	19.00	19.00	19.00	19.00	0.00%	0.00%
Advertising - What's On Brochure - 1/3rd page	100.00	150.00	100.00	150.00	0.00%	0.00%
Star Cloth	47.00	47.00	47.00	47.00	0.00%	0.00%
Wedding Reception Venue Hire	1,650.00	N/A	1,650.00	N/A	0.00%	
Arena Café Bar Closure	200.00	200.00	200.00	200.00	0.00%	0.00%
Mirror Ball	25.00	25.00	25.00	25.00	0.00%	0.00%
Haze/Smoke Machine	20.00	20.00	20.00	20.00	0.00%	0.00%
Electric Keyboard	40.00	40.00	40.00	40.00	0.00%	0.00%
Rostra	20.00	20.00	20.00	20.00	0.00%	0.00%

COMMUNITY & LEISURE SERVICE FEES & CHARGES 2022/23

Cemeteries

The fees, payments and sums set out below apply where the person to be interred was, or immediately before death was, a resident of the Borough of Test Valley or, in the case of a stillborn child, where one of the parents is, or at the time of interment was, such a resident. In all other cases the fees and charges relating to non-residents will apply.

(Persons who were formerly residents of the Borough of Test Valley shall be considered as residents for the purpose of the scale of fees, if the date of death is less than twelve months after leaving the Borough.)

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
1 Interment and Scattering Management Fee (No charge for persons 3 years or under)			
Ashes interment	269.00	275.00	2.23%
Scattering of Ashes	269.00	275.00	2.23%
Full Burial Plots Single Interment	598.00	611.00	2.17%
Full Burial Plots Double Interment	740.00	756.00	2.16%
NB - Above charges are for Test Valley residents. Double fee is payable for non-residents.			
2 Combined Fee for Purchase of Exclusive Right of Burial and Erection of Memorial			
These fees include the Deed of Grant and all expenses thereof.			
<u>Full Burial Plots</u>			
a. Childs Plot size 0.914m x 0.609m(3'0" x 2'0")	308.00	315.00	2.27%
<u>Memorial Guidance</u> A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.609m(2'0") in width including the base and 0.457m(1'6") in depth.			
b. Single Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.371m(4'6") in depth	488.00	499.00	2.25%
<u>Memorial Guidance</u> A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.			
c. Double Depth Plot size 1.981m x 1.143m(6'6" x 3'9") and 1.828m(6'0") depth	694.00	709.00	2.16%
<u>Memorial Guidance</u> A headstone, tablet, wooden cross or inscribed vase. Overall measurements should not exceed 1.066m(3'6") in height including the base, 0.762m(2'6") in width including the base and 0.457m(1'6") in depth.			
<u>Standard Cremated Remains Plots</u>			
d. Cremated remains plot size 0.457m x 0.304m(1'6"x1'0"). Applies to both double and single depth.	377.00	385.00	2.12%
<u>Memorial Guidance for Standard Cremated Remains Plot</u> A flat tablet not exceeding 0.457m(1'6") x 0.304m(1'0") x 0.050m (2")			

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Cemeteries (Cont.)			
<u>Cremated Remains plots - New Area</u>			
e. Cremated remains plot size 0.508m(1'8") x 0.508m (1'8"). Applies to both double and single depth.	416.00	425.00	2.16%
<u>Memorial Guidance for Cremated Remains Plots - New Area</u>			
Foundation Stone not exceeding 0.508m (1'8") x 0.508m (1'8")			
A tablet, cross, book or desk top style or upright memorial should not exceed 0.508m (1'8") in height, 0.457m (1'6") in width and 0.457 (1'6") in depth.			
3 Gravestones, Tablets and Memorial Inscriptions			
(Where the Exclusive Right of Burial was purchased prior to the introduction of the combined fee - 01 April 2004)			
<u>Lawn Memorial</u>			
a. A headstone, tablet, wooden cross, inscribed vase, not to exceed 1.066m (3'6") in height including the base, 0.762m (2'6") in width including the base and 0.457m (1'6") in depth.	143.00	146.00	2.10%
<u>Cremation Tablet - Single</u>			
b. A tablet not to exceed 0.457m(1'6") x 0.304m(1'0") x 0.050m(2") on site for cremated remains	108.00	110.00	1.85%
Additional Inscription	29.50	30.00	1.69%
Replacement memorial (identical)	29.50	30.00	1.69%
Renovation of memorial	29.50	30.00	1.69%

Memorials covering the whole of the surface of a burial plot, with or without kerbs, are neither permitted in the lawn area of the Andover Cemetery nor the Charlton (Andover) and Woodley (Romsey) Cemeteries. The following memorials will only be permitted:

On a grave - a headstone, tablet, wooden cross or inscribed vase.

On a site of cremated remains - an inscribed tablet set flush with the ground surface.

On a cremation plot - New Area - a tablet, cross, book or desk top style or upright memorial.

4 Other Cemetery Services

a. Transfer of Exclusive Right of Burial to a new registered owner.	38.00	39.00	2.63%
b. Top up purchase of Exclusive Right of Burial Five Years	21.00	21.00	0.00%
c. Copy of Deed of Grant	28.00	28.00	0.00%
d. Copy of Registry Entry	10.00	10.00	0.00%
e. Hire of Charlton Cemetery family room / hour	22.00	22.00	0.00%
f. Exhumation	On application		
g. Genealogy services	15.00	15.00	0.00%

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

SPORTING ACTIVITIES		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Andover Sports Academy				
Artificial Turf Pitch:				
Hockey/Football (60 minutes)				
Full Pitch				
Adult	Peak	56.35	57.60	2.22%
	Off Peak	39.20	40.05	2.17%
Junior	Peak	29.30	29.95	2.22%
	Off Peak	20.10	20.55	2.24%
Concessionary rate		24.15	24.70	2.28%
Three Quarter Pitch				
Adult	Peak	47.05	48.10	2.23%
	Off Peak	31.30	32.00	2.24%
Junior	Peak	24.25	24.80	2.27%
	Off Peak	16.40	16.75	2.13%
Half Pitch				
Adult	Peak	36.65	37.45	2.18%
	Off Peak	24.55	25.10	2.24%
Junior	Peak	20.20	20.65	2.23%
	Off Peak	14.30	14.60	2.10%
Quarter Pitch (Six a Side)				
Adult	Peak	24.40	24.95	2.25%
	Off Peak	19.80	20.25	2.27%
Junior	Peak	16.85	17.20	2.08%
	Off Peak	12.95	13.25	2.32%
Floodlights (per hour)	Peak	11.30	11.55	2.21%
Peak Period:	Monday - Friday 5.00 pm - 10.00 pm Saturday and Sunday - all day			
Off Peak Period:	Monday - Friday 9.00 am - 5.00 pm			
Prices include:	Changing and shower facilities			

**COMMUNITY & LEISURE SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Andover Sports Academy				
Tennis	Adult	7.95	8.10	1.89%
	Junior	3.95	4.05	2.53%
Indoor Hall (not for profit bookings)	Adult	21.55	22.00	2.09%
	Junior	14.35	14.65	2.09%
Community Suite	Adult	18.90	19.30	2.12%
	Junior	13.95	14.25	2.15%
	Commercial	27.60	28.20	2.17%
Meeting Room	Adult	12.95	13.25	2.32%
	Junior	7.05	7.20	2.13%
	Commercial	18.70	19.10	2.14%
Studio Room	Adult	18.40	18.80	2.17%
Outdoor Court – Team games	Adult	15.55	15.90	2.25%
	Junior	10.35	10.60	2.42%
Floodlights (per court)	Adult	5.20	5.30	1.92%
	Junior	2.60	2.65	1.92%

CORPORATE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Advertising - Test Valley News			
1/2 Page Advert Portrait (127mm x 350mm) Landscape (259mm x 172mm)	1,000.00	1,000.00	0.00%
1/4 Page Advert Portrait only (127mm x 172mm)	650.00	650.00	0.00%
1/8 Page Advert Portrait (61mm x 172mm) Landscape (127mm x 86mm)	350.00	350.00	0.00%
1/16 Page Advert Portrait only (61mm x 86mm)	200.00	200.00	0.00%

For details of artwork requirements, please contact the editor on 01264 368000.

General Photocopying

General Photocopying (per side)

Black and White			
A4/A5	0.20	0.20	0.00%
A3	0.40	0.40	0.00%
Colour			
A4/A5	0.75	0.75	0.00%
A3	1.50	1.50	0.00%
Student/Parish Council Rate- (Black and White only);			
A4/A5	0.10	0.10	0.00%
A3	0.20	0.20	0.00%

Details of copy charges for larger size printing (up to A0) are shown on the Planning and Building Service pages and are applicable across the Council.

NOTE - All charges above are subject to VAT at the standard rate

**ENVIRONMENTAL SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Bulky Household Waste Collection			
Single Item	30.50	31.50	3.28%
Multiple items (maximum of four items)	55.00	56.50	2.73%
Garden Waste - price on application, subject to a minimum charge of	36.00	37.00	2.78%
Disposable sacks for Schedule 2 Waste (roll of 25)	59.00	60.00	1.69%
Garden Waste Collection			
Initial Annual Subscription *	36.00	37.00	2.78%
Additional Annual Subscriptions	20.50	21.00	2.44%
Replacement Sack	1.85	1.90	2.70%
* one subscription is one sack / approved receptacle			
Wheeled Bins			
Purchase of black wheeled bin for waste collection (per bin)	36.50	37.50	2.74%
Purchase of brown/green wheeled bin for waste collection (per bin)	26.00	26.50	1.92%
Purchase of large four wheeled bin for waste collection (communal bins)	310.00	380.00	22.58%
There is no charge for changing from a small (140 litre) to a large (240 litre) brown recycling bin.			
Shopping Trolley Return			
Removal, Storage and Return	75.00	75.00	0.00%
Direct return (where an agreement is in place with the owner)	35.00	35.00	0.00%
Fixed Penalty Notice			
	Min / Max	Min / Max	
Graffiti / Flyposting	75 / 150	75 / 150	
Abandoning a Vehicle	120 / 200	120 / 200	
Failure to produce authority (waste transfer notes)	180 / 300	180 / 300	
Failure to furnish documentation (waste carrier's licence)	180 / 300	180 / 300	
Dog Fouling (a breach of a PSPO) (statutory maximum)	100	100	
Littering (including litter from a vehicle) - Fixed Penalty Notice	75 / 150	75 / 150	
Offences in relation to waste receptacles (commercial)	75 / 150	75 / 150	
Offences in relation to waste receptacles (household)	75 / 150	75 / 150	
Unlawful disposal controlled waste (s33 fly-tipping)	200 / 400	200 / 400	
Littering from a vehicle – Civil Penalty		50 / 160	

**ENVIRONMENTAL SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Vehicle Workshop Charges			
Brake Roller Test (Per Axle)	25.00	25.50	2.00%
Air Con Servicing	30.00	31.00	3.33%
Hire Charges			
Operative Hire	28.00	28.50	1.79%
Operative and Van Hire	40.00	41.00	2.50%
Mechanical Sweeper - Large (HGV) Sweeper	56.00	57.00	1.79%
Mechanical Sweeper - Compact Unit	42.50	43.50	2.35%
Hire charges are per hour, subject to a minimum 1 hour hire. Travel time is in addition to hire charge and may require an additional charge.			
Note - All charges above are subject to VAT at the standard rate			
MoT Test Fees			
Class 4 vehicles (Cars)	45.00	45.00	0.00%
Class 5 vehicles (Passenger vehicles)	55.00	55.00	0.00%
Class 7 vehicles (Goods vehicles up to 3,500 kg)	55.00	55.00	0.00%
Combined Taxi / Hackney Carriage Test & MoT	80.00	80.00	0.00%

**FINANCE & REVENUES SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Council Tax / Non Domestic Rates / Business Improvement District			
Summons Costs	46.00 *	46.00 *	0.00%
Liability Order Costs	23.00	23.00	0.00%

* Includes court charges

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Licences			
Breeding of dogs (plus Vet inspection costs)	246.90	252.30	2.19%
Selling animals as pets	286.00	292.30	2.20%
Hiring out horses for riding or riding instruction (plus Vet and other inspection costs)	247.00	252.45	2.21%
Boarding for cats	260.00	265.70	2.19%
Boarding in kennels for dogs	279.00	285.15	2.20%
Combined boarding for cats and dogs	337.00	344.40	2.20%
Home boarding for dogs	222.00	226.90	2.21%
Day care for dogs - home facilities	202.00	N/A	
Combined home boarding and day care for dogs	270.00	275.95	2.20%
Day care for dogs - non-domestic facilities	279.00	285.15	2.20%
Keeping or training animals for exhibition (3 year licence) (plus Vet inspection costs)	247.00	252.45	2.21%
Dangerous Wild Animals (plus Vet's costs)	207.00	211.55	2.20%
Zoo (per 4 or 5 years, plus Vet's costs)	1,000.00	1,020.00	2.00%
Street Trading Consents			
Application Fee - up to seven days only	43.75	44.70	2.17%
Application Fee (6 or 12 months)	476.00	486.45	2.20%
Annual Compliance Checking (6 or 12 months) - Food Trading	243.00	248.35	2.20%
Annual Compliance Checking (6 or 12 months) - Non-Food Trading	69.00	70.50	2.17%
Notes: The Compliance Checking fee is applicable only if an application is granted. Applications are granted initially for 6 months then may be renewed following a new application every 12 months.			
Registrations			
Initial Registration of Hairdressers	115.00	117.55	2.22%
Initial registration of ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	154.50	157.90	2.20%
Variation of Registration for hairdressers or ear piercing, electrolysis, acupuncture, tattooing or any other form of skin piercing	63.00	64.40	2.22%
Hygiene Certificates			
Issue of Standard Health Certificate / Export Health Certificate (where no visit required)	47.80	48.85	2.20%
Issue of Health Certificate / Export Health Certificate (if inspection visit up to 30 mins duration on site is required) plus pro rata charge out rate if visit exceeds 30 minutes in duration (plus analysis charges as deemed necessary)	101.70	103.95	2.21%
Dog Control			
Collection Fee (minimum) * (plus kennelling fee for number of days / part days recharged at cost)	55.90	57.15	2.24%

*Additional transport costs incurred in excess of the minimum collection fee, where applicable (i.e. taken to kennels or for veterinary care), will be applied

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Houses in Multiple Occupation			
Licence application (up to 5y licence)	570.00	582.00	2.11%
Licence renewal (up to 5y licence)	515.00	526.00	2.14%
Operation charge (HMO licensing scheme) - payable once a decision to grant a licence has been made	75.00	77.00	2.67%
Supplementary operation charge - one-off charge applicable in the case of late applications only	256.00	262.00	2.34%
DFG Administration Charge			
Charge on Disabled Facilities Grants where architect or agent isn't employed	10%	10%	0.00%
Caravan Site Licences (set in separate fee policy)			
Transferring a site licence	136.00	136.00	0.00%
Varying site licence conditions	484.00	484.00	0.00%
Depositing site rules	62.00	62.00	0.00%
Granting a site licence - 1-5 units	556.00	556.00	0.00%
- 6-15 units	576.00	576.00	0.00%
- 16-30 units	615.00	615.00	0.00%
- 31-45 units	634.00	634.00	0.00%
- 46 and above units	693.00	693.00	0.00%
Annual fee - 2-5 units	235.00	235.00	0.00%
- 6-15 units	245.00	245.00	0.00%
- 16-30 units	321.00	321.00	0.00%
- 31-45 units	342.00	342.00	0.00%
- 46 and above units	364.00	364.00	0.00%
Fit and Proper person register application		224.00	
Enforcement fees	Hourly rate	Hourly rate	
Housing Act Notices & Orders			
Determination, preparation & serving of a Notice or making of an Order	Hourly rate Min. 2hrs	Hourly rate Min. 2hrs	
Registered Provider Affordable Housing Enabling Fee	268.50 per unit	274.40 per unit	2.20%
Health Education Courses			
Health & Safety and Food Hygiene Courses	On application		

HOUSING & ENVIRONMENTAL HEALTH SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Environmental Permits under the Pollution Prevention and Control Act 1999			
In accordance with the DEFRA fees and charges scheme			
Immigration Assessment of Fitness -			
Checks for residency and work permit applications	162.00 *	165.00 *	1.85%
* Plus VAT at standard rate			
Pest Control			
Domestic Premises:			
Wasps, Hornets' Nest	53.90	55.10	2.23%
Each additional nest (Payment in advance)	17.30	17.70	2.31%
Rats & Mice - Maximum of three visits	76.25	77.95	2.23%
Charges for rat and mouse treatments are only applicable to those residents classed as non-vulnerable.			
There will be no charge for households in receipt of Council Tax support.			
Advice visit	35.60	36.40	2.25%
Fleas			
Up to 3 bedroomed property	72.20	73.80	2.22%
4 bedroomed property	83.40	85.25	2.22%
5 bedroomed property	94.60	96.70	2.22%
In excess of 5 bedrooms, each additional bedroom	11.20	11.45	2.23%
Re-visit within 10 days of initial treatment	Nil		
Re-visit after 10 days of initial treatment, charges as above			
Bed Bugs			
Up to 3 bedroomed property	117.00	119.55	2.18%
4 bedroomed property	127.00	129.80	2.20%
5 bedroomed property	138.30	141.35	2.21%
In excess of 5 bedrooms, each additional bedroom	11.20	11.45	2.23%
Re-visit within 10 days of initial treatment	Nil		
Re-visit after 10 days of initial treatment, charges as above			
50% discount (for bed bug treatments) to households in receipt of Council Tax Support			
Other Insects	72.00	73.60	2.22%
(Minimum charge up to 1 hour, thereafter £7.50 per unit of 15-mins, or part of)			

All pest control charges to be subject to the terms and conditions on the Council's website: www.testvalley.gov.uk

**HOUSING & ENVIRONMENTAL HEALTH SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Commercial Premises:			
Non Contract work			
Rodent treatment (Up to 3 visits and 5 bait stations, including invoice fee)	187.00 *	191.10 *	2.19%
Additional treatment / check visit (up to 45mins on site)	60.00 *	61.30 *	2.17%
Additional bait stations	15.25 *	15.60 *	2.30%
Additional time per 15-min unit	10.20 *	10.40 *	1.96%
Advice visit up to 45mins on site (paid in advance or invoice fee is applicable)	60.00 *	61.30 *	2.17%
Bedbugs - initial survey (per hour)	72.00 *	73.60 *	2.22%
Bedbugs - treatment visit (up to 45 mins two officers or 90mins one officer)	115.00 *	117.55 *	2.22%
Additional time charged at £10 per unit of 15-mins, or part of, per pest control officer	10.20 *	10.40 *	1.96%
Fleas and other insects - treatment visit up to 60 mins (Minimum charge up to 1 hour, thereafter £10.40 per unit of 15-mins, or part of, per pest control officer)	73.00 *	74.60 *	2.19%
	10.20 *	10.40 *	1.96%
Wasps, Hornets' Nest (Payment in advance)	57.00 *	58.25 *	2.19%
Each additional nest (Payment in advance)	20.30 *	20.75 *	2.22%
Advice visit (Payment in advance)	60.00 *	61.30 *	2.17%

If an invoice is required a charge of £12 will be added to the cost of treatments.

Contract Work - Rodents and Insects. Quotations given for individual premises

* Plus VAT at standard rate

All pest control charges to be subject to the terms and conditions on the Council's website: www.testvalley.gov.uk

Work carried out for the Public

Work carried out on the legitimate request of the public OR in cases where the Council is entitled to act in default of a legal obligation upon a member of the public AND where there is no other legal constraint affecting the ability of the Council to determine a charge.

Charge will equate to the cost of materials, travel, other services plus cost of staff time. This staff time will be charged at the appropriate charge-out rate of the officer concerned with the work, payable in units of 15 minutes or part thereof.

Water Sampling

Private Water Supplies sampling: Collection fee as stated plus laboratory analysis costs	73.00	74.60	2.19%
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Swimming pool sampling: Collection fee as stated plus laboratory analysis costs	73.00	74.60	2.19%
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Food Register

Single entry from register	10.70	10.95	2.34%
Section copy of register	45.70	46.70	2.19%
Whole register copy	83.00	84.85	2.23%

Pollution and Contaminated Land

Contaminated land and general pollution related queries	51.00	52.10	2.16%
Detailed contaminated land and pollution queries (Minimum of 1 hour, thereafter £43 for each hour or part thereof)	51.00	52.10	2.16%

Contaminated Land Registry			
Single entry from register	6.40	6.55	2.34%
Whole register copy	64.90	66.35	2.23%

Attendance at Court, Factual Statements

Hourly rate of the H&EH Officer involved plus travel costs

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Local Land Charges			
Full Search			
LLC1 & CON29	115.00	120.00	4.35%
LLC1	25.00	25.00	0.00%
CON29R	90.00 *	95.00 *	5.56%
Additional parcels - LLC1	5.00	5.00	0.00%
Additional parcels - CON29R	12.50 *	15.00 *	20.00%
Additional parcels - LLC1 & CON29R	17.50 *	20.00 *	14.29%
Part II Enquires/Full Search & CON290 Only			
Each CON290 enquiry 4, 21 or 22 (priced as a bundle)**	52.50	52.50 *	0.00%
Each CON290 enquiry 5-20 (Excluding Q8)	12.50	15.00 *	20.00%

* VAT will be added at the standard rate

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Electoral Register Fees - Statutory Charges			
Data format Per Transaction	20.00	20.00	0.00%
Per 1,000 names or part thereof	1.50	1.50	0.00%
Print Format Per Transaction	10.00	10.00	0.00%
Per 1,000 names or part thereof	5.00	5.00	0.00%
Electoral Register - Marked copies of Register and Absent Lists			
Statutory Charges			
Data format Per Transaction	10.00	10.00	0.00%
Per 1,000 names or part thereof	1.00	1.00	0.00%
Print Format Per Transaction	10.00	10.00	0.00%
Per 1,000 names or part thereof	2.00	2.00	0.00%
Licences			
Tables and Chairs on the Highway	199.00	199.00	0.00%
Pavement Licences (2020)		Free of Charge	
Sex Establishments - Grant, renewal or transfer - on application	478.00	478.00	0.00%
Sex Establishments - Grant, renewal or transfer - further charge if application goes to the Licensing Committee	785.00	785.00	0.00%
Sex Establishments - Variation	182.00	182.00	0.00%
Scrap Metal Dealers - Grant/renewal - Site licence	370.00	375.00	1.35%
Scrap Metal Dealers - Grant/renewal - Collector's licence	240.00	245.00	2.08%
Scrap Metal Dealers - Variation of licence	130.00	132.00	1.54%
Hackney Carriages and Private Hire Vehicle Licences			
Replacement Plate	13.00	13.00	0.00%
Hackney Carriages - Vehicle	98.00	98.00	0.00%
Hackney Carriages - Temporary Change of Vehicle	49.00	49.00	0.00%
Hackney Carriages - Transfer of Vehicle Ownership	25.00	25.00	0.00%
Hackney Carriages - Inspection (Initial)	52.00	53.00	1.92%
Hackney Carriages - change of vehicle registration number	25.00	25.00	0.00%
Private Hire - Vehicle	98.00	98.00	0.00%
Private Hire - Temporary Change of Vehicle	49.00	49.00	0.00%
Private Hire - Transfer of Vehicle Ownership	25.00	25.00	0.00%
Private Hire - Inspection (Initial)	52.00	53.00	1.92%
Private Hire - change of vehicle registration number	25.00	25.00	0.00%
Operator Licence - One Year	83.00	83.00	0.00%
Operator Licence - Five Years	212.00	212.00	0.00%
New Driver Licence - One Year*	158.00	162.00	2.53%
New Driver Licence - Three Years*	174.00	178.00	2.30%
Renewal Driver Licence - One Year*	110.00	112.00	1.82%
Renewal Driver Licence - Three Years*	126.00	129.00	2.38%
Driver ID Validation service	7.50	7.50	0.00%
Replacement licence or badge	10.00	10.00	0.00%

* All driver licences fees are reduced by £71 if a current enhanced criminal records disclosure can be provided

LEGAL & DEMOCRATIC SERVICE FEES & CHARGES 2022/23

Gambling Act 2005 Permit Fees

	New Applications	Annual Fee	Renewal	Variation of Permit	Transfer of Permit	Copy of Permit	Change of Name
	£	£	£	£	£	£	£
Family Entertainment Centre	300	N/A	300	N/A	N/A	15	25
Small Society Lottery	40	20	N/A	N/A	N/A	N/A	N/A
Club Gaming	200	50	200	100	N/A	15	N/A
Club Gaming Machine	200	50	200	100	N/A	15	N/A
Prize Gaming	300	N/A	300	N/A	N/A	15	25
Licensed Premises Gaming Machine (2 machines or less)	50	N/A	N/A	N/A	N/A	N/A	N/A
Licensed Premises Gaming Machine (more than 2 machines)	150	50	N/A	100	25	15	25

Gambling Act 2005 Premises Fees

	Premises already holding provisional statement	Ordinary Premises Licence	Annual Fee	Variation of Permit	Transfer of Licence	Reinstate-ment of Licence	Provisional Statement
	£	£	£	£	£	£	£
Bingo premises	1,200	3,500	1,000	1,750	1,200	1,200	3,500
Family Entertainment Centre	950	2,000	750	1,000	950	950	2,000
Adult Gaming Centre	1,200	2,000	1,000	1,000	1,200	1,200	2,000
Betting premises	1,200	3,000	600	1,500	1,200	1,200	3,000

Notes

1) This is for existing licensed premises who wish to convert their existing licence but vary some or all of the default conditions proposed by the Gambling Commission that will be attached to the licence. For licence holders wishing to convert their existing licence who accept all the default conditions, the fee is £300. These fees will only apply during the transitional phase when licences are being converted.

2) The fee for notification of a change of circumstances is £50.

3) The fee for a copy of a licence is £25.

All charges are statutorily set and remain at the same levels as 2021/22

LEGAL & DEMOCRATIC SERVICE FEES & CHARGES 2022/23

Liquor Licences

Applications for Premises Licences

Property Band Rateable Value (£)	A 0 - 4,300	B 4,301 - 33,000	C 33,001 - 87,000	D 87,001 - 125,000	E 125,001 +
Fee for applications	100.00	190.00	315.00	450.00	635.00
Fee for applications (town centre properties used exclusively or primarily for selling alcohol)	N/A	N/A	N/A	900.00	1,905.00
Annual fee to be paid on anniversary of grant of licence	70.00	180.00	295.00	320.00	350.00

Additional fees for Premises and Club Premises with a capacity of over 5,000 persons.

Capacity	Additional fee payable on application	Additional annual fee payable
5,000 - 9,999	1,000	500
10,000 - 14,999	2,000	1,000
15,000 - 19,999	4,000	2,000
20,000 - 29,999	8,000	4,000
30,000 - 39,999	16,000	8,000
40,000 - 49,999	24,000	12,000
50,000 - 59,999	32,000	16,000
60,000 - 69,999	40,000	20,000
70,000 - 79,999	48,000	24,000
80,000 - 89,999	56,000	28,000
90,000 +	64,000	32,000

All charges are statutorily set and remain at the same levels as 2021/22.

**LEGAL & DEMOCRATIC SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Liquor Licences Continued			
Other Premises Fees			
Copies of information contained in the register	POA *	POA *	
Application for copy of licence	10.50	10.50	0.00%
Notification of change of address	10.50	10.50	0.00%
Application to vary individual as premises supervisor	23.00	23.00	0.00%
Application to transfer premises licence	23.00	23.00	0.00%
Interim authority notice	23.00	23.00	0.00%
Application for making of a provisional statement	315.00	315.00	0.00%
Notification of change in club rules	10.50	10.50	0.00%
Change of name of registered address of club	10.50	10.50	0.00%
Temporary event notices	21.00	21.00	0.00%
Application for copy of notice on theft	10.50	10.50	0.00%
Notification of change of name or address (personal licence)	10.50	10.50	0.00%
Notice of interest in any premises	21.00	21.00	0.00%
Personal Licence Fee	37.00	37.00	0.00%
Minor variation	89.00	89.00	0.00%

* POA - Payment on Application

PLANNING & BUILDING SERVICE FEES & CHARGES 2022/23

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Town and Country Planning			
Planning Pre Application Enquiry Fees (figures exclude VAT at the Standard Rate)			
Householder	48.33	48.33	0.00%
1 dwelling	120.00	120.00	0.00%
2-5 dwellings	215.83	215.83	0.00%
6-9 dwellings	360.00	360.00	0.00%
10-20 dwellings	635.83	635.83	0.00%
21+ dwellings	10% of full planning application fee	10% of full planning application fee	
Other development 0 -99m ²	90.00	90.00	0.00%
Other development 100-499m ²	240.00	240.00	0.00%
Other development 500-999m ²	450.00	450.00	0.00%
Other development 1,000m ² +	540.00 or 10% of application fee whichever is greater	540.00 or 10% of application fee whichever is greater	
Change of use	120.00	120.00	0.00%
Advertisements	48.33	48.33	0.00%
Variation of condition	50.00	50.00	0.00%
<u>Reduced Fees</u>			
Proposals by Parish Councils	50% reduction	50% reduction	
Proposals by non-profit making clubs or other non profit making sporting or recreational organisations, relating to playing fields for their own use	50% reduction	50% reduction	
Follow up amended pre application enquiries	50% reduction	50% reduction	
<u>Exemptions</u>			
Affordable Housing Exception Schemes in Rural Areas by Registered Providers	FREE	FREE	
Listed Building works not requiring planning permission	FREE	FREE	
Conservation Area demolition	FREE	FREE	
Article 4 directions	FREE	FREE	
Alterations to dwelling houses or buildings to which members of the public are admitted, for the purpose of providing means of access for disabled people (or securing the safety, health or comfort of disabled people, in the case of dwelling houses).	FREE	FREE	
Non-material amendments	FREE	FREE	
Extension of time for implementation	FREE	FREE	
Planning Application Fees	Statutory Scale of Charges	Statutory Scale of charges	

Full details can be viewed on the Council's website www.testvalley.gov.uk
Or contact the Planning & Building Service on 01264 368000

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Plan Copying (per side)			
A2	2.50	2.50	0.00%
A1	5.00	5.00	0.00%
A0	10.00	10.00	0.00%
 A4 OS Site Plans for Planning Applications - set of 6 copies (including OS charge)	 18.00	 18.00	 0.00%
 1/500 scale - rural and urban; 1/1250 urban and 1/2500 rural			
Planning Enquiries Relating to Land Transactions	35.50	36.00	1.41%
Planning Enquiries requiring research. Written response per hour or part thereof	51.00	52.00	1.96%
Planning Permission - Letters of Compliance per enquiry			
Basic investigations, plus letter	35.50	36.00	1.41%
Detailed investigations and/or site visit, plus letter	82.00	83.50	1.83%
Legal Agreements - Letters of Compliance per enquiry			
Basic investigations, plus letter	35.50	36.00	1.41%
Detailed investigations and/or site visit, plus letter	82.00	83.50	1.83%
High Hedges Complaint Fee	356.00	363.00	1.97%
Tree Consent - written response per enquiry	22.00	22.50	2.27%
Adoption Inspections of Open Space / Landscape Areas per inspection	113.50	116.00	2.20%
Comprehensive TPO Enquiries per hour	43.75	44.50	1.71%
Enforcement Notices - Letters of Compliance per enquiry			
Written confirmation of compliance with an Enforcement Notice		36.00	
Additional charge if site visit required		70.25	

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

		CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Applications to Extinguish/Divert Public Rights of Way				
	Retainer:	1,200.00	1,200.00	0.00%
(Section 257)	- Basic Fee	300.00	300.00	0.00%
		600.00	600.00	0.00%
	- Opposed Orders	90.00	90.00	0.00%
	Additional work per hour plus advertising			
	Photocopying of Building Regulation Decision Notices	0.20	0.20	0.00%
	Photocopying of Building Regulation Completion Notices	0.20	0.20	0.00%

PLANNING & BUILDING SERVICE FEES & CHARGES 2022/23

Building Control

Schedule 1

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation charge £	Additional charge £
1	165.83	530.00	695.83	933.00	251.00
2	250.00	794.17	1,045.00	1,400.00	TBA
3	333.33	1,059.17	1,393.33	1,867.00	TBA
4	416.67	1,323.33	1,740.00	2,333.00	TBA
5	500.00	1,588.33	2,088.33	2,800.00	TBA
6	592.50	1,881.67	2,474.17	3,316.00	TBA
7	662.50	2,103.33	2,765.83	3,710.00	TBA
8	728.33	2,313.33	3,041.67	4,078.00	TBA
9	803.33	2,550.00	3,353.33	4,496.00	TBA
10	875.00	2,787.50	3,663.33	4,913.00	TBA
11	943.33	2,995.83	3,940.00	5,281.00	TBA
12	1,009.17	3,205.00	4,214.17	5,650.00	TBA
13	1,075.00	3,413.33	4,488.33	6,017.00	TBA
14	1,162.50	3,691.67	4,854.17	6,509.00	TBA
15	1,206.67	3,833.33	5,039.17	6,756.00	TBA
16	1,276.67	4,055.00	5,331.67	7,149.00	TBA
17	1,338.33	4,250.00	5,587.50	7,493.00	TBA
18	1,400.00	4,445.00	5,844.17	7,836.00	TBA
19	1,465.83	4,653.33	6,119.17	8,202.00	TBA

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for 20 or more dwellings the charge is individually determined.

For dwellings with a floor area exceeding 300m but not exceeding 700m see **Schedule 1A**

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2022/23 the above charges have increased by approx 2.2%.

**PLANNING & BUILDING SERVICE
FEES AND CHARGES 2022/23**

Building Control cont.

Schedule 1A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING OVER 300m² but not exceeding 700m²

Standard Charges for the Creation or Conversion to New Housing over 300 but not exceeding 700m	Plan Charge	Inspection Charge	Building Notice Charge	Regularisation Charge	Additional Charge
	£	£	£	£	£
Greater than 300m ² but does not exceed 400m ²	360.00	1,141.67	1,502.50	2,014.00	TBA
Greater than 400m ² but does not exceed 500m ²	376.67	1,199.17	1,576.67	2,113.00	TBA
Greater than 500m ² but does not exceed 600m ²	400.00	1,268.33	1,667.50	2,236.00	TBA
Greater than 600m ² but does not exceed 700m ²	416.67	1,323.33	1,740.00	2,333.00	TBA
Greater than 700m ²	Charge to be individually determined				

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Note - for dwellings where the floor area of a dwelling exceeds 700m² the charge is individually determined.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

For 2022/23 the above charges have increased by approx 2.2%.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

Building Control cont.**STANDARD CHARGES FOR OTHER BUILDING WORK**

**Schedule 2
Domestic extensions to a single building**

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional charge* £
1	Single storey extension floor area not exceeding 10m ²	122.50	390.00	512.50	688.00	251.24
2	Single storey extension floor exceeding 10m ² but not exceeding 40 m ²	149.17	473.33	622.50	836.00	251.24
3	Single storey extension floor exceeding 40m ² but not exceeding 100m ²	185.00	585.00	770.00	1,032.00	251.24
4	Two storey extension not exceeding 40 m ²	157.50	501.67	659.17	884.00	251.24
5	Two storey extension to a dwelling house exceeding 40 m ² but not exceeding 100m ²	197.50	626.67	824.17	1,106.00	251.24
6	Loft conversion that does not include the construction of a dormer	122.50	390.00	512.50	688.00	251.24
7	Loft conversion that includes the construction of a dormer	131.67	418.33	550.00	737.00	251.24
8	Erection or extension of a non exempt detached domestic garage or carport up to 100m ²	105.00	335.00	439.17	590.00	251.24
9	Erection of a non exempt attached single storey extension of a domestic garage or carport up to 100m ²	114.17	361.67	475.83	638.00	251.24
10	Conversion of a garage to a dwelling to a habitable room(s)	79.17	250.83	330.83	441.00	251.24
11	Alterations to extend or create a basement up to 100m ²	83.33	265.00	348.33	467.00	251.24

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

Where part of an extension is single storey and part is two storey the charge for a two storey extension will apply.

Where a first floor extension is constructed over an existing single storey structure the charge applied is the same as a single storey extension of the same floor area.

Where it is intended to carry out additional building work on a dwelling at the same time that any of the work to which schedule 2 applies, then the charge for the additional work will be reduced by 25% or alternatively the charge may be individually determined, with the agreement of the "relevant person."

For 2022/23 the above charges have increased by approx 2.2%.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

Building Control cont.

Schedule 3
Domestic alterations to a single building

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	Details of any reduction for work carried out at the same time as work referred to in Schedule 2	Regularisation Charge £
1	The installation of any controlled fitting or other building work ancillary to the building of an extension.	Included in the charge for an extension.	N/A	N/A	N/A	N/A	N/A
2	Underpinning	Fixed price	110.00	345.83	458.33	25%	614.00
3	Renovation of a thermal element to a single dwelling.	Fixed price	44.17	140.00	184.17	25%	245.00
4	Internal alterations, installation of fittings (not electrical) and/or, structural alterations	Fixed price based on estimated cost bands,					
	(If ancillary to the building of the extension no additional charge)	Estimated cost less than £2500	52.50	166.67	220.00	25%	295.00
		Estimated cost exceeding £2500 but not exceeding £5,000	70.00	222.50	292.50	25%	392.00
		Estimated cost exceeding £5000 but not exceeding £25,000	114.17	361.67	475.83	25%	639.00
		Estimated cost exceeding £25,000 but not exceeding £50,000.	140.83	446.67	586.67	25%	786.00
		Estimated cost exceeding £50,000 but not exceeding £75,000.	175.83	556.67	732.50	25%	982.00
		Estimated cost exceeding £75,000 but not exceeding £100,000.	201.67	641.67	843.33	25%	1,129.00
5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows,					
		Per installation up to 20 windows	30.83	97.50	128.33	25%	172.00
		Per installation over 20 Windows.	40.00	125.00	165.00	25%	222.00
6	Electrical work (not competent person's scheme).	Fixed price based on extent of works.					
		Any electrical work other than the rewiring of a dwelling.	87.50	278.33	365.83	25%	492.00
		The re-wiring or new installation in a dwelling.	87.50	278.33	365.83	25%	492.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

For 2022/23 the above charges have increased by approx 2.2%.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

Building Control cont.

Schedule 4
OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD

		Building Usage					
Category of Work		Other Residential (Institutional and Other)			Assembly and Recreational use		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m ²	245.83	780.00	1,377.00	219.17	696.67	1,228.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	289.17	920.00	1,622.00	263.33	835.83	1,474.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	388.33	1,226.67	2,162.00	334.17	1,059.17	1,867.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	509.17	1,616.67	2,850.00	438.33	1,393.33	2,456.00

		Building Usage					
Category of Work		Industrial and Storage usage			All Other use Classes		
		Plan Charge	Inspection Charge	Regularisation charge	Plan Charge	Inspection Charge	Regularisation charge
1	Floor area not exceeding 10m ²	165.83	529.17	933.00	131.67	418.33	737.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	210.00	668.33	1,178.00	185.00	585.00	1,032.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	271.67	863.33	1,523.00	219.17	696.67	1,228.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	350.83	1,115.00	1,965.00	255.00	808.33	1,425.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2010 (as amended).

Note: A basement is considered to be storey and there is an additional charge of £215.83 if the work is in relation to a basement.

For 2022/23 the above charges have increased by approx 2.2%.

**PLANNING & BUILDING SERVICE
FEES & CHARGES 2022/23**

Building Control cont.

**Schedule 5
ALL OTHER NON DOMESTIC WORK – ALTERATIONS**

	Category of Work	Basis of Charge	Plan charge	Inspection charge	Regularisation
1	The installation of any fitting or other work ancillary to the building of an extension.	Included in the charge for the building.	N/A	N/A	N/A
2	Underpinning.	Estimated cost up to £50,000	140.83	445.00	786.00
		Estimated cost exceeding £50,000 and up to £100,000	175.83	556.67	982.00
		Estimated cost exceeding £100,000 and up to £250,000.	210.00	668.33	1,178.00
3	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	35.83	112.50	198.00
		Per installation over 20 windows up to 50 windows	52.50	166.67	295.00
4	Renovation of a thermal element	Estimated cost up to £50,000	87.50	279.17	492.00
		Estimated cost exceeding £50,000 and up to £100,000	149.17	473.33	836.00
		Estimated cost exceeding £100,000 and up to £250,000	210.00	668.33	1,178.00
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	70.00	222.50	392.00
		Estimated cost exceeding £5,000 and up to £25,000	114.17	361.17	639.00
		Estimated cost exceeding £25,000 and up to £50,000	140.83	446.67	786.00
		Estimated cost exceeding £50,000 and up to £100,000	165.83	529.17	933.00
		Estimated cost exceeding £100,000 and up to £150,000	210.00	668.33	1,178.00
6	Installation of Mezzanine floor up to 500m ²	Fixed price	140.83	446.67	786.00
7	Office fit out	Fixed price based on floor area bands			
		Floor up to 500m ²	105.83	335.00	590.00
		500m ² to 2000m ²	140.83	446.67	786.00
8	Shop fit out	Fixed price based on floor area bands			
		Floor up to 500m ²	105.83	335.00	590.00
		500m ² to 2000m ²	140.83	446.67	786.00
9	New shop front(s)	Fixed price grouped by numbers of windows,			
		Per installation up to 20 windows	61.67	195.00	344.00
		Per installation over 20 windows up to 50 windows	79.17	250.83	441.00

All charges exclude VAT with the exception of regularisation charges which are not subject to VAT.

Additional charge for the change of use of a building

The charge is £99.17 and all associated building work will be subject to the additional charges detailed above.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

For 2022/23 the above charges have increased by approx 2.2%.

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
High Street (Daily or part thereof)			
Concessionary	64.85	66.30	2.24%
Commercial / Private Hire	288.45	294.85	2.22%
Time Ring (Daily or part thereof)			
Concessionary	22.35	22.85	2.24%
Private Hire	43.60	44.60	2.29%
Commercial Hire	146.80	150.10	2.25%

Conditions of Hire:

Full terms and conditions can be viewed on the

Council's website www.testvalley.gov.uk

Or contact the Estates Service on 01264 368000

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

UPPER GUILDHALL

Sessions	Private Hire		Commercial Hire		Concessionary	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	172.85	326.00	401.80	568.10	115.10	152.15
Morning 08.00 - 13.00	55.15	109.80	132.55	199.85	36.60	45.60
Afternoon 13.00 - 18.00	55.15	109.80	132.55	199.85	36.60	45.60
Evening 18.00 - 24.00	67.90	131.50	159.05	239.60	47.75	78.50
Hourly (Min. 2 hrs)	33.45	37.70	64.15	82.15	15.95	18.05

For 2022/23 the above charges have increased by between 2.2% and 2.31%.

Wedding Fees

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Weekday (excluding bank holidays)	191.40	195.65	2.22%
Saturday	299.80	306.45	2.22%
Sunday / Bank Holiday	324.15	331.30	2.21%

The above fee includes 1 hour for rehearsal
Bookings can be for morning (08:00 - 13:00) or afternoon (13:00 - 16:00)

Conditions of Hire

See Crosfield Hall Charges

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

CROSFIELD HALL

Whole Complex	Private Hire		Commercial Hire		Concessionary Hire	
	Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday
Daily 08.00 - 24.00	321.75	364.05	421.00	581.55	218.40	289.00
Morning 08.00 - 13.00	96.55	108.70	127.35	174.95	64.20	83.80
Afternoon 13.00-18.00	129.45	143.15	169.70	234.90	83.30	114.05
Evening 18.00 - 24.00	154.90	171.85	203.75	280.95	99.70	136.75
Hourly (Min. 2 hrs)	33.45	35.60	40.85	55.10	19.10	28.10
Main Hall	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	217.30	242.25	331.65	470.00	142.20	218.40
Morning 08.00 - 13.00	64.20	75.90	98.70	138.80	43.55	64.20
Afternoon 13.00-18.00	83.20	96.70	132.55	186.60	55.10	83.20
Evening 18.00 - 24.00	99.80	115.65	159.05	223.45	65.80	99.80
Hourly (Min. 2 hrs)	19.10	25.00	33.45	45.65	13.80	19.10
Annexe	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	160.65	178.10	248.70	351.90	107.65	176.95
Morning 08.00 - 13.00	46.75	50.95	77.00	106.55	32.35	50.95
Afternoon 13.00-18.00	64.20	75.90	98.80	139.05	43.55	73.85
Evening 18.00 - 24.00	77.00	94.35	118.80	166.60	52.00	88.10
Hourly (Min. 2 hrs)	14.90	15.95	25.00	34.50	9.60	15.95
Nightingale Room	Private Hire		Commercial Hire		Concessionary Hire	
Sessions	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Thursday	Fri., Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Daily 08.00 - 24.00	61.65	80.10	107.65	149.95	44.55	74.80
Morning 08.00 - 13.00	18.05	25.00	32.35	44.55	13.80	19.10
Afternoon 13.00-18.00	25.00	32.35	43.55	57.30	15.95	28.15
Evening 18.00 - 24.00	29.75	38.75	52.00	68.90	19.10	34.00
Hourly (Min. 2 hrs)	7.45	8.50	9.60	14.90	4.20	7.30

For 2022/23 the above charges have increased by between 2.05% and 2.44%.

PROPERTY & ASSET MANAGEMENT SERVICE FEES & CHARGES 2022/23

CROSFIELD HALL (Cont.)

NOTES:

Storage Charges

(For Regular Hirers of the Crosfield Hall)

Type of Storage	Size	Annual Charge
Metal Cupboard	Up to 1200mm x 1000mm x 470mm	£45.60
Storage area under stage (One Side)	1200mm x 3600mm x 6000mm	£158.55

- 1) All items are left at hirers own risk. Test Valley Borough Council will not be held responsible for any theft or damage that might occur whilst equipment etc is stored on the premises.
- 2) The location of storage is at the discretion of the Property & Asset Management Service.
- 3) The above storage facility will be made available to groups and / or organisations who hire the Crosfield Hall in advance for no less than one booking per month for a minimum of ten months in any one calendar year.
- 4) The storage of equipment etc will be subject to prior arrangement with the Head of Property & Asset Management.
- 5) Test Valley Borough Council reserves the right to move and or dispose of any equipment left on the premises at the expiration of the storage hire period.

Conditions of Hire for Guildhall and Crosfield Hall

The scales of charges are subject to the conditions of hire.

Sunday Trading

The Council will not permit a hiring which contravenes the Shops Act 1994.

Discounts

A discount of 10% will be given on the total bill to all categories of hirers on bookings for 2 or more days, whether consecutive days or block bookings, when payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

- 1) Concessionary rates of hire will be charged to individuals/organisations for bookings falling within the following guidelines and the Head of Property & Asset Management and Deputy Chief Executive exercise discretion where any doubts arise as to whether or not the applicant falls within the guidelines:-
 - a) for individuals or organisations holding a charitable status, based in Test Valley, who hire the halls for a purpose which benefits the community at large, the organisation is bona fide, and only pays honoraria to its officers.
- 2) The Head of Property & Asset Management is authorised not to require payment in advance in respect of bookings for concessionary rates of hire.
- 3) The Head of Property & Asset Management is authorised to decide into which category, i.e. commercial, private or concessionary, an application falls.
- 4) The Head of Property & Asset Management is authorised to request a £300 deposit from hirers. This amount can be used to pay for damage / additional cleaning works, with the balance to be refunded.

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

OFFICE ACCOMMODATION - BEECH HURST

Conference Room 1	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	253.45	532.70	381.50	652.75	177.00	N/A
Morning 09.00 - 13.00	125.85	253.35	156.50	309.80	89.20	N/A
Afternoon 13.00-17.00	125.85	253.35	156.50	309.80	89.20	N/A
Evening 18.00 - 23.00	157.00	316.50	195.15	387.00	111.45	N/A

Conference Rooms 2 & 5	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	172.85	253.40	230.25	384.85	106.55	N/A
Morning 09.00 - 13.00	90.20	146.30	121.40	193.65	58.20	N/A
Afternoon 13.00-17.00	90.20	146.30	121.40	193.65	58.20	N/A
Evening 18.00 - 23.00	112.55	183.00	151.80	241.15	72.80	N/A

Interview Room	Private Hire		Commercial Hire		Concessionary Hire	
	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays	Monday - Friday	Sat., Sun. & Bank Holidays
Sessions						
Daily 09.00 - 23.00	82.15	145.30	125.85	221.70	65.25	N/A
Morning 09.00 - 13.00	32.35	48.80	57.30	94.35	25.00	N/A
Afternoon 13.00-17.00	32.35	48.80	57.30	94.35	25.00	N/A
Evening 18.00 - 23.00	39.75	78.00	82.15	131.50	32.35	N/A

For 2021/22 the above charges have increased by between 2.19% and 2.25%.

Discounts

A discount of 10% will be given on the total bill to all categories of hire on bookings for 2 or more days, whether consecutive days or block bookings, where payment is made in advance, or where 2 or more rooms are hired for the same day(s).

Concessionary Rates

No concessionary rates for Saturday, Sunday and Bank Holidays.

Other

Tea/Coffee/Biscuits/Cordial - per catering charges set by Property Services Manager.

Buffet lunches per menus

2021/22

Equipment hire:	£48.85	47.80	2.20%
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Price quoted for rooms/halls hire are excluding VAT, VAT will be added at the standard rate where applicable. VAT will be applied at standard rate on catering and equipment hire.

Conference Aids Standard facilities include flip chart stand and overhead projector and screens.

NB

No suite / room charge for Council and Committee bookings, internal courses, seminars, meetings and local authority professional associations, except where the majority of delegates are external and a course fee is charged.

Due to the location of Conference Room 4, the hire of this room will be at the discretion of the Head of Property & Asset Management.

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

PARKING

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Parking Penalties			
Higher Level Tariff Penalty Charge	70.00	70.00	0.00%
Lower Level Tariff Penalty Charge	50.00	50.00	0.00%
Higher Level Tariff Penalty Charge (if paid within 14 days)	35.00	35.00	0.00%
Lower Level Tariff Penalty Charge (if paid within 14 days)	25.00	25.00	0.00%
Higher Level Tariff Penalty Charge (if not paid within 60 days)	105.00	105.00	0.00%
Lower Level Tariff Penalty Charge (if not paid within 60 days)	75.00	75.00	0.00%
Parking Tickets			
Ultra Short/Short/Medium term car parks			
2 hours	1.00	1.00	0.00%
3 hours	2.00	2.00	0.00%
4 hours	3.00	3.00	0.00%
5 hours	4.00	4.00	0.00%
Over 5 hours	5.90	5.90	0.00%
Long Stay car parks			
2 hours **	1.00	1.00	0.00%
3 hours **	2.00	2.00	0.00%
4 hours	3.00	3.00	0.00%
5 hours	4.00	4.00	0.00%
Over 5 hours	4.40	4.40	0.00%
** Shepherds Spring Lane, Andover - special rate 2 hours	Free	free	
** Shepherds Spring Lane, Andover - special rate 3 hours	1.20	1.20	0.00%
The Rapids Romsey			
4 hours	Free	free	
Over 4 hours	2.10	2.10	0.00%
Coaches/Market Traders at the Rapids and Shepherds Spring Lane			
Up to 5 hours	3.50	3.50	0.00%
Over 5 hours	7.00	7.00	0.00%
** Special Long Term only			
Season Tickets			
Annual	680.00	680.00	0.00%
Quarterly	200.00	200.00	0.00%
Romsey Sports Centre			
9 month	96.00	96.00	0.00%
Quarterly	37.00	37.00	0.00%
Andover Shepherds Spring Lane special rate			
Annual	530.00	530.00	0.00%
Quarterly	150.00	150.00	0.00%
Replacement (lost or missing)	30.00	30.00	0.00%
Student Parking Annual 3 day - term time only	120.00	120.00	0.00%
Student Parking Annual 4 day - term time only	160.00	160.00	0.00%
Student Parking Annual 5 day - term time only	200.00	200.00	0.00%
Discount for purchase of 100+ season tickets in single transaction for Shepherds Spring Lane and Chantry Centre car parks only	33% discount	33% discount	
Zone Z	40.00	50.00	25.00%

**PROPERTY & ASSET MANAGEMENT SERVICE
FEES & CHARGES 2022/23**

	CHARGES 2021/22 £	CHARGES 2022/23 £	Increase
Miscellaneous Parking Charges			
Issue of quarterly bus pass (MDA Scheme)	10.00	10.00	0.00%
Suspension of parking bay off-street			
Up to 2 months		Daily parking rate	
After 2 months		Pro rata season ticket rate	
Exemptions			
Access to Businesses - High Street, Andover	FREE	FREE	
Highways			
Street and Property Naming			
Administration of property name changes	90.30	92.30	2.21%
Provide information on street naming and postal numbering on new developments			
1 dwelling	122.05	124.75	2.21%
2 - 20 dwellings	244.10	249.50	2.21%
21+ dwellings (price per dwelling)	12.00	12.30	2.50%
Street re-naming (plus advertising and legal costs)	489.50	500.25	2.20%
Fee is payable in advance and is non-refundable. No charge will apply where the street naming request is submitted by the emergency services.			
Temporary Road Closures (Town Police Clauses Act)	26.50	27.10	2.26%

2 Background

2.1 First Homes – the key details.

2.2 The key requirements of First Homes delivery are:-

- At least 25% of affordable homes delivered on each site must be delivered as First Homes. Some exemptions apply, including developments that provide solely for Build to Rent homes, 100% affordable housing schemes, rural exception sites, developments that provide specialist accommodation for a group with specific needs such as the elderly, and self-build developments.
- Purchasers must be first time buyers.
- The discount must be at least 30% of open market value. Local authorities can set policies that seek discounts of 40% or 50% if they can evidence the need and viability through the Local Plan process.
- The discount and first time buyer eligibility requirement will be held in perpetuity and secured through legal mechanisms, i.e. when any First Homes are sold to subsequent purchasers the same level of discount and first time buyer eligibility criteria will apply.
- There will be a price cap for qualifying properties, and the maximum purchase price after the discount will be £250,000.
- Local authorities can apply their own local connection criteria and other criteria such as giving priority to keyworkers, subject to providing evidence of the need to include such restrictions.
- Purchasers are eligible to purchase a First Home if they have household income of less than £80,000 (this is the same as the qualifying criteria for shared ownership housing).
- Local connection criteria can only be applied for the first 3 months of marketing, after which a property can be sold to any purchaser from anywhere in England, subject to meeting the criteria around household income, first time buyer eligibility, and with the discount still being held in perpetuity.
- A First Home must be a purchaser's only home.
- At least 50% of the discounted value of the property must be financed via a mortgage or other similar form of finance.
- In the event that a First Home cannot be sold to a qualifying purchaser within 6 months of marketing, the property can be sold as an open market home and the seller pays the Council a cash contribution in lieu of the 30% discount. This requirement will be secured in the S106 agreement.

2.3 **First Homes Exception Sites**

2.4 From 28 June 2021, as part of the overarching First Homes policy, the government has introduced First Homes Exception Sites to replace existing entry-level Exception Sites. Exception Sites are small sites outside of settlement boundaries used to deliver affordable housing. In the Test Valley Borough Council Adopted Local Plan 2011-2029, there is an existing rural exception sites policy for affordable housing, however this is not specific to a certain type of affordable housing.

2.5 The First Homes Exception Sites policy requires homes on qualifying sites to be delivered predominantly as First Homes, but with some flexibility to allow for a small proportion of market homes where this would be necessary to ensure the viability of the development. The policy also allows for the inclusion of other affordable housing tenures where it can be demonstrated that it would assist viability or the sustainability of the development. **First Homes Exception Sites will not apply in designated rural areas, where delivery will be through the rural exception site policy only.** A large proportion of Test Valley falls under a designated rural area, with the exception of the following:-

Andover, Enham Alamein, Charlton, Wellow, Romsey, Romsey Extra, Nursling & Rownhams, North Baddesley, and Valley Park.

3 **Corporate Objectives and Priorities**

3.1 The Council's Corporate Plan 2019-2023 Growing Our Potential, includes four strategic aims for the Council over the next four years and beyond. One of the four strategic priorities is "Growing the Potential of People". Within that theme the Council sets out its priorities in addressing housing needs.

3.2 With the adopted Local Plan and Affordable Housing Supplementary Planning Document setting out the key policies in respect of affordable housing development, the publication of an interim policy statement for First Homes will complement those policies and provide detailed guidance to developers and landowners to ensure that the provision of this new tenure meets the mandatory requirements and addresses the needs of customers.

4 **Consultations/Communications**

4.1 The proposed policy position has been shaped by the outcome of the government's consultation on First Homes proposals, which sought the views of local authorities, Registered Providers, and developers.

4.2 The emerging policies around First Homes will form part of the Review of the Local Plan which will be subject to full public consultation.

5 **Discretionary Policy Areas for Consideration**

5.1 There are a number of areas of the First Homes policy where local authorities are able to set their own criteria, and these are set out in this section of the report.

5.2 The proposed interim policy position set out in this report reflects the guidance issued by the MHCLG (now Department for Levelling Up, Housing and Communities – DLUHC), and recognises the market conditions in Test Valley. The discretionary policy areas for consideration are set out below.

5.3 **Impact of the Delivery of First Homes on other Affordable Housing Tenures.**

DLUHC Guidance

5.4 The requirement is that at least 25% of all affordable homes delivered on a qualifying COM7 site will be delivered as First Homes, with the balance of the affordable units being delivered as per the Local Plan requirements, i.e. 70% rented, 30% intermediate housing. For example, a qualifying site delivering 100 affordable homes would produce a tenure mix of:-

- First Homes 25 units (25%) – leaving a balance of 75 affordable homes comprising:
- Rented units 53 units (70% of 75)
- Shared ownership 22 units (30% of 75)

5.5 Local Authorities who stipulate social rented housing as a requirement in their Local Plan are able to prioritise social rent over shared ownership when determining the tenure of the remaining 75% of affordable housing. Test Valley Borough Council does not stipulate social rented housing as a policy requirement in the Local Plan and must therefore apply the position as set out above.

Risks/Issues

5.6 There will be a reduction in the number of affordable/social rented units and shared ownership units in comparison with the percentages set out in current Local Plan policies. Affordable/social rented housing meets the needs of households in Test Valley who are on low incomes and unable to access suitable accommodation in the private sector. Whilst affordable rent is the predominant tenure, the Corporate Plan identifies the importance of the inclusion of social rented homes wherever possible to meet the needs of those in the lowest income households where housing benefit levels struggle to match the affordable rent levels. The inclusion of First Homes will not only reduce the amount of affordable rented homes being delivered, but may also affect the viability of the inclusion of any social rented homes. This is largely due to the fact that as a result of the requirement for First Homes to be part of the affordable housing mix there will be a reduced number of shared ownership homes which tend to generate the higher level of income to the developer. On average a developer can sell a shared ownership home to a Registered Provider at 80% of open market value, compared with selling a First Home at no more than 70% of open market value. As a result the overall income to the developer will be reduced, creating potential viability issues. The inclusion of social rented homes exacerbates the viability issue further as the developer's income for a social rented home is in the region of 50% of open market value.

- 5.7 Under current policies a development which generates 100 affordable homes would provide 70 affordable/social rented units and 30 shared ownership units.

Recommended Test Valley Borough Council Interim Policy Provision:-

25% of all affordable homes on qualifying sites will be sought as First Homes, with the balance of the affordable housing being split as 70% affordable/social rented and 30% shared ownership, in accordance with Adopted Local Plan Policy COM7: Affordable Housing.

5.8 Discounts to be applied to First Homes

DLuHC Guidance

- 5.9 The government Guidance sets out a requirement for a minimum 30% discount from open market value, but higher discounts of 40% or 50% may be applied where a need is demonstrated through evidence which can be through the Neighbourhood Plan or Local Plan process.

Risks/Issues

- 5.10 At this stage there is no firm evidence available to support higher levels of discount in Test Valley, and the maximum discount that could be applied would be 30%. In the event that the Council wishes to consider higher levels of discount this would need to be considered and evidenced, and this can be undertaken through the Local Plan process, with viability being taken into consideration. Higher levels of discount will almost certainly create viability issues for developers due to lower sales income, with a high risk of that impacting even further on the delivery of affordable/social rented housing.

5.11 Price Caps for First Homes

Recommended Test Valley Borough Council Interim Policy Provision:-

First Homes will be sold with a discount of 30% from full open market value. This may be reviewed as and when evidence becomes available through the Strategic Housing Market Assessment and the Local Plan Viability Assessment as part of the Local Plan process.

DLuHC Guidance

- 5.12 The maximum purchase price for a First Home on initial sale only is £250,000 after discount. Assuming that discount is capped at 30%, the maximum open market value before discount would be in the region of £357,000. When a First Home is sold on as a resale at a later date, the 30% discount will apply, but price caps can no longer be imposed.

- 5.13 Local Authorities have discretion to set lower price caps if they can demonstrate a need for this. Any local price caps can be determined through the local plan making process with regard to local income levels, related to local house prices and mortgage requirements.

Risks/Issues

- 5.14 The price cap of £250,000 after discount is likely to dictate the type of property which will meet the criteria for First Homes in the borough. Analysis of the local housing market in Test Valley indicates that in the north of the borough First Homes could generally fit under the £250,000 price cap as 1, 2 and 3 bed properties. In the south of the borough only 1 and 2 bedroom properties would fit within the price cap. Recent new-build developments in the south of the borough have produced open market values of up to £400,000 for a 3 bed house, which would make a 3 bed property out of reach as a First Home.
- 5.15 Lower price caps would further reduce the scope of properties which could be sold as a First Home. If lower price caps were also applied alongside higher discounts, the viability of developments would be compromised to the extent that other affordable housing tenures would be severely impacted.

Recommended Test Valley Borough Council Interim Policy Provision :-

The price cap of £250,000 will be applied in Test Valley.

5.16 Need and Affordability Analysis of First Homes

DLuHC Guidance

- 5.17 There is no waiting list for First Homes and developers will be required to market the homes through normal marketing routes, targeted at the appropriate audience.

Risks/Issues

- 5.18 The only method available to the local authority in determining need and affordability for low cost home ownership products is through the Help to Buy Agent register which holds details of applicants interested in other forms of low cost home ownership. Some affordability analysis carried out using data from that register has indicated that there would be a limited number of applicants currently registered for low cost home ownership in Test Valley who could afford a property with just a 30% discount from open market value in any part of the borough. The highest levels of affordability were for a 2 bedroom property in Andover. In the south of the borough the analysis showed that a very small number of applicants may be able to afford a 1 or 2 bedroom property with a 30% discount, but 3 and 4 bedroom homes are out of reach (and beyond the price caps).

- 5.19 The affordability and price caps dictate that First Homes are mainly only feasible to be delivered as 1 and 2 bedroom homes. Those smaller size homes are also a high priority for the delivery of affordable/social rented housing, and there is a risk that developments will need to deliver a higher proportion of 1 and 2 bed homes than they would otherwise deliver, in order to just meet the needs and make First Homes a viable product.

Recommended Test Valley Borough Council Interim Policy Provision:-

The First Homes mix will be negotiated on a site by site basis, taking into consideration the market values in the area. As a general guide the Council will be predominantly seeking delivery of First Homes in the form of 1 and 2 bedroom home in Andover, with smaller numbers of 3 bed homes, subject to affordability and price caps. In the remainder of the borough the First Homes mix will predominantly be 1 and 2 bedroom homes to match affordability and price caps.

5.20 Local Connection Criteria and Household Income Limits

DLuHC Guidance

- 5.21 Local Authorities can set their own local connection criteria for the sale of First Homes. Local connection criteria can only be applied for the first three months of advertisement. After 3 months the seller can sell the property to someone with no local connection provided that they still qualify as a first time buyer, and are within the household income limit.
- 5.22 Local Authorities can set lower household income caps.
- 5.23 Local Authorities can give priority to certain groups, for example keyworkers.

Risks/Issues

- 5.24 Local connection criteria applied for the first 3 months of advertisement would ensure that local people have priority over others for the new First Homes delivered in Test Valley.
- 5.25 Based on the high open market values in much of Test Valley it is likely to be counter-productive to apply lower household income caps as that is likely to reduce the number of purchasers who can afford to buy a First Home, and increases the risk that they are either sold to applicants with no local connection to Test Valley, or that no qualifying purchaser can be found at all. In the event that a First Home is not sold to a qualifying buyer within 6 months of advertisement, the developer can sell it as an open market home and repay the Council a cash contribution in lieu of the 30% discount. The home is then lost as an affordable home.

- 5.26 The household income limit of £80,000 proposed by government is in line with the existing criteria for all other low cost home ownership products, and the data available to us via the Help to Buy Agent is based on that limit. Any reduction in the household limit would result in the need to do a complete review of the number of households who could qualify for First Homes.
- 5.27 The prioritisation of keyworkers ceased to be an aspect of national policy some years ago and it is not standard practice in Test Valley in relation to allocating homes for affordable/social rent, or for prioritising applicants for shared ownership housing. The Council developed a balance of priorities in allocating homes to rent that ensures it is adequately taking into account the need of the district, against a backdrop of a comprehensive housing options approach for those who may be homeless or at risk of homelessness. In terms of intermediate home ownership products, these have been allocated by government appointed zone agents for many years. It is noted that local authorities may wish to consider whether or not First Homes are prioritised for key workers, however, the definition of keyworker is very broad, and many households who access subsidised housing fall into that definition. Moreover, it is difficult to establish more specific definitions without unintended consequences or alienating particular groups. The Council's priority is to assist those who are most in need of subsidised housing, regardless of the nature of their employment and it is therefore not considered necessary to prioritise keyworkers for the purchase of a First Home at this time.

Recommended Test Valley Borough Council Interim Policy Provision:-

Local connection criteria will be applied for the first 3 months of advertisement of a First Home. On first sales a marketing strategy will be agreed with the developer to ensure that marketing is targeted at the appropriate audience, and within agreed timescales.

Household income caps will be set at £80,000 in line with other low cost home ownership products.

There will be no specific priority given to keyworkers or other specific client groups.

- 5.28 **First Homes Exception Sites Policy – inclusion of market housing and/or other affordable housing tenures.**

DLuHC Guidance

- 5.29 A First Homes Exception Site should be predominantly delivered as affordable housing, i.e. First Homes, with a small amount of open market housing being considered acceptable where it is necessary to make the development viable. The government considers that local authorities are best placed to determine the level of market housing that would be acceptable.
- 5.30 A First Homes Exception Site could include other tenures of affordable housing if it improves viability, or makes the development more acceptable to the local community.

- 5.31 First Homes Exception Sites cannot be delivered in Designated Rural Areas. For Test Valley that means that these sites could only be considered in the following areas:-

Andover, Enham Alamein, Charlton, Wellow, Romsey, Romsey Extra, Nursling & Rownhams, North Baddesley, and Valley Park.

Risks/Issues

- 5.32 In the absence of a policy which stipulates a maximum level of open market housing that could be included on a First Homes Exception Site, there is a risk of challenge if an application is refused due to the level of market housing it includes. Equally, if a maximum limit is set in policy it is likely to attract proposals which aim to deliver the maximum level of open market housing that is allowed in policy, whether or not it is required to make the development viable.
- 5.33 To add some context, the current Local Plan policy for rural exception sites (Policy COM8) does not specifically mention the inclusion of any open market housing. However, the Council will consider the issue raised in the Paragraph 77 of the NPPF regarding the potential to consider an element of private market housing on a rural exception site where it can be demonstrated that it would help facilitate development. This is generally expected to be on the grounds of viability, and no maximum numbers are specified.

Recommended Test Valley Borough Council Interim Policy Provision:-

The inclusion of any open market housing on a First Homes Exception Site will only be considered where there is evidence in the form of a viability appraisal to support the fact that it is necessary to achieve a viable development, and is in proportion to the size of the development.

- 5.34 **First Homes Exception Sites Policy – size of development**

DLuHC Guidance

- 5.35 The site size threshold previously applied via the NPPF to entry level exception sites has been removed for First Homes Exception Sites. A local authority can determine what it considers to be appropriate as a site size threshold.
- 5.36 The adopted Local Plan and the adopted Affordable Housing Supplementary Planning Document do not make reference to any site size thresholds for either entry level exception sites or rural exception sites.

Risks/Issues

- 5.37 The Council could be open to challenge if an application is refused based on the number of dwellings exceeding what is considered to be reasonable. Proposals will vary and would need to be considered against the size of the adjacent settlement, as well as other material planning considerations. The application of a site size threshold across the borough may have a greater impact on some areas more than others, and could equally pose a risk of the Council being challenged if an application is refused.

Recommended Test Valley Borough Council Interim Policy Provision:-

Proposals will be considered on a site by site basis taking into consideration the size of the proposed site against the size of the adjacent settlement. Proposals will also need to demonstrate evidence of need in the site location to justify the size of the development, and will need to demonstrate that the development is sustainable in terms of its proximity to local transport networks and amenities.

6 Options and Options Appraisal

- 6.1 **Option A** – To adopt the recommended interim policy position and authorise the preparation and publication of an Interim First Homes Policy as set out in this report.
- 6.2 **Advantages:** Adoption of the interim policy will assist the Housing Team in their negotiations with developers on new developments where First Homes are a mandatory requirement. The adoption of an interim policy will enable the Housing Team to ensure that First Homes are affordable for the appropriate customer group, and limit the impact that the delivery has on the affordable and social rented tenures.
- 6.3 **Disadvantages:** None.
- 6.4 **Option B** – Not to adopt the proposed interim policy position and authorise preparation and publication of an Interim First Homes Policy as set out in this report.
- 6.5 **Advantages:** None.
- 6.6 **Disadvantages:** If a decision is made not to adopt an interim policy on First Homes it could leave the Council in a weak position when negotiating their delivery with developers. This could have a detrimental impact on the delivery of other affordable housing tenures which meet the greatest needs.
- 6.7 **Option C** – Not to approve some or all of the recommendations and to resolve to adopt some other form of First Homes arrangement and/or alternative Interim Policy wording.
- 6.8 **Advantages:** None

- 6.9 **Disadvantages:** The recommendations set out in this report and described at Option A have been formulated with reference to Government Guidance and with the benefit of Officers' professional opinions, taking into account local circumstances and policy provisions. Option A therefore represents the optimal position.

Option Appraisal - For the reasons set out above Option A is the recommended option.

7 Risk Management

- 7.1 A risk assessment has been completed in accordance with the Council's Risk Management Methodology. The only risk which remains an Amber risk is around the reduction in the delivery of affordable/social rented homes and shared ownership homes. The inclusion of First Homes as 25% of all affordable homes on qualifying sites is mandatory, and will result in a reduction in other affordable housing tenures. In order to minimise the impact, the Council will ensure that Local Plan policies are applied for the remainder of the affordable housing delivered on these sites, with emphasis on delivery of social rented homes for those on lowest incomes wherever possible and financially viable.

8 Resource Implications

- 8.1 The implementation of the interim policy will be resourced from existing staffing and will be form part of existing workloads.
- 8.2 The government recognises that the mandatory provision and administration of First Homes may have resource implications for local authorities. A separate Government First Homes project is currently underway, with government providing grant funding to developers to convert new open market homes to First Homes, and they will be monitoring the impact of the administration of that scheme on local authority resources. Subject to the outcome, local authorities may be able to make a charge for the administration work associated with this new tenure.

9 Legal Implications

- 9.1 An interim policy will form part of the Council's planning policy guidance documents.
- 9.2 The publication of the First Homes Interim Policy Position will facilitate the Council in meeting its statutory obligations with regard to the delivery of this new affordable housing tenure in the borough.

10 Equality Issues

- 10.1 An EQIA screening has been completed and no potential for unlawful discrimination and/or low level of minor negative impact identified. A full EQIA has not been carried out.

11 Other Issues

11.1 Community Safety

11.2 The adopted Affordable Housing Supplementary Planning Document seeks to ensure the development of well-designed housing that can contribute to reducing crime and create places where people wish to live and work. The delivery of First Homes will form part of the overall affordable housing delivery on new developments and will be subject to the same requirements as the other tenures.

11.3 Environmental Health Issues

11.4 None.

11.5 Sustainability and Addressing a Changing Climate

11.6 The Affordable Housing Supplementary Planning Document sets out guidance to secure sustainable developments across the borough. That same guidance will still be applicable to First Homes delivery.

11.7 Property Issues

11.8 None.

11.9 Wards/Communities Affected

11.10 All wards are potentially affected.

12 Conclusion and reasons for recommendation

12.1 This report has identified the key challenges around the delivery of First Homes and sets out a proposed interim policy position for Test Valley Borough Council to apply when negotiating developments where affordable housing is to be included, and specifically where First Homes are included. The interim policy may need to be reviewed and updated to reflect any new guidance or challenges that occur during the inception of the First Homes tenure, and in response to any further government guidance or amendments released following the First Homes Pilot Project. The Local Plan review process can consider the appropriateness for policies on First Home Exception Sites and whether any further evidence is required.

12.2 It is recommended that the interim policy position as set out in this report is adopted and a First Homes interim policy is produced and adopted.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Local Plan			
Affordable Housing Supplementary Planning Document			
24 May 2021 Affordable Homes Update - Written Ministerial Statement			
24 May 2021 First Homes Planning Practice Guidance			
<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:	N/A
(Portfolio: Housing & Environmental Health) Councillor P Bundy			
Officer:	Helen Taylor	Ext:	8620
Report to:	Cabinet	Date:	27 October 2021

ITEM 10 **Draft New Forest International Nature Conservation Designations: Recreational Mitigation Framework Supplementary Planning Document**

Report of the Planning Portfolio Holder

Recommended:

- 1. That the Draft New Forest International Nature Conservation Designations: Recreational Mitigation Framework Supplementary Planning Document shown in Annex 1 to the report be published for public consultation.**
- 2. That the Head of Planning Policy & Economic Development be given delegated authority to make changes of a minor nature, in consultation with the Planning Portfolio Holder.**
- 3. That the New Forest SPA Mitigation - Interim Framework (October 2014) shown in Annex 2 to the report be applied to the updated zones, as indicated in Annex 3 to the report, rather than the zone as indicated in Figure 1 of the Framework until it is replaced by the adopted SPD.**

SUMMARY:

- A draft Supplementary Planning Document (SPD) is recommended to be published for public consultation. This provides a mitigation framework in relation to recreational impacts on the New Forest international nature conservation designations and is intended to replace the Council's interim mitigation framework (2014).
- The draft SPD has been prepared to respond to updated evidence that was published in 2020 and 2021.
- The options under consideration are whether or not to publish the draft SPD for public consultation.

1 Introduction

1.1 This report is proposing that the appended draft Supplementary Planning Document (SPD) is published for consultation. When finalised, the SPD will provide an updated mitigation framework in relation to recreational impacts on the New Forest international nature conservation designations.

2 Background

2.1 The Conservation of Habitats and Species Regulations 2017 (as amended) (referred to as the Habitats Regulations) include provisions that seek to ensure that plans and projects (including applications for planning permission) are not approved where they could harm the integrity of certain designated sites, including Special Areas of Conservation (SACs) and Special Protection Areas (SPAs).

- 2.2 Policy E5 (Biodiversity) of the adopted Local Plan (2016) establishes that development likely to result in a significant effect on certain designations would need to satisfy the Habitat Regulations.
- 2.3 The New Forest includes a number of rare habitats and is home to rare species. As such, parts of the New Forest are designated as a SAC, SPA, and a Ramsar site (collectively referred to as international nature conservation designations in this report and the appended SPD).
- 2.4 Through the preparation of the now adopted Local Plan, it was recognised that additional development that could generate recreational activity has the potential of adverse effects on the New Forest international nature conservation designations. An interim mitigation framework¹ was approved in 2014 in relation to this matter and has been in use since this date. Since the introduction of the framework, the Council has secured land for mitigation, financial contributions to purchase sites for Suitable Alternative Natural Greenspace (SANG) and has taken a proactive role in working with other authorities.
- 2.5 In 2020 and 2021, a series of reports² were published that update the understanding of the recreation use of the New Forest, alongside information on the impact of this on the New Forest international nature conservation designations. This built on previous work considering these matters that informed the preparation of the interim mitigation framework.
- 2.6 These studies were commissioned jointly by six local planning authorities (including Test Valley Borough Council), Natural England and Forestry England. It involved a substantial amount of survey work over a 12 month period. It provides a sound basis for quantify the issue and has been well received by key stakeholders.
- 2.7 The reports re-affirmed a range of potential impacts from projected increases in visitors to the New Forest, including those arising from planned new development. High level recommendations were provided on potential ways to mitigate these impacts – this includes a recommendation that a strategic, proportionate and co-ordinated approach to mitigation is developed, which will require partnership working across a range of local authorities and stakeholders.
- 2.8 It is essential to have regard to the latest evidence available in the application of the Habitats Regulations. Therefore, in advance of the partnership work being completed it is appropriate for the Council to update its mitigation framework to account for the evidence. This includes having regard to the latest understanding of the location and types of development that would need to provide mitigation in relation to recreational impact on the New Forest international nature conservation designations.

¹ Available: <https://testvalley.gov.uk/planning-and-building/guidance/solent-southampton-water-special-protection-area>

² Available: <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base/evidence-base-environment>

- 2.9 One of the key implications for the Council is that the evidence has demonstrated that the catchment of those developments which are likely to contribute to a likely significant effect is extended from 13.6km to 13.8km, with an additional zone identified where proposals will need to be screened in terms of the potential to contribute to a likely significant effect³. Revisiting the Council's position also gives opportunity to consider other matters such as updating the indexing (using the Retail Price Index) of mitigation; and clarify the position on the types of development that may be contributing to a likely significant effect (such as tourist accommodation and residential institutions (Use Class C2).

3 Corporate Objectives and Priorities

- 3.1 The Council's Corporate Plan 2019-2023 sets out four strategic priorities, relating to growing the potential of town centres, communities, people and the local environment. This matter relates most directly to the local environment priority – the mitigation delivered through the draft SPD may contribute to the provision of high quality green infrastructure. It also has some links to growing the potential of people to be able to live well and fulfil their aspirations. This is in terms of creating communities that have the right infrastructure to support the delivery of homes within the Borough.

4 Consultations

- 4.1 It is a legal requirement to undertake public consultation on a SPD for a minimum period of 4 weeks. This would be undertaken in accordance with the Council's adopted Statement of Community Involvement.

5 Options

- 5.1 The options available are whether to prepare a SPD in response to the latest evidence regarding recreation use of the New Forest (option 1) or to not produce a SPD (option 2).

Option 1

- 5.2 If an SPD is prepared, with the first stage being publishing a draft for public consultation, this will provide up to date guidance to applicants and the opportunity to contribute to a strategic mitigation package in order to satisfy the requirements of the Habitats Regulations.

³ Relating to a zone 13.8km to 15km from the designation boundaries, Natural England has advised taking a precautionary approach and using the relevant Environmental Impact Assessment (EIA) screening thresholds to consider whether there is a likely significant effect.

Option 2

- 5.3 If a SPD is not prepared, the Council would rely on the policies of the adopted Local Plan in conjunction with the Habitat Regulations to determine the relevant planning applications. The interim mitigation framework would also be used for the area to which it relates, which is not the full zone where mitigation would now be sought. This would necessitate site by site consideration of this matter, with the expectation of bespoke mitigation measures being delivered by applicants to address this matter. This approach has the potential to be more resource intensive in terms of the need for consideration of each mitigation package for individual planning applications within the zones where mitigation may be required.

6 Resource Implications

- 6.1 Undertaking the public consultation exercise can be met within existing resources.

7 Legal Implications

- 7.1 Once adopted as an SPD, the document will form part of the Council's suite of planning documents and would be a material consideration in the determination of planning applications. In order to achieve the status the relevant Regulations have to be complied with.

8 Equality Issues

- 8.1 An EQIA screening has not identified any potential for unlawful discrimination or adverse impact.

9 Other Issues

- 9.1 Community Safety – None.
- 9.2 Environmental Health Issues – None.
- 9.3 Sustainability and Addressing a Changing Climate: The draft SPD is intended to provide an updated mitigation framework to ensure that new development does not contribute to an in-combination adverse effect on the international nature conservation designations of the New Forest.
- 9.4 Property Issues – None.
- 9.5 Wards/Communities Affected: The zones where mitigation may be needed as a result of recreational impacts (as identified in the draft SPD) cover all or part of the following Wards: Ampfield and Braishfield; Blackwater; Chilworth, Nursling and Rownhams; Mid Test; North Baddesley; Romsey - Abbey; Romsey - Cupernham; Romsey - Tadburn; and Valley Park.

10 Conclusion

- 10.1 It is considered that the Draft SPD (Annex 1) should be published for public consultation. This will provide a mitigation framework in relation to recreational impacts on the New Forest international nature conservation designations that may arise from certain new developments.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Test Valley Borough Revised Local Plan DPD Adopted Local Plan 2011-2029 (2016)			
Statement of Community Involvement (2017, and addendum 2020)			
New Forest SPA Mitigation – Interim Framework			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	3	File Ref:	pt4.1 / New Forest
(Portfolio: Planning) Councillor N Adams-King			
Officer:	Karen Eastley	Ext:	8258
Report to:	Cabinet	Date:	27 October 2021

Test Valley Borough Council

**New Forest International Nature
Conservation Designations: Recreational
Mitigation Framework Supplementary
Planning Document**

DRAFT – October 2021

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Section 180 (5) (d) Planning Act (2008) removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document (SPD). It is not considered that this SPD would have a significant social, environmental or economic effect, therefore this document has not been subject to assessment under The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended).

Commenting on this Document

This draft Supplementary Planning Document has been published for consultation from **XX** to **XXpm** on **XX**. Only representations made within this period will be taken into account.

This document is available on the Council's website at:

<https://testvalley.gov.uk/planning-and-building/planningpolicy/supplementary-planning-documents>

If you would like to comment on this document, please send your views to the address or email address below. Should you have any questions, please contact the Planning Policy and Economic Development Service.

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Please note that representations received cannot be treated as confidential. Please do not include any telephone numbers or signatures as we do not require this information.

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<https://testvalley.gov.uk/aboutyourcouncil/accesstoinformation>

1 Introduction

- 1.1 This Supplementary Planning Document (SPD) has been prepared by Test Valley Borough Council as part of its planning policy framework. It supplements the policies of the Test Valley Revised Local Plan 2011-2029 (referred to as the Local Plan).
- 1.2 The purpose of this SPD is to provide an updated framework for mitigation in relation to recreational impacts on the New Forest international nature conservation designations arising from certain new developments. It does not seek to consider mitigation for other potential impacts on these and other internationally designated nature conservation sites.
- 1.3 This SPD has been prepared in accordance with the relevant legislation and is a material consideration in the determination of relevant planning applications. Therefore it should be taken into account during the preparation of relevant proposals.

2 Legislative and Policy Context

Legal Context

- 2.1 The Conservation of Habitats and Species Regulations 2017 (as amended) (referred to as the Habitats Regulations) include provisions that seek to ensure that plans and projects (including applications for planning permission) are not approved where they could harm the integrity of certain designated sites, including Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). This process is known as a Habitats Regulations Assessment¹.
- 2.2 There are a number of steps to the Habitats Regulations Assessment. There would be an initial screening stage where there is consideration as to whether a proposal would be likely to result in significant effects (alone or in-combination).
- 2.3 Where such effects cannot be ruled out, an Appropriate Assessment would be required. At this stage, it is possible to account for any measures that will be secured to mitigate² likely significant effects. Approval can only be issued where it has been ascertained that there would be no adverse effects on the integrity of such designations, either alone, or in combination with other plans and projects³.
- 2.4 The Habitats Regulations establish that the local planning authority is the competent authority responsible for undertaking the relevant screening stage and, where relevant, the Appropriate Assessment, prior to issuing any planning permissions it determines. There is a statutory requirement for the

¹ Guidance advises that Ramsar sites should be considered through the same process.

² This includes measures that avoid or reduce adverse effects but does not include compensation measures.

³ Unless, in exceptional circumstances, there are imperative reasons of overriding public interest.

competent authority to consult Natural England in relation to the Appropriate Assessment prior to a decision being made.

Policy Context

- 2.5 The Council's Local Plan⁴ was adopted on 26 January 2016. A review of the Local Plan was undertaken in January 2021, in accordance with Regulation 10A The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The review concluded that the spatial strategy remains sound and plan policies remain up to date and continue to provide a robust basis for decision making in the determination of planning applications.
- 2.6 There are also a number of 'made' Neighbourhood Development Plans in place within Test Valley.⁵
- 2.7 Policy E5 of the adopted Local Plan establishes that development likely to result in a significant effect on certain designations would need to satisfy the Habitat Regulations.
- 2.8 Through the preparation of the Local Plan, it was recognised that additional development that could generate recreational activity has the potential of adverse effects on the New Forest international nature conservation designations. Mitigation would be required where such effects are likely. An interim mitigation framework was approved in 2014, this SPD replaced that framework.
- 2.9 The National Planning Policy Framework (NPPF)⁶ is a material consideration in the determination of planning applications. The NPPF includes a presumption in favour of sustainable development (paragraph 11). It is stated that this presumption does not apply where a plan or project is likely to have a significant effect on habitats sites (includes Special Protection Areas and Special Areas of Conservation), unless an appropriate assessment has concluded that there will be no adverse effect on the integrity of such sites.
- 2.10 The national Planning Practice Guidance (PPG) sets out additional information on Habitats Regulations Assessments, including Appropriate Assessments⁷.

3 New Forest International Nature Conservation Designations

- 3.1 The New Forest is located to the south west of Test Valley. In addition to areas being designated as a National Park, it includes a number of rare habitats and is home to rare species. As such, parts of the New Forest are designated as a Special Area of Conservation (SAC), a Special Protection

⁴ Available: <https://testvalley.gov.uk/planning-and-building/planningpolicy/local-development-framework/dpd>

⁵ For more detail see: <https://testvalley.gov.uk/planning-and-building/planningpolicy/neighbourhood-planning>

⁶ Available: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁷ Available: <https://www.gov.uk/guidance/appropriate-assessment>

Area (SPA), and a Ramsar site (collectively referred to as international nature conservation designations).⁸

- 3.2 The New Forest attracts significant numbers of visits, including those living in the local area, as well as tourists. Working in partnership with six authorities, Forestry England and Natural England, a study was commissioned to better understand the recreation use of the New Forest, alongside information on the impact of this on the New Forest international nature conservation designations. The resultant reports⁹ were published in 2020 and 2021. This built on previous work considering these matters and was prepared following a substantial amount of survey work over a 12 month period.
- 3.3 The reports re-affirmed a range of potential impacts from projected increases in visitors to the New Forest, including those arising from planned new development. High level recommendations were provided on potential ways to avoid and mitigate these impacts – this includes a recommendation that a strategic, proportionate and co-ordinated approach to mitigation is developed, which will require partnership working across a range of local authorities and stakeholders.
- 3.4 The supporting text to Local Plan policy E5 refers to work being underway to prepare a long term approach to mitigation for recreational pressures on the New Forest international nature conservation designations. The updated evidence will support the continuation of this work, which will seek to establish a co-ordinated approach for the New Forest that incorporates a suite of mitigation measures.
- 3.5 The Council is committed to delivering a co-ordinated and comprehensive approach to mitigation for the New Forest international nature conservation designations. This includes both through the delivery of Suitable Alternative Natural Greenspace (SANG) as well as supporting on-site mitigation measures.

4 Relevant Development Types and Locations

- 4.1 The research undertaken, as set out in the 2020 and 2021 reports¹⁰, has informed the understanding of the location and types of development that would need to provide mitigation in relation to recreational impacts on the New Forest international nature conservation designations.
- 4.2 Certain proposals involving net increases in the number of residential units of accommodation are likely to contribute to in-combination significant effects on the New Forest international nature conservation designations. This includes

⁸ While there is some overlap between the extent of the National Park, Special Area of Conservation, Special Protection Area, and Ramsar site, the boundaries are different.

⁹ Available: <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base/evidence-base-environment>

¹⁰ Available: <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base/evidence-base-environment>

dwelling houses¹¹ and the use of land for permanent residential use, for example the siting of Park Homes and permanent accommodation for gypsies and travellers¹².

- 4.3 There will be case by case consideration of other residential accommodation and similar types of development to assess if they are likely to result in a significant effect that may require the provision of appropriate mitigation in relation to recreational disturbance. This will include proposals within Use Class C2 (residential institutions) and tourism accommodation (including holiday lets). A key consideration in undertaking such an assessment will be the likelihood that the proposed development would generate additional recreational visits to the New Forest international nature conservation designations.
- 4.4 Appendix 1 indicates the area within the Borough where net increases in residential accommodation has the potential of an in-combination effect on the New Forest international nature conservation designations. For the zone within 13.8km of the New Forest international nature conservation designations, mitigation is likely to be required from net increases in residential accommodation unless an applicant can demonstrate that the scheme would not lead to a likely significant effect.
- 4.5 Some proposals for net increases in residential accommodation outside the 13.8km zone may also have a likely significant effect in-combination. Such schemes would be considered on a case by case basis. Where relevant, this SPD would apply to these schemes.
- 4.6 Based on the latest evidence, in conjunction with the advice of Natural England, applications involving net increases in residential accommodation between 13.8km and 15km of the New Forest international nature conservation designations that exceed the relevant Environmental Impact Assessment thresholds¹³ would need to be screened to review whether they may contribute to a likely significant effect. This additional 13.8km to 15km zone is also indicated in Appendix 1.
- 4.7 There may be occasions where proposals are likely to have a significant effect on the New Forest international nature conservation designations on their own (i.e. alone). In these cases, a bespoke mitigation package may be required, to be agreed with Natural England and the Council.

¹¹ This includes through new build and conversion.

¹² Temporary / transit pitches will be assessed on a case by case basis.

¹³ An overview of the Environmental Impact Assessment screening thresholds is available through the Planning Practice Guidance at: <https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects>. For residential schemes, the current relevant thresholds are developments including more than 150 dwellings, or with the overall area of the development exceeding 5 hectares.

5 Options for Mitigation

Overview of Options

5.1 Where it is identified that a proposal is likely to result in a significant effect on the New Forest designations as a result of recreational impacts (either alone or in combination), mitigation would need to be provided to ensure there would be no adverse impacts on the integrity of any of the designated sites. As such, one of the below options would need to be delivered.

- a) Develop a bespoke mitigation package;
- b) Provide Suitable Alternative Natural Greenspace (SANG) to be designed to divert visitors from the New Forest international nature conservation designations; or
- c) Provide a contribution of £1,540 per unit of additional residential accommodation towards off-site mitigation measures.

5.2 The Council and Natural England would need to agree both the proposed approach and specific mitigation measures. The secured mitigation could include measures within and / or outside the designation. The Council's preference is for any financial contribution to be used to aid in delivering SANG and other off-site measures in the first instance. In addition to mitigation measures, a contribution towards monitoring measures would be required (payable on occupation); this has been factored into the figure provided for option c).

Suitable Alternative Natural Greenspace Provision

5.3 Suitable Alternative Natural Greenspace (SANG) would need to be designed to be appropriate in terms of its quantity and quality, and implemented in perpetuity, in order to divert visitors from the New Forest international nature conservation designations. This option is unlikely to be appropriate for smaller sites given the scale of provision they would be likely to generate.

5.4 In broad terms, SANG should provide natural or semi-natural spaces. They should provide attractive walking routes and generally have unrestricted access (including areas for dogs to be off leads). Details would need to be submitted to demonstrate satisfactory design and delivery of the SANG. Additionally, a detailed Management Plan will need to be submitted setting out arrangements for the ongoing management and monitoring in-perpetuity¹⁴ of the SANG, including how this would be funded. The design, and management and monitoring arrangements would need agreement with Natural England and the Council, and be secured, via a completed legal agreement, prior to the determination of the application.

¹⁴ In perpetuity is taken to be 80+ years.

- 5.5 Regarding quantity, a minimum of 8 hectares (ha) per 1,000 population would be sought. This figure relates to the net area of usable space and is additional to other public open space requirements¹⁵.
- 5.6 The provision of SANG on site or in close proximity to the site would be the preferred mitigation option for proposals providing in the order of 100+ units of residential accommodation.

Strategic Mitigation Package

- 5.7 The Council has delivered, or contributed to the delivery, of mitigation schemes, including the provision of a SANG at Mill Lane in Sherfield English¹⁶ and working with Eastleigh Borough Council to enable the future delivery of SANG at Home Wood, near North Stoneham. We continue to explore opportunities as they arise, including the purchase of sites and through working with other organisations.
- 5.8 As reflected in section 3, the long term approach to ensuring a comprehensive and co-ordinated approach to mitigation for recreational pressures on the New Forest international nature conservation designations is underway with partners and will also be progressed through the preparation of the next Local Plan.
- 5.9 Through a strategic mitigation package, contributions will be sought from proposals where they are unable to provide their own mitigation. This relates to option c) within the mitigation options. Contributions would be pooled to fund projects that have the capacity to reduce disturbance of the habitats and species for which the New Forest is designated.
- 5.10 This package of measures¹⁷ could include:
- Providing SANG;
 - Enhancement of walking routes and rights of way;
 - Access management measures which could include improved visitor facilities at robust sites that serve Test Valley residents; and
 - Education and / or awareness raising including through rangers, better information and interpretation, promotion of routes in robust locations, and educational campaigns.
- 5.11 The contributions will be pooled to enable delivery of identified avoidance and mitigation projects and the completion of monitoring work. To ensure the mitigation package is responsive, including to changing opportunities, the package of specific measures will be maintained separately to enable it to be kept under review.

¹⁵ See policy LHW1 of the adopted Local Plan.

¹⁶ For more information see:

<https://testvalley.gov.uk/communityandleisure/parksandgreenspaces/sherfield-english>

¹⁷ Some of these measures align with measures identified for managing recreation across the New Forest, as described at: <https://www.newforestnpa.gov.uk/conservation/managing-recreation/managing-recreation/how-we-are-managing-recreation/>

- 5.12 Financial contributions will be indexed (i.e. index-linked to inflation, using the Retail Price Index) to ensure that they retain their original 'real value'. Where relevant, the base date and appropriate index to be applied will be set out in the legal agreement.

Securing Mitigation Measures through Planning Applications and Timing of Delivery

- 5.13 The approach to mitigation would need to be satisfactorily secured prior to the grant of planning permission. The mechanism would need to be agreed with the Council.
- 5.14 Section 106 legal agreements would be the required method of securing financial contributions, along with the delivery and in perpetuity availability of any SANG provided.
- 5.15 Mitigation measures would need to be in place prior to occupation of any of the new accommodation. On this basis, any financial contributions to facilitate the delivery of mitigation would be sought upon commencement of the development. There may be some scope for phasing delivery of contribution towards mitigation for larger sites; this would be considered on a case by case basis.
- 5.16 Any SANG provisions should be provided so as to be available in time for the first occupation of the site. There may be some scope for phasing of mitigation in line with occupation rates for larger sites, this would be considered on a case by case basis.
- 5.17 As mitigation measures need to be secured in perpetuity¹⁸ (as required by the legislation), not all of the contribution will be spent in the short term. Therefore, clawback provisions for financial contributions in the legal agreement towards such mitigation measures will not be appropriate.

Additional residential accommodation not requiring a planning application

- 5.18 Certain developments covered by permitted development and prior approval processes (as set out in the General Permitted Development Order) do not require a planning permission issued by the Local Planning Authority to proceed. However, such developments would still be required to comply with the Habitats Regulations, with separate procedures in place.
- 5.19 The Habitats Regulations¹⁹ require that any such proposal, which is likely to have a significant effect on a relevant designated site, must not begin until the developer has received written notification of approval from the Local Planning Authority that the proposals will not have an adverse effect. This SPD will apply for those proposals that have a likely significant effect.

¹⁸ In perpetuity is taken to be 80+ years.

¹⁹ Sections 75 to 78 of the Conservation of Habitats and Species Regulations 2017

- 5.20 Appendix 2 sets out flow charts that summarise the process for both determining planning applications and for prior notification routes.

6 Glossary

Habitats Regulations Assessment (HRA): This is based on a legal requirement (through the Conservation of Habitats and Species Regulations 2017, as amended). It included 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.

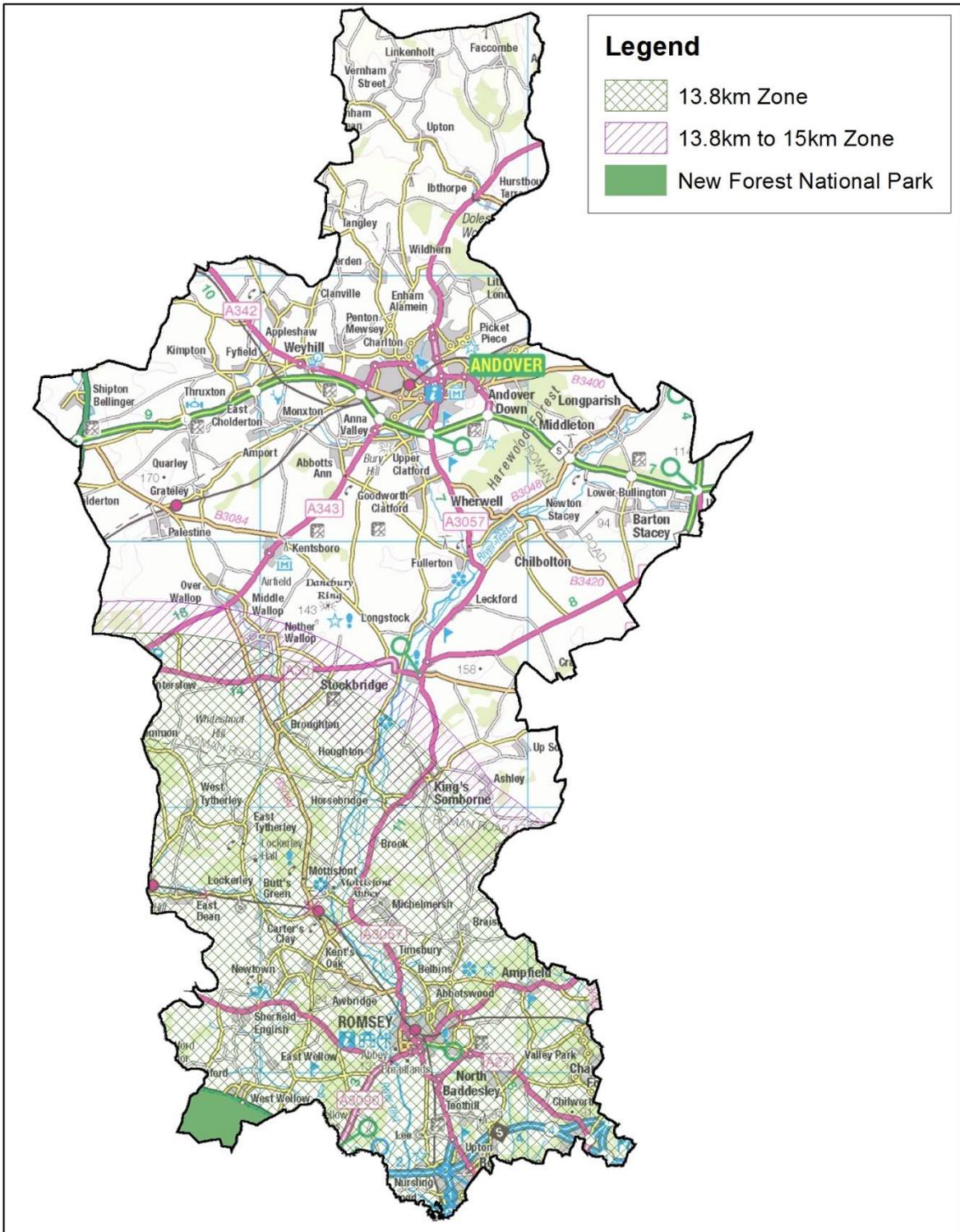
Ramsar Sites: Wetlands of international importance, designated under the 1971 Ramsar Convention.

Section 106 Agreement: A legal agreement made under Section 106 of the Town and Country Planning Act 1990. It provides that if planning permission is granted and implemented, then payment or provision must be made in the form of a planning contribution. This can include the provision of land for a certain purpose or a financial contribution in lieu.

Special Areas of Conservation (SAC): Areas that have been identified as being of international importance for the habitats and species they support.

Special Protection Areas (SPA): Areas which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

Appendix 1: Recreational Disturbance Mitigation Zone



New Forest SAC, SPA and Ramsar - Recreational Impact Mitigation Zone

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Zoomed in Maps of the Edge of Mitigation Zones

Map A



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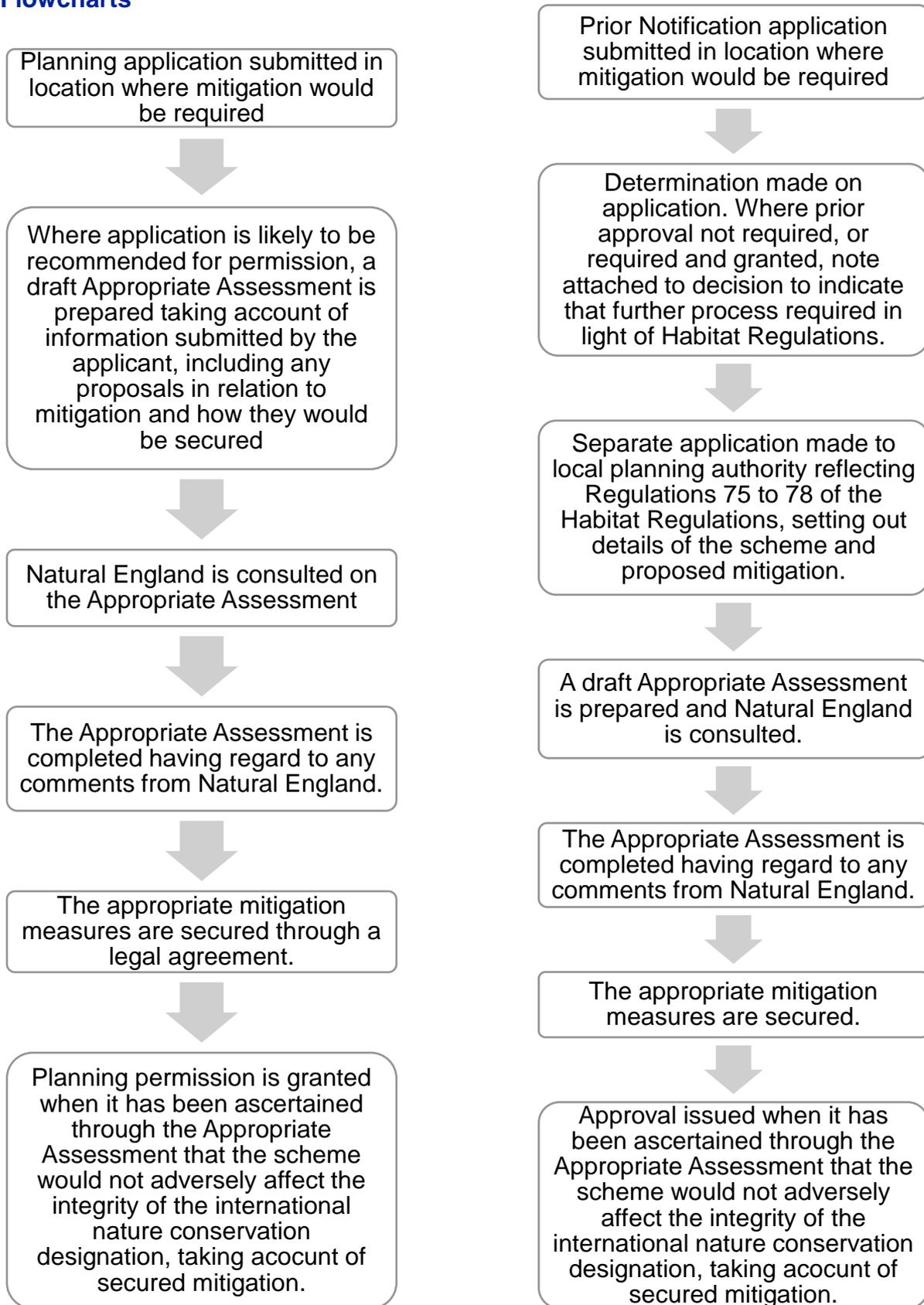
Map B



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Appendix 2: Decision Making Process and Habitat Regulations Assessment Flowcharts²⁰



²⁰ Please note that this is a simplification of the process to illustrate key steps, rather than a clear statement of the process that any application would follow in its determination.

Annex to Cabinet Report 1st October 2014 New Forest SPA Mitigation – Interim Framework

1. The New Forest Special Protection Area (SPA) has been designated as a result of the presence of certain bird species. Those listed on the SPA data form comprise nightjar, Dartford warbler, woodlark, hen harrier, honey buzzard, wood warbler and hobby.
2. This framework seeks to provide an approach to be taken in considering proposals for net gains in dwellings (Use Class C3) in relation to the requirements of the Conservation of Habitats and Species Regulations 2010 (as amended) for the New Forest SPA designations and recreational pressures.
3. The focus of this framework relates to the approach for planning applications, although it should be recognised that proposals being considered for net gains in dwellings through the prior approval process will also need to have regard to the requirements of the above legislation.
4. Based on research undertaken on behalf of the Council¹, the area indicated in Figure 1 is considered to represent the zone where new residential development has the potential of an in-combination effect on the New Forest SPA. Therefore, mitigation is likely to be required.
5. Where a net gain in dwellings is proposed within the zone identified in Figure 1, one of the below options would need to be used:
 - a) Put forward evidence to justify that the proposal would not lead to a likely significant effect when considered alone or in combination
 - b) Develop a bespoke mitigation package for the proposal, which would need to be subject to a site specific Habitat Regulations Assessment
 - c) Provide alternative natural green space for recreational use to a standard of 8ha per 1000 population, to be designed to divert visitors from the New Forest SPA²
 - d) Provide a contribution of £1,300 per dwelling towards off-site mitigation measures
6. The Council would need to agree the proposed approach to mitigation. In addition to mitigation measures, a contribution towards monitoring measures would be required (payable on occupation), this has been factored into the figure provided for option d).
7. It should be noted that significant residential development outside the zone in Figure 1 may also have a likely significant effect in combination. Such schemes will be considered on a case by case basis. Where a proposal is likely to have a

¹ Open Spaces Residents Survey 2013-2014, Qa Research, 2014

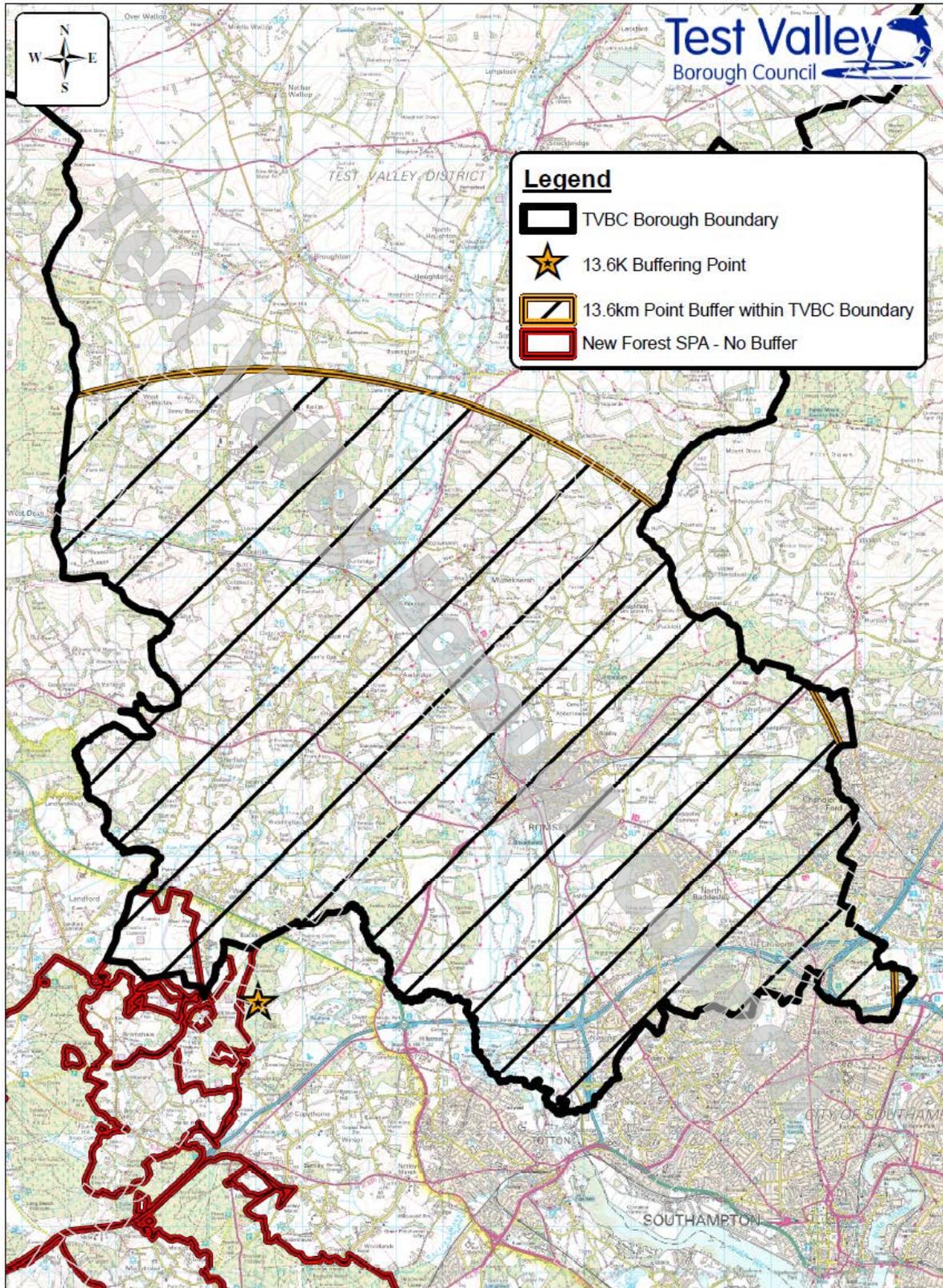
(<http://www.testvalley.gov.uk/assets/files/6150/Test-Valley-residents-survey-2013-report-V3F.pdf>).

² Such provisions would need to be designed seeking advice from the Borough Council and Natural England. The figure relates to the net area of usable space and is in addition to public open space requirements. This option is unlikely to be appropriate for smaller sites given the scale of provision it would be likely to generate.

significant effect on its own (i.e. not just in combination), a bespoke mitigation package may be required.

8. In relation to option d) contributions would fund projects that have the capacity to reduce disturbance of the species for which the New Forest SPA is designated. This could include providing alternative natural green space for recreational use, access management and / or education of users of the New Forest SPA.
9. The initial project that contributions would be used for comprises the enhancement of Foxbury Plantation to develop its role as a destination for visitors looking to experience the New Forest and increase the potential duration of visits. Contributions would be used alongside other funding streams to improve the accessibility of the site and the facilities available for visitors. This project has been identified by New Forest National Park Authority within its Development Standards Supplementary Planning Document (SPD) and through the New Forest Landscape Partnership Scheme.
10. The contributions will be pooled to enable delivery of identified projects and the completion of monitoring work.
11. Section 106 agreements would be the preferred method of securing financial contributions and the in perpetuity availability of any alternative natural green space provided by the development. Unilateral undertakings can also be used where appropriate. The Council is considering how mitigation measures would be secured in the future with the implementation of the Community Infrastructure Levy (CIL).
12. Contributions towards the mitigation package are to be paid on commencement of development. This is to enable mitigation measures to be in place in time for occupation. Any provisions should be provided so as to be available in time for the first occupation of the site. There may be some scope for phasing of mitigation in line with occupation rates for larger sites, this would be considered on a site by site basis.
13. As mitigation measures need to be secured in perpetuity (as required by the legislation), not all of the contribution will be spent in the short term. Therefore, it would not be appropriate for the application of any clawback provisions for contributions.

Figure 1: Indicative zone of where a likely significant effect in combination is anticipated for the New Forest SPA



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Legend

-  13.8km Zone
-  13.8km to 15km Zone
-  New Forest National Park



New Forest SAC, SPA and Ramsar - Recreational Impact Mitigation Zone

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ITEM 11

North Hampshire Narrative

Report of the Planning Portfolio Holder

Recommended:

That Cabinet endorses the North Hampshire Narrative shown as Annexed to the report.

SUMMARY:

The Council along with three other north Hampshire local authorities have produced a North Hampshire Narrative. This document is intended to help articulate the aspirations for growth that each authority share and to help inform and support any future bids for external funding that may arise.

1 Introduction

- 1.1 The Council along with Basingstoke and Deane, Hart and Rushmoor Council have produced a North Hampshire Narrative (Annex) to help articulate what the area has to offer, its aspirations for development and what is needed to address housing, economic and infrastructure challenges based on existing local plans, strategies and evidence.
- 1.2 By having the document in place it will help inform conversations and support bids for future funding with key stakeholders such as Central Government, Homes England, Enterprise M3 Local Enterprise Partnership, Hampshire County Council and other infrastructure providers.

2 Background

- 2.1 Funding and investment opportunities particularly for infrastructure improvement are essential to the successful delivery of the growth ambitions of the Council. In order to clearly articulate and promote the opportunities and needs of the Boroughs/Districts to secure funding it was considered necessary to outline this within a wider strategic context.
- 2.2 The document articulates what North Hampshire has to offer, its aspirations for development, what is needed to address housing, economic and infrastructure challenges and how to put each authority in a stronger position to deliver the growth required.
- 2.3 The four authorities recognised that the production of a high level narrative identifying the shared opportunities of this wider geography would be beneficial to promote their areas to key stakeholders as well as when bidding for available funding streams.

- 2.4 The document is split into five chapters, with Chapter 2 providing context on the growth across North Hampshire including the level of housing growth planned in addition to some shared opportunities and constraints.
- 2.5 Chapter 3 details the 'Spatial context and potential of North Hampshire' and identifies:
- That the area acts as a gateway between the south coast and London, the Midlands and the North and also between London, Surrey and the Thames Valley and the South West.
 - The strengths and opportunities for each of the main settlements. It should be noted that for Test Valley the focus is on Andover rather than the whole borough. This is in order to reflect the geography of the narrative and to highlight the Council's growth aspirations for the town.
- 2.6 Chapter 4 explores what is needed to unlock growth in North Hampshire. It explores the challenges and opportunities that will impact on the delivery of growth. The following opportunities are identified:
- Diversifying the offer in town centres;
 - Encouraging more active travel and use of public transport;
 - Quality of design and place making in new developments are key to their success and contribution towards sustainability;
- 2.7 Chapter 5 identifies the main themes for achieving good growth:
- Place Making and Design: including the opportunity to collaborate on the preparation of design codes;
 - Town Centre Regeneration;
 - Economic Initiatives including investment in skills;
 - Transport;
 - Green Infrastructure;
 - Diversification of the Housing Market;
- 2.8 Through this document it will help inform conversations with key stakeholders and also act, in part, as a prospectus clearly explaining the existing and future plans for the area. It has no status as a statutory document but brings together the content of existing local plans, strategies and evidence base studies. The document does not propose additional development.
- 3 Corporate Objectives and Priorities**
- 3.1 The Council's Corporate Plan 'Growing our Potential: 2019-2023' sets out the Council's objectives for the regeneration of Andover town centre, supporting the delivery of homes and economic growth. The North Hampshire Narrative will help the Council in achieving these priorities.

4 Consultations/Communications

- 4.1 The intended primary audience for this document are those organisations which will help deliver and/or fund infrastructure. The document brings together the content of existing local plans, masterplans and strategies each of which have been the subject of their own consultation. As such no further consultation has been undertaken in the drafting of this document.
- 4.2 Informal engagement has been undertaken with officers of EM3 LEP and Hampshire CC during its drafting.

5 Options

- 5.1 The option to consider is whether to endorse the North Hampshire Narrative, or not.

6 Option Appraisal

- 6.1 The ability to bid for external funding is often dependent on the ability to set proposals within a wider strategic context and demonstrating a joined up understanding and partnership approach. Being able to articulate the case for the area often at short notice and on a competitive basis is vital. By having the document in place would help put the Council in a better position.
- 6.2 Joint working between local authorities within County areas is not new, with the established Partnership for South Hampshire (PfSH) operating in the South of Hampshire in a more formalised structure. The creation of the document is based on informal discussions and not as a result of a formal governance model. The ongoing discussion regarding the development of County Deals is in its primary stages however in the context of the northern part of Hampshire to articulate the strategic case for development and investment can only be a positive.
- 6.3 Each of the other three authorities have endorsed the North Hampshire Narrative through their own respective processes. By supporting the document it would show commitment to the other authorities and stakeholders as well as demonstrating co-operation at a strategic level.
- 6.4 By not endorsing the North Hampshire Narrative it may hinder the opportunities for funding bids to be submitted, does not advertise an informal partnership approach, and does not bring together the requirements needed to achieve the respective growth agendas of each authority.

7 Risk Management

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

8 Resource Implications

- 8.1 The production of the document has been undertaken using existing resources. There are not considered to be any resource implications arising from the recommendation.

9 Legal Implications

- 9.1 There are no legal implications arising from the recommendation. The document is not a statutory document.

10 Other Issues

- 10.1 Community Safety – N/A
- 10.2 Environmental Health Issues –N/A
- 10.3 Sustainability and Addressing a Changing Climate – The document highlights a range of planning and infrastructure interventions that relate to climate change and measures that could support green recovery or green growth. The document would assist the North Hampshire authorities in being prepared for opportunities to bid for funding streams that could help to deliver these measures.
- 10.4 Property Issues – the document highlights the Andover masterplan which includes land under Council ownership.
- 10.5 Wards/Communities Affected – Andover and surrounding wards.

11 Conclusion and reasons for recommendation

- 11.1 The document, once endorsed, will assist the Council and its partner authorities in promoting North Hampshire as an area for growth and investment and in bidding for external funding to deliver the Council’s priorities including town centre regeneration and the delivery of infrastructure all of which are crucial to securing sustainable growth in Andover.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	N/A
(Portfolio: Planning) Councillor N Adams-King			
Officer:	Graham Smith	Ext:	8141
Report to:	Cabinet	Date:	27 October 2021



Basingstoke
and Deane

Hart

DISTRICT COUNCIL

RUSHMOOR

BOROUGH COUNCIL

Test Valley

Borough Council

Test Valley Borough Council - Cabinet - 27 October 2021

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NORTH HAMPSHIRE NARRATIVE

2021

NORTH HAMPSHIRE NARRATIVE

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1.

INTRODUCTION

1.1 This narrative articulates what North Hampshire has to offer, its aspirations for development, what is needed to address housing, economic and infrastructure challenges and how to put each authority in a stronger position to deliver the growth required. This shared narrative by Basingstoke and Deane Borough Council, Hart District Council, Rushmoor Borough Council and Test Valley Borough Council provides a framework for considering cross boundary issues which are central to the growth objectives of the boroughs.

1.2 This narrative provides the context for joint working for North Hampshire that builds upon a history of considering cross border issues through the duty to co-operate and other mechanisms. This approach strengthens the position, improving sub regional governance and establishing a shared planning framework. The mutual benefits of setting out a North

Hampshire Narrative are recognised by the authorities who have their own aspirations for growth to meet the needs of their communities. By reconfirming the willingness to co-operate, each authority believes it can help unlock complex challenges and strengthen opportunities for future joint working resulting in delivering greater benefits for our communities.

1.3 This document does not stand on its own. It draws from, and works in combination with, each authority's Corporate Plan, Local Plan and other strategies. It places those documents in the wider strategic context of the Local Industrial Strategy; Hampshire Vision 2050 and the Government's commitment to growth. The document could also be used to help inform conversations with key stakeholders such as Homes England, Enterprise M3 LEP, Hampshire County Council and infrastructure providers. It is not intended to influence future strategy for growth. This is the responsibility of each authority through the planning process.



Bombay Sapphire Laverstoke

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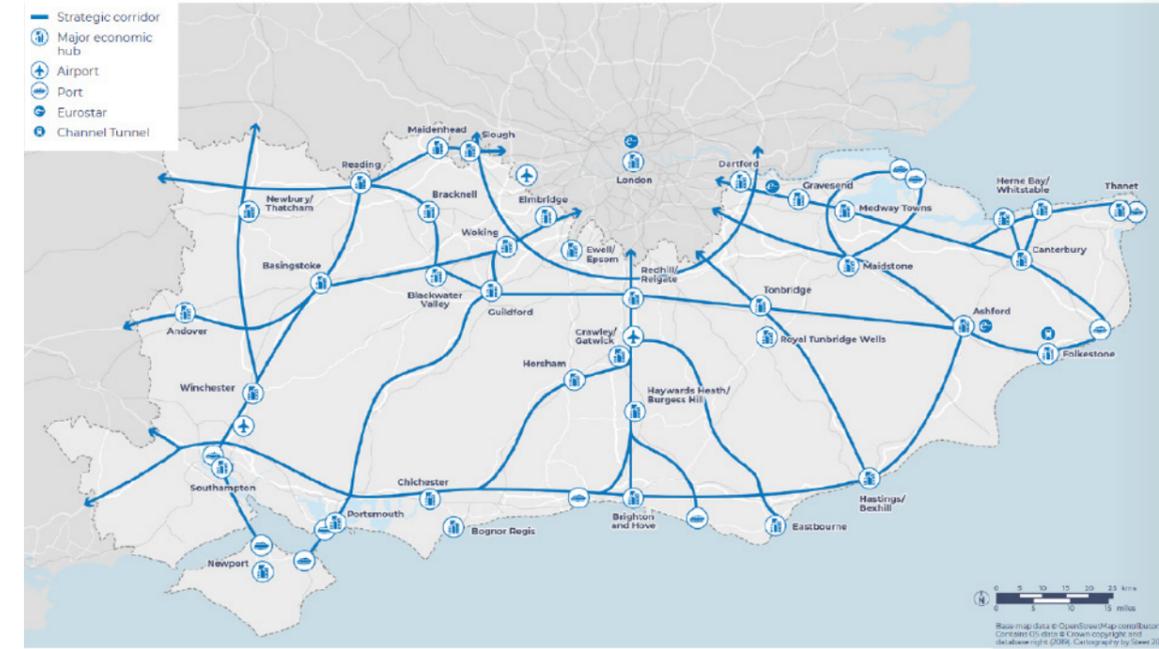
THE NORTH HAMPSHIRE CONTEXT

1.4 The authorities all fall within Hampshire County Council's administrative area and are all part of the same Local Enterprise Partnership area. The authorities are located on and linked by the key transport corridors between London and the Southwest, in particular the London Waterloo to Southampton/Salisbury railway and the M3/A303 motorway and trunk road.

1.5 The combined area is elongated and whilst the towns of Andover and Aldershot may not have many functional links, the residents of North Hampshire's towns and villages look across boundaries to adjacent towns in their day to day lives, creating a relationship or synergy which covers all four of the authorities. With respect to the Test Valley Borough Council area, this narrative is focused on Andover, rather than southern or rural Test Valley.

1.6 The North Hampshire area experiences many similar issues that affect growth and development. The proximity to and economic relationship with London has

Fig 2.2 of Transport Strategy For The South East



1.7 One of the most significant social issues is the cost and availability of housing to meet the needs of local residents. Accessibility to the London job market significantly increases house prices, beyond the reach of many reliant on the local economy.

1.8 North Hampshire benefits from an outstanding natural environment. The main towns are set within attractive countryside with a rural settlement pattern of villages and notable larger settlements, such as Tadley and Hook. In terms of nationally designated landscapes, Andover and Basingstoke are in close proximity to the North Wessex Downs Area of Outstanding Natural Beauty (AONB) and Aldershot, Farnborough and Fleet are close to the South Downs National Park and the Surrey Hills AONB. There are a number of sites protected for significant economic benefits for residents in the area, both in terms of the positive impact on the local economy, but also the benefits of easy access to London for the economic opportunities available in the capital.

their nature conservation characteristics. The Thames Basin Heaths Special Protection Area (SPA) has required the affected local authorities to develop an innovative bespoke scheme of mitigation to allow development to continue.

1.9 North Hampshire was an almost entirely rural area until the 20th century. Significant growth has occurred from Aldershot and Farnborough, through to Fleet, Basingstoke and Andover. Basingstoke and Andover have latterly become locations where overspill from London has been accommodated. This growth has taken place through the expansion of urban areas into countryside, where there are sensitivities in terms of protected landscapes and habitats.

1.10 There is also pressure for growth in locations close to North Hampshire with notable growth planned in West Berkshire and Wokingham to meet their needs. Other proposed growth is for 2,800 dwellings at Farnham (in Waverley Borough Council area) close to the border with Hart and Rushmoor.

1.11 The Surrey local authorities and their strategic partners have agreed 'Surrey's 2050 Place Ambition' which sets out their approach to place leadership, infrastructure and good growth. Whilst this document is relatively general, it

is notable that it identifies a strategic opportunity area for the Blackwater Valley. This includes Camberley and Farnham, but also extends beyond the Surrey border to encompass Farnborough and Aldershot and land to the west. The document has no status outside of Surrey but is an indication of how neighbouring authorities perceive the direction of future growth in this area.

1.12 The North Hampshire authorities all currently have up to date local plans, setting out the strategy and detailed site allocations for growth in their areas. The Basingstoke and Test Valley local plans run to 2029 (reviews have been commenced) and the Hart and Rushmoor local plans run to 2032. However, the need to accommodate and plan for growth continues and the pressure for development is likely to increase as a result of government proposals for a revised standard method to calculate local housing need and the potential for this to be further revised and become a binding housing requirement to be delivered through the Local Plan.

1.13 Furthermore, the need to provide for growth whilst protecting the environment has now gone beyond traditional considerations of the impact on the built and natural environment with the national declaration of a climate emergency in May

2019 and subsequent local declarations or agreement of the need for climate change strategies. The challenges to provide for further growth whilst meeting increasing environmental standards mean that the North Hampshire authorities will need to consider how the approach to planning for new development, both strategically and within major development sites, will ensure that the standards can be met. Development that meets zero net carbon and a biodiversity net gain of 10% targets will be particularly challenging. Development is also currently constrained in the catchments of the River Test and Itchen, where the associated release of nitrates is affecting protected European wildlife sites in the Solent.

1.14 In addition to the need to address climate change, the implications of the Coronavirus pandemic, alongside the deregulation of some traditional areas of planning control (retail and employment uses), will require authorities to consider new and innovative approaches to ensure that growth creates high quality development to meet local needs. There will be a need to ensure that town centres are rejuvenated, and new development contains attractive open spaces and sustainable transport options.

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2.

GROWTH
IN NORTH
HAMPSHIRE

120



Hartland Village, Fleet

2.1 The North Hampshire Authorities' local plans make provision for residential development of nearly 2,100 dwellings per annum. This is a significant quantum of development that will need supporting infrastructure and mitigation of potential environmental impacts. Housing delivery has been good in recent years with local plan targets exceeded over North Hampshire as a whole. However, the rate of growth has increased, which makes ensuring adequate infrastructure provision more difficult.

2.2 There is less pressure to identify land for employment development, although there are pressures to secure good quality office space and for storage and distribution uses. There are some older employment sites where investment to enable them to meet occupier requirements is needed. The impact of the loss of employment uses to residential through permitted development rights is still uncertain, given the recent extension of those rights. The impact of the recent changes to the Use Classes Order is also uncertain and may lead to the loss of employment uses to other uses within new Use Class E.

2.3 A significant element of the growth in housing is planned to take place in large new urban extensions or renewal areas. In particular, there are proposals for major new communities at Manydown (Basingstoke), sites southwest of Basingstoke, Hartland Village (east of Fleet), Wellesley (Aldershot) and Picket Piece and Picket Twenty (Andover). The development at Wellesley is well underway with a number of phases now complete.

2.4 Basingstoke and Deane Borough Council has adopted a Vision for Land north of the M3 at Junction 7. The Vision sets out the council's ambitions for the area and forms the basis for discussions with key infrastructure providers. It will also form a building block in setting out key principles for the area and help shape the review of the Local Plan.



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2.5

The main towns of Aldershot, Andover, Basingstoke, Farnborough and Fleet all have plans or programmes for town centre renewal and regeneration. Expansion of those town centres during the 1960s and 70s has resulted in dated layouts and buildings that now need updating to meet modern requirements. Whilst there are challenges in retaining economic uses in buildings with permitted development rights for conversion or redevelopment for residential uses, the creation of high quality public spaces and buildings can help these centres to provide for a mix of uses to attract residents to spend time and money in those centres, rather than further afield.

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2.6

The North Hampshire Authorities have all developed green infrastructure policies or strategies to help deliver growth that protects the environment and where possible provides positive enhancement. These cover the multifunctional uses of green infrastructure which range from providing connectivity between sites for wildlife and promoting opportunities for walking and cycling, whether for leisure or more functional journeys. Given the outstanding natural environment surrounding the main towns, green links within and between the towns and connecting to the countryside can provide significant quality of life benefits

for the residential population. Proposals for the Hart Green Grid will substantially improve connections between Fleet and Farnborough.

2.7

Environmental mitigation is a fundamental requirement of new development. The North Hampshire authorities (other than Test Valley) have been at the forefront of developing a coordinated strategic approach to address the issue of recreational disturbance of ground nesting birds in the protected Thames Basin Heaths. The issue of declining water quality in rivers in relation to both ecological and chemical deterioration (including the impact of nitrates on the Solent), linked to new development, is a shared challenge with wide impact. The North Hampshire authorities will need to address this issue to ensure that protected habitats are not harmed and development is not constrained.

2.8

Infrastructure Delivery Plans supporting the adopted Local Plans show that mitigation of highways impacts will be required as new development comes forward. Whilst high level costs have been estimated, the detailed schemes will need to be established as part of the planning application process and funded by the developer. There has been some recent investment by Hampshire County Council to improve capacity at various junctions in North Hampshire, particularly in Basingstoke.



Watership Down near Kingsclere

2.9

Car ownership and use is generally very high within North Hampshire and modal shift towards more sustainable methods of travel (walking, cycling and public transport) is relatively low. It is likely that, even without development, the background growth in traffic will mean that further investment is needed in local roads and junctions if congestion is not to increase. The capacity improvements on the M3 resulting from the recent smart motorway improvements may increase pressure on local roads accessing the M3. The heavy reliance on car-based commuting will require investment in public transport, walking and cycling to bring about a modal shift in transport as climate change considerations become more important in planning for new development.

2.10

Hampshire County Council has produced 'Planning for Broadband' guides for local planning authorities and developers. Councils are encouraged to include policies in local plans that support the provision of broadband but the policy position in the National Planning Policy Framework means that authorities cannot compel developers to install high speed broadband to new development. However, given the scale of new development in major new communities, local planning authorities can ensure

the provision of suitable infrastructure within the sites through development management processes.

2.11

Electronic communications investment is generally reliant on decisions by the private sector companies that provide the service. LEPs and local authorities can influence these decisions with contributions to investment and prioritisation of schemes. The planned 5G Living Lab in the Basing View Enterprise Zone, to be connected to the University of Surrey in Guildford, is a local example. A multi-million pound programme to deploy gigabit-capable fibre between Guildford and Basingstoke will enable a step change in the area's digital connectivity. It is notable that the highest maximum speeds for broadband in the EM3 LEP area are found in Aldershot, Andover and Basingstoke. Whilst these urban areas benefit from excellent connections, there are some issues with the speed of connection in rural areas.

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3.

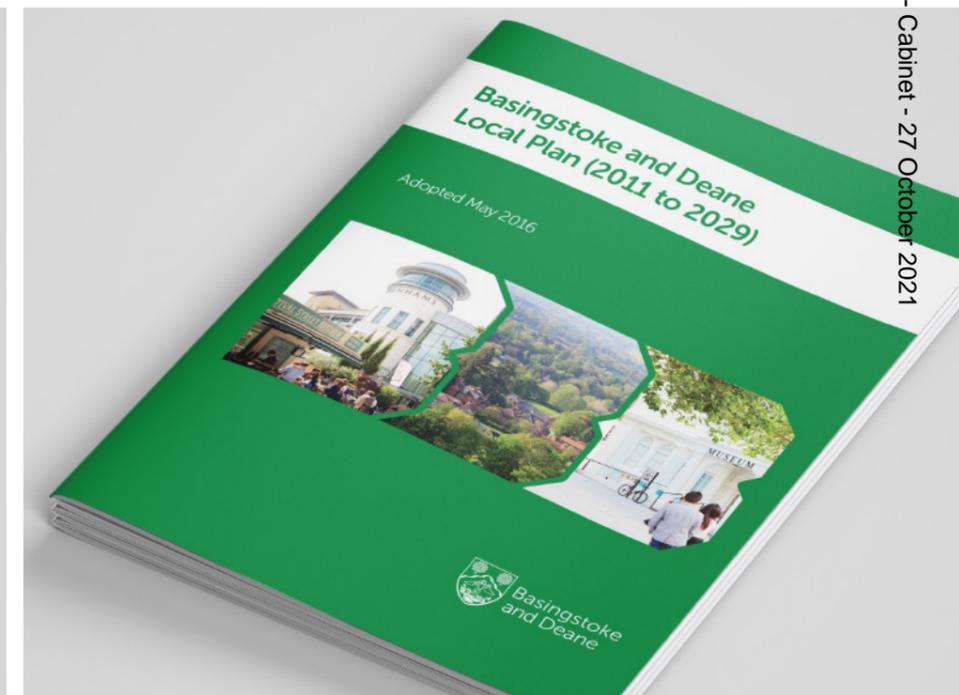
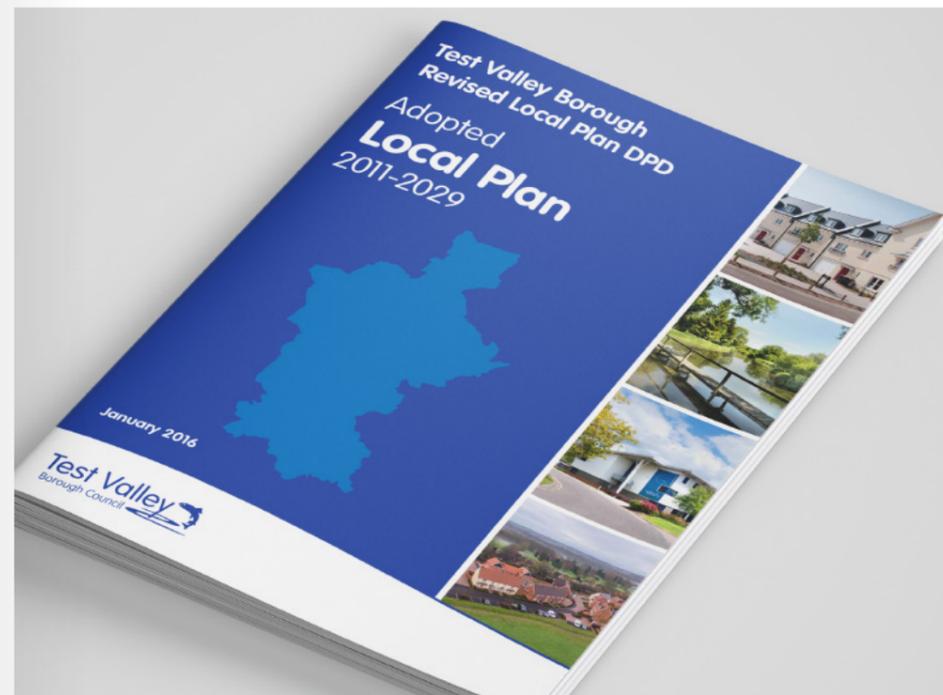
SPATIAL CONTEXT AND POTENTIAL OF NORTH HAMPSHIRE



Picket Twenty housing development, Andover

3.1 The North Hampshire Authorities all have relatively up to date local plans, adopted between 2016 and 2020. However, pressure for development is continuing and likely to increase. Government has published proposals to revise the standard method for calculating local housing need. Whilst this is still a consultation and likely to change, the current proposals would increase housing need by approximately 20% in North Hampshire. Basingstoke and Test Valley have commenced work to review and update their local plans.

3.2 North Hampshire is accessible and very well connected to buoyant local economies, notably London, the Thames Valley and the South Coast. Rail connections between North Hampshire and London and the South Coast are excellent, albeit there are congestion and capacity issues on routes accessing London. North Hampshire has relatively good rail connections to the Midlands and the North from Basingstoke via Reading. North Hampshire is joined together by the M3/A303 which, along with the A34 running north/south through the area, provide connections to the national Strategic Road Network. In terms of rail and road networks, North Hampshire acts as a gateway between the south coast and London, the Midlands and the North and also between London, Surrey and the Thames Valley and the South West.



3.3 Investment in rail and the strategic road network relies on funding decisions outside of the control of the North Hampshire Authorities. At present, one of the key rail constraints is associated with capacity at Woking, where the Portsmouth line meets the Wessex mainline, and where there are proposals to introduce a flyover, allowing an additional two train paths per hour towards London. This is currently subject to funding bids via Network Rail and the Department for Transport. Other improvements beyond North Hampshire will provide significant benefits to easing congestion and connectivity issues that impact on the North Hampshire towns. This includes a southern access to Heathrow, in addition to more advanced proposals for a western access from the Great Western mainline.

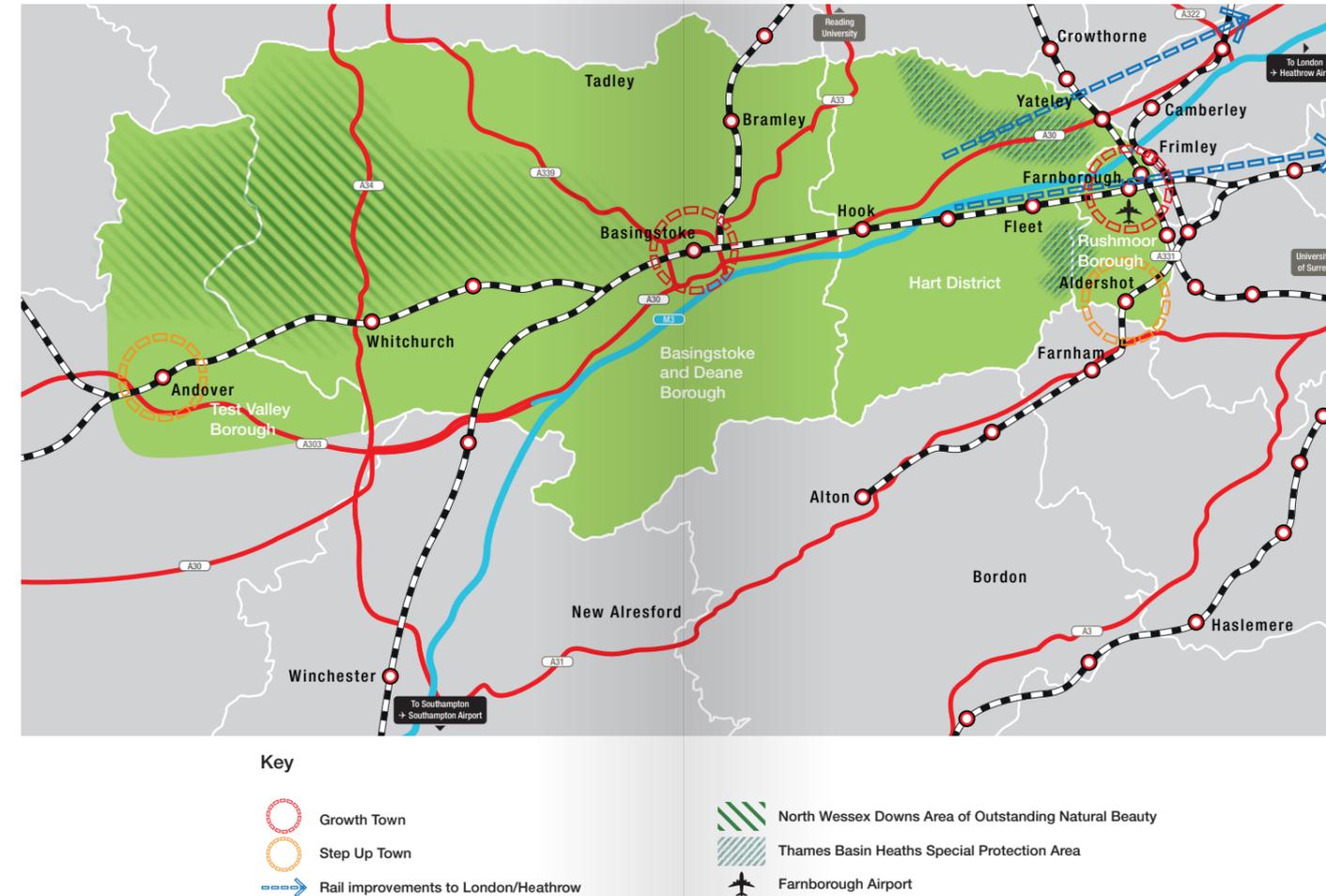
3.4 North Hampshire generally benefits from a thriving economy and has access to a highly skilled and qualified workforce. However, within the area, notably Andover and Rushmoor, there are areas with where skills/qualification levels are lower than the average for the Southeast. The local authorities should prioritise interventions to improve the educational and skills attainment within these areas, with a focus on those required in forecast growth sectors. Reduced out commuting

could help alleviate any skills shortages through the retention of some highly skilled residents working within the area.

3.5 It is notable that there is no university within North Hampshire. However, the area benefits from being in close proximity to major universities in Reading, Guildford, Southampton, Winchester and Portsmouth, all within easy commuting distance and accessible by public transport and there is an on-going local aspiration for a branch of an established university to locate in Basingstoke. The University for the Creative Arts is located just outside the area in Farnham and within North Hampshire the Farnborough College of Technology offers degrees supported by the University of Surrey at Guildford.

3.6 There has been considerable discussion and promotion of a green recovery to lead the economic recovery from the Coronavirus pandemic. Concerns over reliance on public transport for commuting to work have led to calls for increases in walking and cycling to avoid significant increases in highway congestion if trips that were made by public transport are subsequently made by private car. Furthermore, people have become more aware of the facilities available to them locally through the

North Hampshire Narrative Map



lockdown and there is greater recognition of the importance of accessible green spaces, particularly for flats without gardens and those living alone.

3.7 Government has been keen to promote laying the foundations for a green economic recovery through its 'Getting Building Fund'. It has provided £1.3 billion investment to combined authorities and LEPs to deliver upgrades to local infrastructure and boost skills to help fuel a green economic recovery.

3.8 The need to address climate change, both through adaptation and mitigation, is one of the most significant and influential policy changes that will need to be reflected in development that takes place at the local level. The location of development and the uses within an area can have a huge influence on the need to travel and the mode of transport used.

3.9 Health and wellbeing has risen up the agenda as an issue to be taken into account in planning new development. Active transport opportunities that do not rely on the use of the private car can have a significant impact on improving health outcomes. The way development is planned can influence how successful communities can be created. The experience of the Coronavirus pandemic lockdown has heightened appreciation

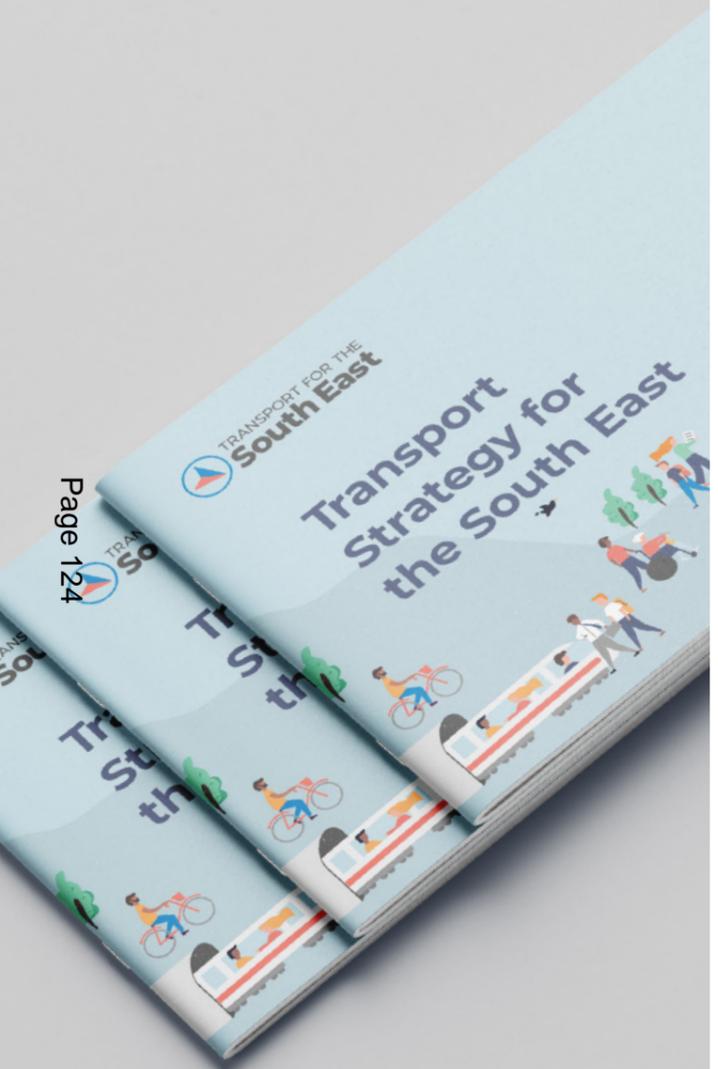
of close-knit communities where mutual support amongst residents can help reduce adverse outcomes for mental health in particular. Similarly, there is a greater appreciation of the benefits of accessible green spaces for improved physical and mental health outcomes.

3.10 The implications of the Coronavirus pandemic have introduced a new factor to considerations of where businesses wish to locate. A reliance on workers accessing offices in central London that generally require the use of one or more modes of public transport is now perceived as less attractive than before the pandemic. Opportunities may exist to attract firms relocating from London to North Hampshire.



Hart District Council's Leisure Centre

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3.11 Transport for the South East has produced a draft Transport Strategy for the South East which was the subject of public consultation from October 2019 to January 2020. Whilst the consultation responses may result in changes to the strategy, unless there are radical changes, the strategy is clear that catering for forecast road traffic growth in the long term is not sustainable and that the focus will be on large-scale investment in public transport. The draft Transport Strategy presents a shift away from traditional approaches of transport planning (based on planning for a future based on recent trends and forecasts) to an approach of actively choosing a preferred future and setting out a plan of how to get there.

3.12 The draft strategy includes a clear distinction of where fast movement will be the priority and where the priority will be to ensure that 'places' are protected and even enhanced. The strategy states that areas with high 'place' functions, such as town and city centres, should prioritise 'active' modes, such as walking and cycling, over faster modes of transport. It further states that this should help preserve the environmental quality of these places, ultimately ensuring that they fulfil their role as the focus of their communities.

3.13 The Enterprise M3 Local Enterprise Partnership (LEP) has published its Strategic Economic Plan (SEP) for 2018 – 2030. This provides a locally specific response to the government's National Industrial Strategy, published in November 2017, provides the foundations for the emerging Local Industrial Strategy (LIS) and sets an ambitious target for growth of 4% gross value added (GVA) per annum up to 2030. The SEP identifies Basingstoke and Farnborough as 'growth towns' and Aldershot and Andover as a 'step up town', amongst others in the LEP area. As part of the development of its Local Industrial Strategy, the LEP recognises the importance of towns not only as engines of growth but also as essential components of a diverse offer to enhance the profile of the region as attractive and vibrant places to live and visit.

3.14 As part of the evidence base for the emerging LIS, the LEP has published a report on the Enterprise M3 Towns Analysis; Part 1 provides the data analysis and town classification and Part 2 sets out the future growth opportunities. The conclusions of the report are set out in the table below.

Table 1 – Summary of Enterprise M3 LEP Towns Analysis for the North Hampshire towns

	CONTRIBUTION TO FUTURE GROWTH	CONTRIBUTION TO SEP & LIS	INFRASTRUCTURE NEEDED TO ACHIEVE GROWTH POTENTIAL
ALDERSHOT	Major regeneration of town centre. Potential growth in digital and gaming sector and development of football ground including hotel development.	Potential growth in digital and gaming sector. Potential redevelopment of Aldershot FC including hotel which will support Borough conference offer.	M3 junctions. Walking and cycling links from Hart to Rushmoor.
ANDOVER	Major regeneration of town centre, and housing/employment growth.	Vision for growth as part of the master planning and regeneration of the town centre. Longer term growth of housing/population and employment.	Water supply and wastewater treatment. Highways improvement. Improvements to public realm, especially around the town centre and the railway station.
BASINGSTOKE	Employment in high value sectors. Enterprise and innovation in digital and 5G.	Employment growth in high value sectors targeted in SEP. Supporting enterprise and innovation in digital and 5G. Training to deliver high skills. Improved connectivity. Regeneration of the town centre, leisure park and Enterprise Zone.	Road improvements including the strategic highway network, Mass Rapid Transit, rail to Heathrow, health infrastructure, digital connectivity, enhanced public realm.
BLACKWATER/YATELEY	Potential benefit from Crossrail 2. Potential regeneration of town centre.	Blackwater is located on the Reading-Guildford line, which will be improved under Crossrail Two. Potential for significant positive impact on the desirability of the Blackwater/Yateley area both in terms of living (and commuting) and working. There is therefore an opportunity to regenerate the centre.	Enhanced pedestrian and cycle access from the station to the two centres. Enhanced public realm along London Road, Blackwater.
FARNBOROUGH	Major regeneration of town centre. Potential growth in aerospace, digital, ICT and conferences.	High quality office-based activities, aerospace, digital, ICT, potential for conferences.	M3 junctions. Walking and cycling links from Hart to Rushmoor. Town centre infrastructure. A331 connection to Guildford. Hotels: additional hotel capacity at 3*/+ is important to the growth of Farnborough International Conference Centre.
FLEET	Opportunity to regenerate parts of the town centre, but no major change in the town.	Opportunity to regenerate parts of the town centre.	Enhanced pedestrian and cycle access from the station to the town centre and the leisure centre. Enhanced public realm along the high street.

3.15 Further analysis of the growth planned for the settlements of Andover, Aldershot/Farnborough, Basingstoke and Fleet is set out below.

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ANDOVER

3.16 Andover has seen significant growth and expansion in recent decades, having been previously identified as one of the towns to accommodate development from London in 1960. Rapid population growth saw the development of housing, industry and shopping facilities, beyond the historic town centre.

3.17 A distinctive feature is its high degree of self-containment, with 70% of its residents living and working in the town. In sustainability terms, this is very positive and it will be important to ensure that retail and cultural facilities continue to attract expenditure from within the town and its wider catchment area and where possible to retain more expenditure in the town.

3.18 The town benefits from several major employers including the Headquarters of Army Land Command but there is a legacy of lower skilled employment in manufacturing and warehousing operations. There is a need to improve education and skills attainment in Andover, focussing on those required in forecast growth sectors. However, the presence of significant employment opportunities for those with lower skills is a positive benefit for the town.

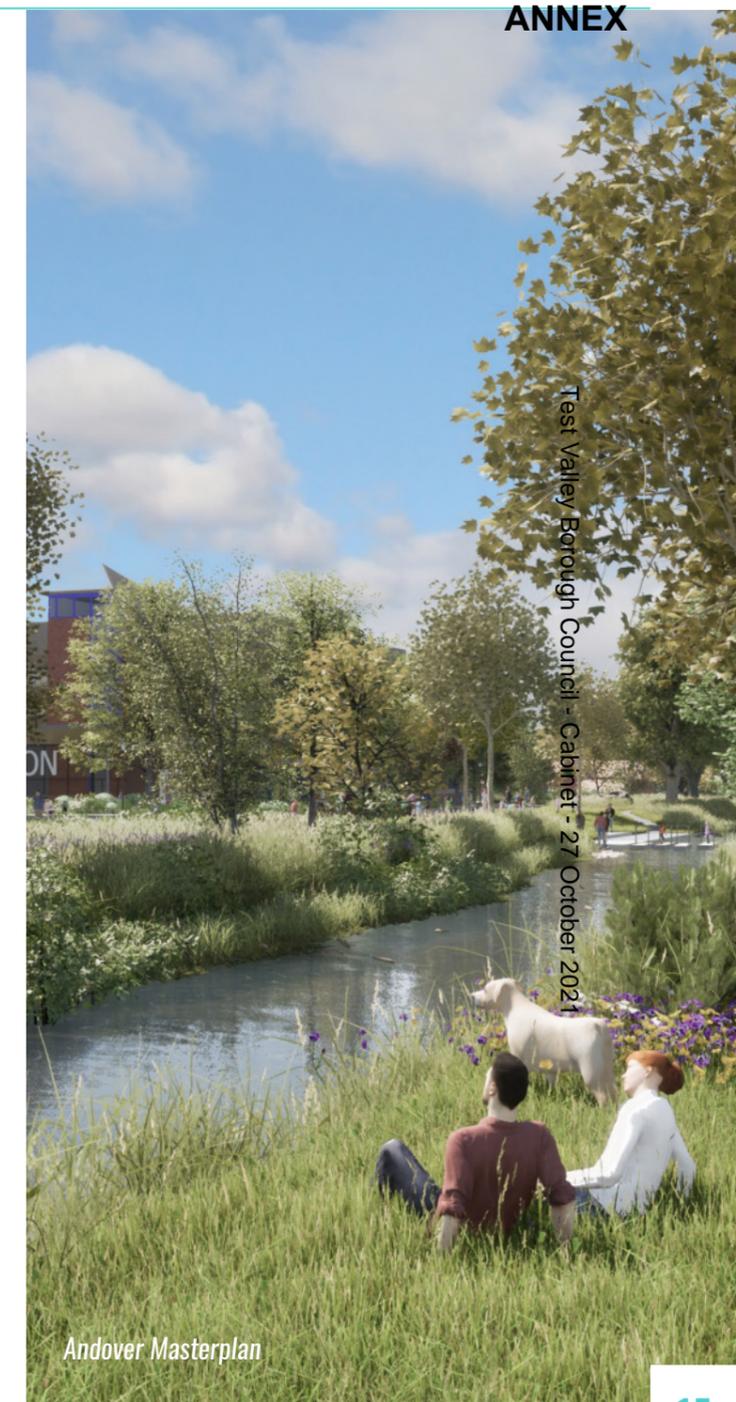
3.19 Andover will continue to grow at a rate of approximately 358 dwellings per annum, notably through the development of the new communities at, East Anton, Picket Piece and Picket Twenty to the east of the town. The employment allocation at Walworth has planning permission but remains to be developed and there is a rejuvenation project for the Walworth Business Park in partnership with Kier.

3.20 Whilst a large number of trips are made by walking, only a small proportion are made by public transport and cycling. Cycle routes exist from residential development on the east of the town, linking though the town centre to employment sites to the west of the town. There is a mobility scooter route from Enham Alamein to the town centre. Test Valley Borough Council has adopted the Andover Town Access Plan (2015) as a supplementary planning document. This strategy sets out a shared vision for how access to facilities and services in the town, particularly the town centre, will be improved. It also develops a schedule of transport schemes that can be used to direct funding from developer contributions from either planning obligations or the community infrastructure levy. Test Valley Borough Council and Hampshire County Council have recently commenced work on a Local Cycling and Walking Infrastructure Plan for Andover.



3.21 A key priority for Test Valley Borough Council is the redevelopment of Andover town centre. The Council has made significant land purchases to aid delivery and is working with other landowners including Andover College to realise that vision. A Masterplan for Andover town centre has also recently been adopted to stimulate investment and guide development in terms of locations, designs and uses. The Masterplan will help create a better-connected town centre, a riverside walk in a new well-being quarter and a new home for The Lights theatre and complement plans for bringing town centre living into Andover.

3.22 Test Valley has an adopted Green Infrastructure Strategy (2014) which draws together a range of initiatives which aim to retain and enhance existing provision and promote new provision and public access to it. Significant environmental concerns affect future wastewater treatment provision. The Fullerton WWTW drains to the River Test and ultimately the Solent, where the current condition of protected habitats means that all new development must be nutrient neutral. This is likely to be a constraint on future development until improvements can be made to the wastewater treatment works, or schemes to achieve nutrient neutrality can be delivered.





Wellesley, Aldershot

ALDERSHOT AND FARNBOROUGH

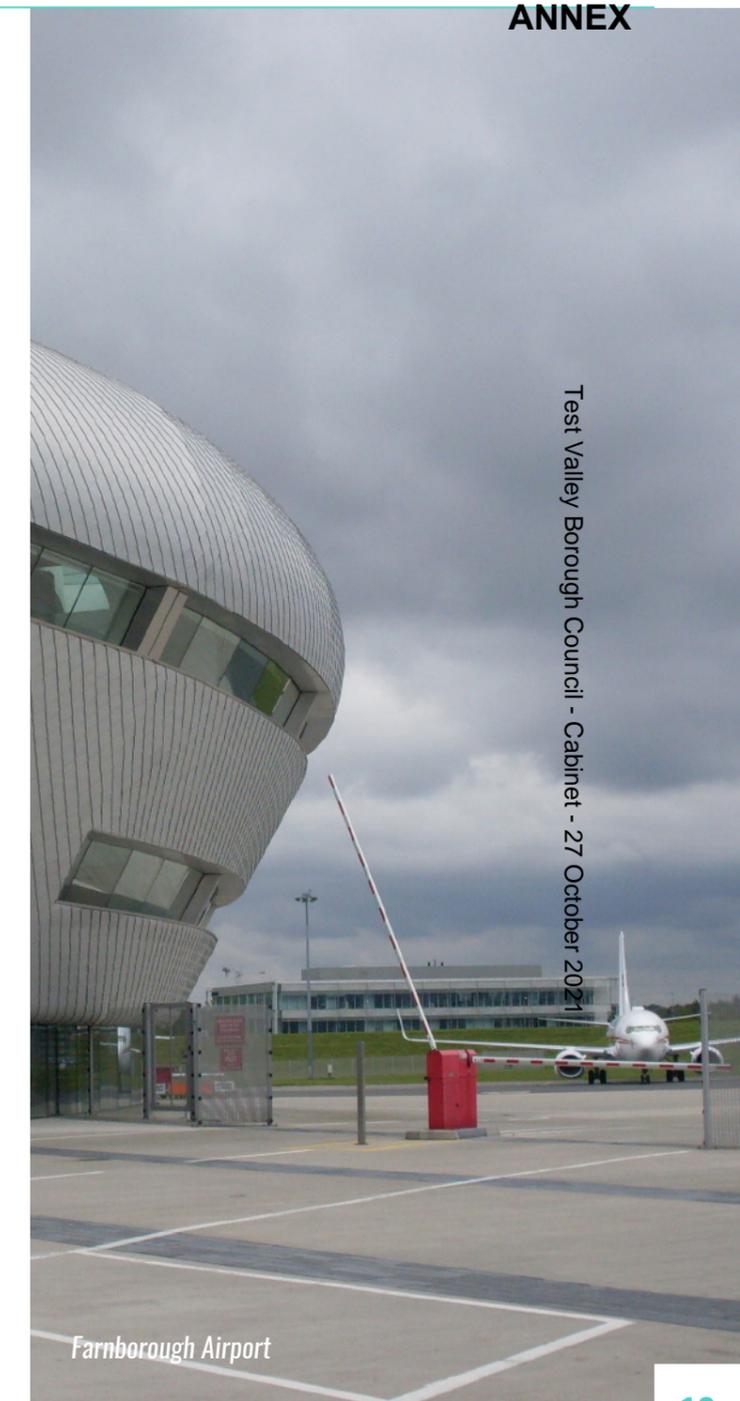
3.23 Aldershot and Farnborough are located in close proximity to each other and combined with the settlements of Fleet and Sandhurst, Camberley and Farnham in Surrey form a significant centre of population, known as the Blackwater Valley. The area forms a natural economic geography and shares a housing market area. Aldershot and Farnborough have both experienced rapid growth and make an important contribution to the wider North Hampshire economy. Historically employment has been linked to aerospace and defence and more recently Rushmoor has also seen growth in digital, gaming and advanced engineering sectors which are priority growth areas for the borough's economy.

3.24 In addition to these sectors the Army is the major employer in Aldershot and Farnborough is home to a number of significant employers across these sectors including Farnborough Airport, Fluor, BMW, nDreams and more recently Gulfstream.

3.25 Despite having two excellent colleges Rushmoor needs to drive up the proportion of residents with the highest level qualifications and improve the level of secondary attainment in our schools to make sure we can better meet the current and future needs of our employers from local talent and help ensure sustainable business growth.

3.26 The borough's population will continue to expand and housing is planned increase by around 436 dwellings per annum. Wellesley, a major expansion to Aldershot is creating a new neighbourhood to the north of the town centre through the redevelopment of land previously occupied by the military. This is complemented by substantial regeneration of the town centre including around 600 new homes. The main focus for development in Farnborough is the mixed use site at the Civic Quarter. This development of over 1000 homes sits alongside the wider town centre regeneration and employment development on strategic employment sites adjoining Farnborough Airport. Ensuring that this place shaping is both well connected and delivered in line with the Council's environmental and carbon reduction commitments will be key. usage until the Coronavirus pandemic.

3.27 The towns in the Blackwater Valley are well connected by bus routes combining to form the 'Blackwater Valley Gold Grid' which has a 24 hour service operating at 10 minute intervals in peak times and has seen substantial growth in usage until the Coronavirus pandemic. The continuation and development of this and similar services is important particularly for Aldershot which is on a different railway line and connects less well with the rest of North Hampshire. In Aldershot walking and bus use are higher than average, although cycle facilities are poor and a priority for investment and support for behaviour change. Much of the employment development around Farnborough Airport is poorly served by public transport and, though close by, has poor links to the town centre driving reliance on the car. To address some of these issues Rushmoor Borough Council and Hampshire County Council have recently commenced work on a Local Cycling and Walking Infrastructure Plan for Aldershot and Farnborough and Rushmoor Borough Council will prepare a green infrastructure strategy to support the wider implementation of its local plan policies.



Farnborough Airport



Aerial view of Basingstoke

BASINGSTOKE

3.28 Basingstoke town is the largest settlement in North Hampshire and developed rapidly from the 1960s to accommodate part of London's overspill as an 'expanded town'. The regeneration of post-1960s housing stock is now an important issue in some parts of the borough.

3.29 Basingstoke has a strong and diverse economy with a good balance of business across a range of centres. It also benefits from a highly skilled workforce with access to an even wider pool of highly qualified people within its travel to work area. Employment floorspace is concentrated in Basingstoke town centre and a number of designated strategic employment areas. The town centre is a regional shopping centre. The neighbouring Basing View is a prime business location benefitting from Enterprise Zone status and current regeneration proposals. It is likely to be the focus for the provision of new grade A office space.



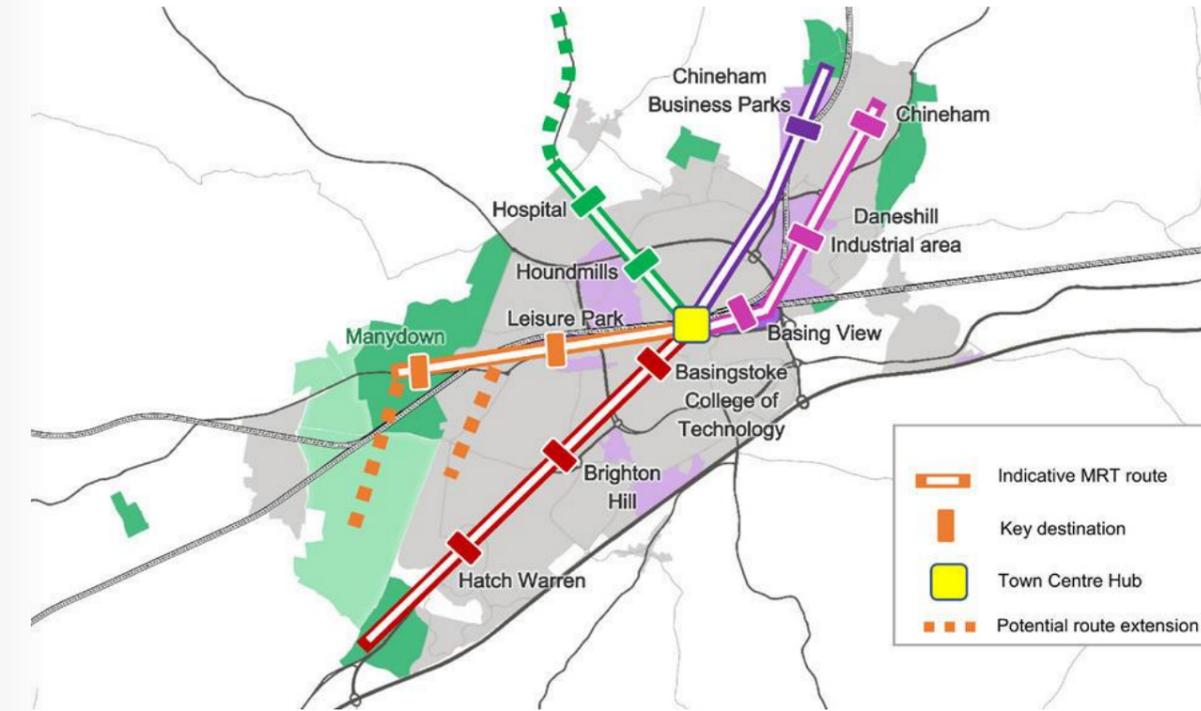
Florence Building, Basingstoke

3.30 The borough will continue to grow at a rate of approximately 850 dwellings and 450-750 jobs per annum. Basingstoke will expand with significant allocations for development to the southwest and west of the town. In particular, the Manydown development will provide a new neighbourhood and Garden Community of approximately 3,400 dwellings.

3.31 The Borough Council has developed a long term vision for major development to the west of the town, north of junction 7 of the M3. This sets out principles for growth which would ensure any development links well with existing uses including through the provision of suitable infrastructure, whilst the assets of the area are protected and enhanced. Growth could include a new hospital and health campus, in addition to new logistics and distribution floorspace. Development in this location would need to be well coordinated bringing with it the necessary investment in infrastructure to meet needs.

3.32 The development of Basingstoke town has relied on high capacity road systems and extensive parking provision and public transport use is relatively low. There is pressure on the capacity of the highway network through background traffic growth and as a result of new development.

Fig 10 of Basingstoke Transport Strategy – indicative mass rapid transit network



3.33 Basingstoke has an adopted Transport Strategy which aims to provide a step change in the quality of local public transport through the development of a bus-based Mass Rapid Transit system for the town. This will enable improved public transport opportunities for existing residents, as well as linking directly into the new communities being developed.

3.34 There are proposals to improve walking and cycling access to Basingstoke town centre through a Local Cycling and Walking Infrastructure Plan and also, to improve links to the wider countryside access network. The Transport Strategy includes the proposed development of priority strategic walking and cycling corridors, which will also link directly into the new communities.

3.35 Basingstoke also has an adopted Green Infrastructure Strategy which sets out that development should proceed on a 'net gain' principle and that development can contribute to the continuing management of existing assets as well as the creation of new assets. The development of new communities allows the Council to secure the provision of green infrastructure, both on and off site, that will enable future residents to benefit from a quality of environment that meets current expectations. There is the potential for Basingstoke to reinstate more of the Basingstoke Canal and to reinforce the borough's green infrastructure through potentially extending the North Wessex Downs AONB.



Willis Museum, Basingstoke

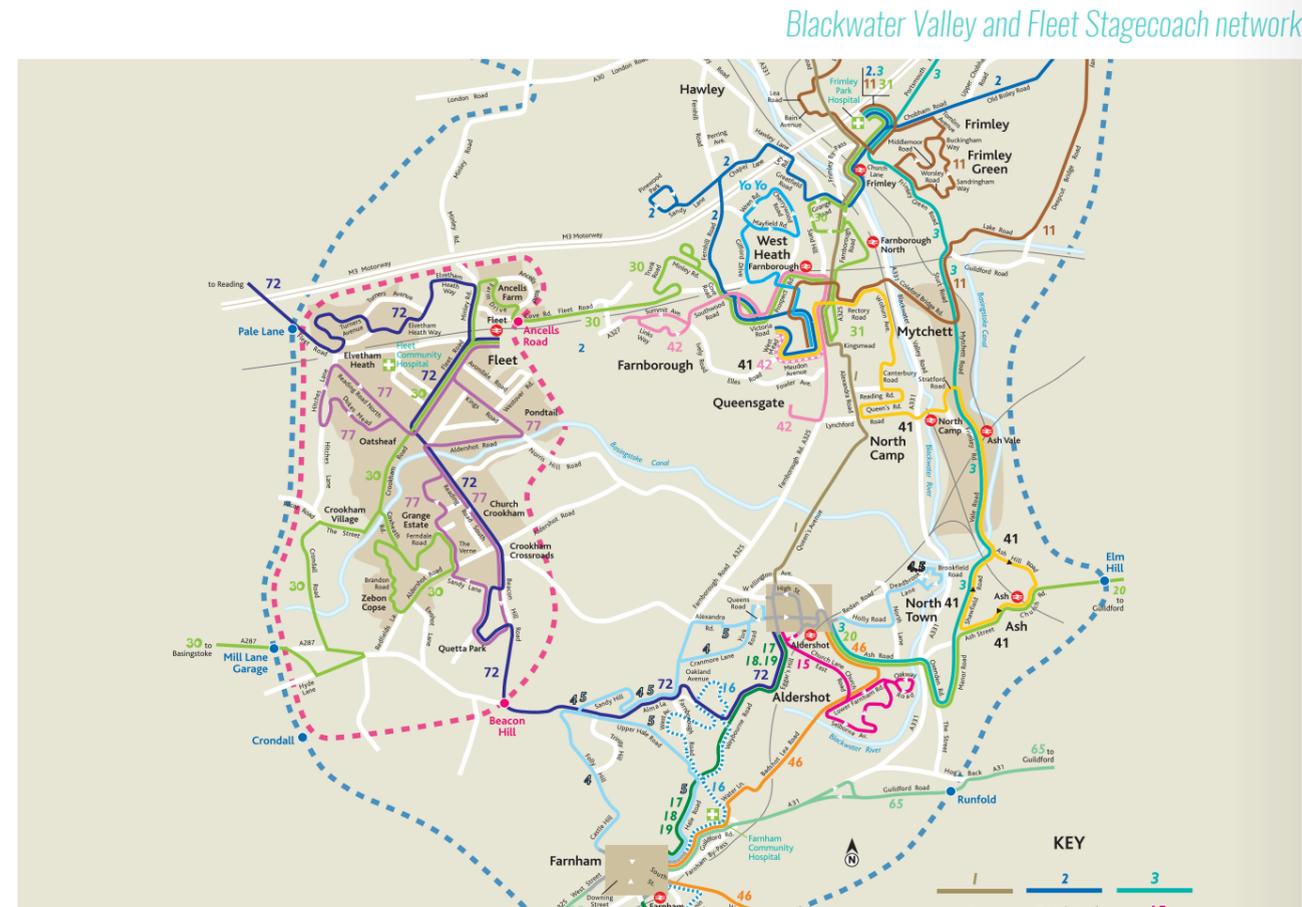
East Valley Borough Council - Cabinet - 27 October 2021

FLEET

3.36 Aldershot, Farnborough and Fleet are located in close proximity to each other and combined with the settlements of Sandhurst, Camberley and Farnham in Surrey form a significant centre of population, known as the Blackwater Valley. Fleet has experienced rapid growth in recent decades (in combination with Aldershot and Farnborough at a comparable scale to Basingstoke). The Blackwater Valley towns are within the same housing market area and functional economic area (except for Farnham).

3.37 Fleet is the focus for employment in Hart District, although it is also significant residential area with out-commuting to surroundings areas and London. Hart District has a highly skilled and qualified workforce.

3.38 Hart will continue to grow by approximately 423 dwellings per annum with a new settlement at Hartland Village to the east of Fleet providing approximately 1,500 dwellings. Hart will look to explore all options for delivering future growth including seeking efficient use of underused land along with the opportunities created by the appropriate intensification of growth within the urban areas.



3.39 Hart experiences very high levels of car ownership. There are three main line stations providing direct access into London as well as the North Downs line at Blackwater providing direct access to Reading, Guildford and Gatwick, but there is no formal cycle network and bus use is very limited. The towns in the Blackwater Valley are connected by bus routes combining to form the 'Blackwater Valley

Gold Grid', which has a 24 hour service operating at 10 minute intervals in peak times and has seen substantial growth in usage until the Corona virus pandemic

3.40 Hart District Council is preparing a strategy to deliver the Hart Green Grid, which will encourage cycling and walking as well as creating wider opportunities for active recreation and leisure.

4.

UNLOCKING GROWTH

Manydown development, Basingstoke

4.1 This section of the report explores what is needed to unlock growth in North Hampshire. It explores the challenges and opportunities that will impact on whether the growth that is delivered is of high quality and can be considered as 'good growth' or even 'green growth'.

4.2 The scale of growth in North Hampshire and the use of urban extensions and new communities can provide opportunities to address the policy challenges presented by climate change and a changing society. Some of the trends, such as on-line shopping and increased remote working using digital technology, have accelerated rapidly and it is not certain whether they will revert to previous levels or whether there has been a permanent step change in how people live.

4.3 Trends for increased home working and the use of digital technology to reduce the need for a physical presence in the office have been accelerated by the Coronavirus pandemic. Whilst the extreme situation encountered through full lockdown is expected to ease during 2021, it remains unclear whether the demand for city centre office space may have reduced on a long term basis and is perhaps unlikely to return to the pre-pandemic levels. However, there will be local variations to how this affects demand and the area may

benefit from increased demand for office space from companies wanting to move out of London. North Hampshire benefits from an exceptionally high quality of environment and could be in prime position to attract companies who wish to relocate but want quick and direct access to London when needed.

4.4 The North Hampshire Authorities have a critical role to ensure that their town centres remain attractive and economically sustainable commercial areas that can provide for the needs of the population without requiring travel to other centres to meet their basic needs. Whilst the introduction of permitted development rights for office and retail uses to convert or redevelop for residential uses will remove the ability for authorities to resist the loss of commercial uses, clear guidance on the strategy for town centres and investment in the public realm can help reinforce their commercial and community hub roles.

4.5 The pandemic appears to have resulted in some expenditure being clawed back into local areas, that would have been previously spent further afield, through a reduction in commuting and appetite to travel further to larger centres. Moving forward, an attractive commercial and cultural environment will be important to encourage employers

to relocate into the area. The North Hampshire towns contain existing arts and cultural facilities and it will be important to ensure that they not only survive the initial loss of business due to the pandemic but are able to enhance the local offer to take advantage of local residents potentially working closer to home in the future. Diversifying the offer in town centres, making them places where people want to spend time and socialise and creating experiential environments will be key to their long-term resilience and sustainability.

4.7 North Hampshire experiences high rates of private car ownership and use which will make mode shift to sustainable modes challenging. However, it is clear in the Transport for the South East Regional Transport Strategy that investment in transport will become increasingly focused on sustainable modes and demand will be accommodated through these rather than increasing highway capacity. Notwithstanding the potential for zero emission vehicles and new technologies, this will require changes to people's behaviours, including encouraging more active travel and the use of public transport, which need to be made more attractive options.

4.8 In order to ensure that congestion levels do not increase, the North Hampshire authorities will need to ensure that the design and layout of new development facilitates an increasing mode share for sustainable modes of transport. Whilst internal layouts and masterplanning are important to facilitate sustainable travel, equally important are walking and cycling routes beyond the development site and connections to the public transport network, providing access to other centres within North Hampshire and beyond.



Basingstoke bus station

4.9 Given the different characteristics of the North Hampshire towns, there will be differing priorities for sustainable transport improvements.

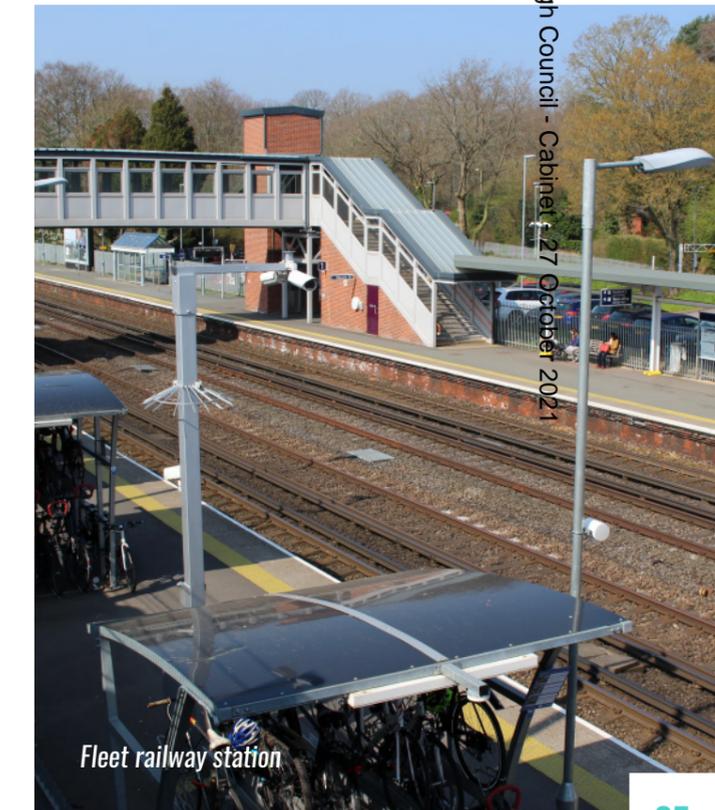
- **Andover** – focus on walking and cycling – in particular to connect the new communities to the east of the town with the town centre.
- **Aldershot/Farnborough** – focus on buses, in particular to enhance the existing Blackwater Valley Gold Grid network, and improving walking and cycling infrastructure.
- **Basingstoke** – focus on implementation of Mass Rapid Transport proposals through the provision of dedicated routes and, in particular, to connect new communities being developed to the town centre. Cycling and walking connections to the new communities will also be important. Exploring how micromobility can support a modal shift will also be part of the town's considerations.
- **Fleet** – focus on improving cycling and walking access to and within the town centre as well as between the town and neighbouring towns/villages. There is the potential to increase bus use through the new development at Hartland Village, which can enhance service provision between Fleet and Farnborough.

4.10 In North Hampshire there are opportunities to improve bus, cycle and pedestrian access to railway stations. The North Hampshire rail network will benefit from investment in the network beyond North Hampshire. In particular, the North Hampshire authorities strongly support proposals to reduce congestion on the line to London Waterloo and provide a new link from the south to Heathrow Airport..

4.11 Whilst the main North Hampshire towns are well connected to each other by the rail network, there are opportunities to better connect residential areas to the rail network by bus. However, the frequency and reliability of services will be fundamental to influencing travel behaviour and encouraging a modal shift from the private car.

4.12 Given the privatised rail and bus services and their regulatory context, local authorities can find it difficult to encourage and prioritise investment in appropriate infrastructure improvements. They can ensure that when new development is planned, accessibility by sustainable modes is prioritised. However, significant improvements to mass rapid transit, rail or bus, infrastructure are likely to rely on funding decisions by other bodies where the local authorities are more likely to have a lobbying or influencing role.

4.13 Given the rural nature of North Hampshire, there will be a need to continue to make provision for the private car as a mode of transport. Technological advances in electric and autonomous vehicles will potentially reduce emissions and enhance the ability to better manage limited highway capacity. However, infrastructure will be needed to deliver these new technologies, in particular electricity transmission and 5G coverage.



Fleet railway station

5.

IDENTIFICATION OF KEY THEMES WITH PROJECTS FOR FUTURE FUNDING STREAMS



5.1 The North Hampshire authorities have considered some of the priorities for achieving good growth through the implementation of their local plans. The main themes are set out below.

PLACE MAKING AND DESIGN

5.2 The design and layout of new development will be imperative to ensure high quality development that meets a broad definition of 'good growth'. Similarly, some of the mechanisms that planning can employ to deliver 'green growth' will be through the design and layout of large development sites. Depending on the outcome of government consultation on changes to the planning system, the North Hampshire Authorities, together with neighbouring districts, may wish to collaborate on producing design codes to guide and improve the quality of development locally. Whilst the precise detail of these are likely to differ, given the local context of major development sites, the principles to be addressed and structure of design guides could benefit from a common approach amongst the North Hampshire Authorities.

5.3 As referenced earlier in this document there are a range of planning and infrastructure interventions that relate to climate change considerations and could be categorised as contributing to a green recovery or green growth. The North Hampshire Authorities should be prepared for opportunities to bid for funding streams that could help to deliver these.

TOWN CENTRE REGENERATION

5.4 The continued regeneration and renewal of town centres to ensure that they meet the changing needs of residents is an important theme for new development in North Hampshire. Given the threats to high street retailing, consideration of measures to improve the public realm and secure commercially viable uses will be important to ensure that the town centres can evolve and remain as focal points for local communities. Leading on town centre regeneration is an important role for local authorities. The North Hampshire authorities should ensure that they have schemes and proposals ready to bid for any available public funding for public realm and sustainable transport improvements that may become available, e.g. Future High Streets Fund.

ECONOMIC INITIATIVES

5.5 The North Hampshire authorities all promote employment and skills plans for major development, through the planning process. Specific initiatives to enhance employment and skills are promoted by the LEP, but the North Hampshire authorities will influence the direction of these schemes and provide links to local employers.

5.6 Digital connectivity will be essential to the future economic success of the area. Whilst there is welcome investment to deploy gigabit capable fibre between Guildford and Basingstoke, it is suggested that the potential to extend this to Andover and to enhance the core scheme with additional spurs should be explored.

5.7 The local authorities could encourage local firms to generate links with the universities surrounding North Hampshire in Reading, Guildford, Southampton, Winchester and Portsmouth for both research and development and training. Whilst the absence of a university may seem to be a disadvantage, encouraging

identity with the wide range of surrounding universities could be seen as a distinct economic advantage given the variety of specialisms and the lack of reliance on a single institution. Access to a wide range of universities could be used in any promotional material used to attract external investment by the North Hampshire authorities.

5.8 With the current growth in the logistics sector, North Hampshire has the potential to become an important distribution location due to its good connectivity, including proximity to ports and the M3, A303 and A34 which connect it to the rest of the South East, the South West and the Midlands.

5.9 North Hampshire has some key sector strengths such as aerospace and defence, life sciences, professional and financial services, advanced manufacturing and digital tech. It is home to global companies and a growing start up community. To ensure the longer-term economic resilience of the area it will be important to support the establishment of a robust supply chain and create thriving ecosystems where businesses of all sizes can collaborate and innovate. Investment in skills to ensure businesses have access to a suitably qualified workforce will also be key.



TRANSPORT

5.10 Transport is perhaps the most significant issue when considering how to address issues such as climate change and health and wellbeing. It will be critical to ensure attractive residential environments that facilitate walking, cycling and public transport as the mode of choice. However, this needs to be coordinated with action to ensure that the routes to access destinations, particularly town centres and employment locations, are safe and easy to use, particularly for more vulnerable children and the elderly.

5.11 The North Hampshire authorities are considering a range of improvements to the wider transport system, although their influence on spending decisions is relatively limited. The authorities could perhaps consider coordinating their responses to consultations on rail franchises, Highways England's Road Investment Strategies, or investment plans by Transport for the South East or Hampshire County Council as a cross-boundary agreed approach can be more persuasive to those considering responses.

5.12 The North Hampshire authorities, along with Hampshire County Council, should

be prepared to bid for funding that may become available for small scale schemes that can help facilitate sustainable transport. There may be opportunities to provide new bus links from Aldershot, Farnborough and/or Fleet to Reading which will generate a significant demand for public transport. The North Hampshire authorities may wish to explore this with Wokingham Borough Council.

5.13 The single biggest proposed public transport improvement in North Hampshire is the development of bus-based Mass Rapid Transit (MRT) in Basingstoke. The development of significant new communities can contribute to the necessary infrastructure being provided alongside. There will be a transition before the full MRT can be implemented. A significant increase in other sustainable forms of transport such as electric cars, car sharing through car clubs, will be encouraged.

5.14 The North Hampshire Authorities should lobby for the improvement of transport connections to London which are needed to enhance the area's competitiveness. Key infrastructure improvements include:

- Ensuring a rail connection between North Hampshire to Heathrow airport.
- Unlocking the Woking rail bottle neck so that frequency and capacity

of rail services can bring about economic uplift to North Hampshire's towns through service and speed of connection

5.15 Alongside this, there may be opportunities for improvements in transport through the provision of new stations in the longer-term to serve new communities.

GREEN INFRASTRUCTURE

5.16 The North Hampshire authorities all have emerging or adopted green infrastructure plans or strategies. These contain detailed proposals to improve links between urban areas and the countryside. Green infrastructure provision within large development sites can be secured by the authorities as part of the planning process. However, whilst some off-site improvements may be secured through planning obligations, the authorities should have schemes, costed and prepared, ready to bid for any public funds that become available or that may need to be funded from community infrastructure levy receipts. For example, green infrastructure projects that help protect and enhance the physical environment, as well as facilitate safe and attractive active travel opportunities, e.g. Hart's green grid,

could be well placed to secure funding. Hart District Council is developing a strategy to deliver a green grid which will encourage cycling and walking, as well as creating wider opportunities for active recreation and leisure, and provide links to adjoining towns and countryside.

WASTEWATER TREATMENT

5.17 The impact of wastewater treatment on protected habitats due to increased nutrient deposition is becoming a significant planning issue that can block development. In North Hampshire capacity issues and the lack of nitrogen stripping at the Fullerton WTW mean that the impact of nitrates on the environment has become a significant constraint to development in Basingstoke and Test Valley. Nitrogen levels in wastewater from Basingstoke and Andover are therefore not reduced as part of the sewage treatment process and nitrate levels are some 3.3 times higher than wastewater treatment works elsewhere. This can act as a constraint on development that can be difficult to resolve as part of the development process and investment in nitrogen stripping by Southern Water is strongly advocated.



DIVERSIFICATION OF THE HOUSING MARKET

- 5.18** The North Hampshire authorities share challenges around the housing market, needing to ensure that it is diversified and able to facilitate small and medium enterprise (SME) house builders to help deliver the high housing numbers across the area through smaller sites. Challenges around being attractive to SME operators include supply of labour and training, development and apprenticeships in the construction sector and adoption of modern methods of construction and green technologies. Through a collective approach the authorities provide an attractive offer to this market sector.

FUNDING STREAMS

- 5.19** Funding opportunities are often available at short notice and on a competitive basis. The themes identified in this report give an indication of the areas where the North Hampshire authorities should be in a position to bid for funding, should it become available.

- 5.20** One of the most significant funding pots that has been available in recent years is the Housing Infrastructure Fund. Substantial funds were made available to unlock the provision of new housing through the provision of infrastructure that could not be made available through another route. Whilst this programme closed in 2017, the North Hampshire should remain alive to any future similar programmes, particularly in relation to major housing developments.

- 5.21** The recent 'Getting Building Fund' allocated funds to the EM3 LEP has helped to fund infrastructure in North Hampshire, notably through funding for the gigabit capable fibre between Basingstoke and Guildford. There may be further funding opportunities that could expand on this initial provision and extend connections to other parts of North Hampshire.

- 5.22** The North Hampshire authorities will continue to secure on and off-site infrastructure through S106 planning obligations, unless the proposals in the Planning for the Future White Paper are implemented. Furthermore, funds secured

through the community infrastructure levy are available to the North Hampshire authorities to spend on infrastructure that facilitates the growth of the area. The local authorities can prioritise the type of infrastructure through the allocation of funds to specific projects.

- 5.23** The Future High Streets Fund and Towns Fund are examples of recent competitive funding opportunities. The Future High Streets Fund is seeking to apply expertise to deliver the rejuvenation of town centres. Allowing them to adapt and evolve while remaining vibrant places for the community. The Towns Fund looked to achieve investment priorities and project proposals set out in a Town Investment Plan, governed through the establishment of a Town Deal Board.

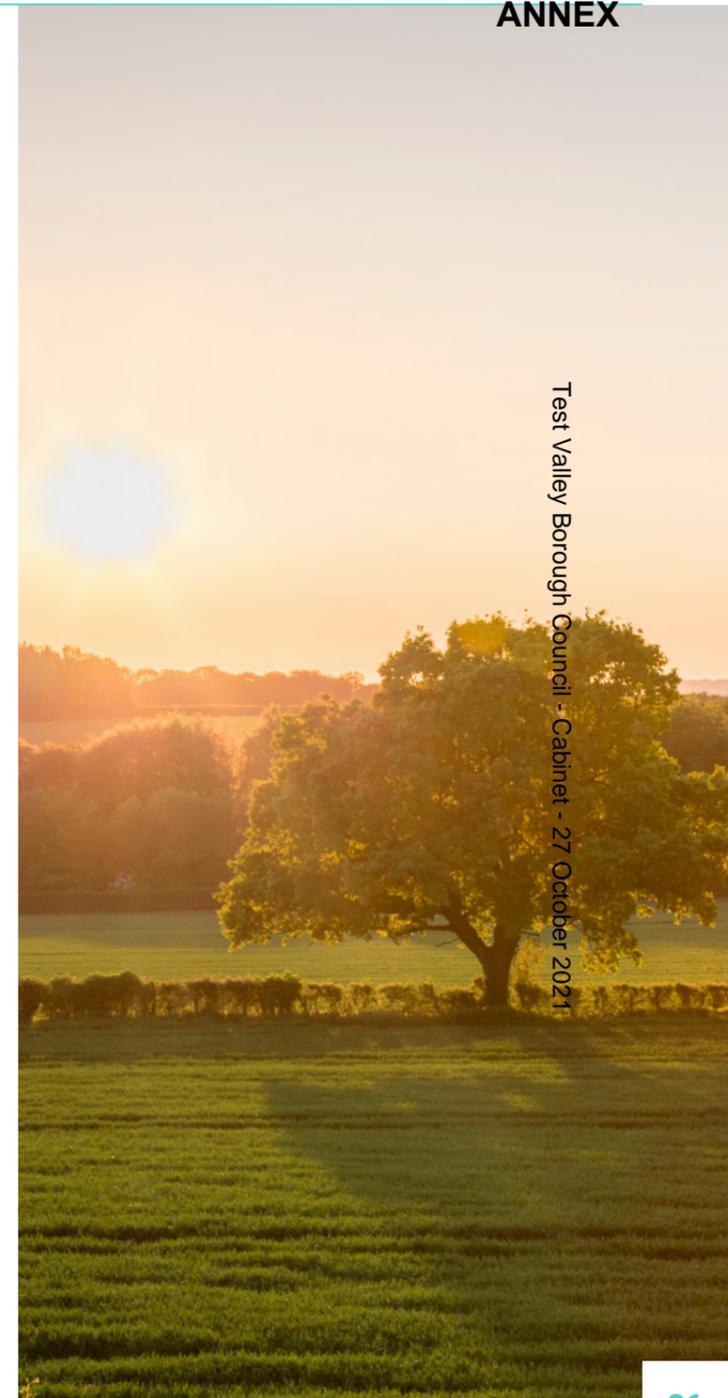
- 5.24** The North Hampshire authorities will continue to influence the priorities for transport funding streams, largely as a consultee for programmes, plans and strategies produced by Hampshire County Council, South East England Regional Transport Board and Highways England. Where possible the local authorities will seek to influence improvements to the rail network as consultees.

- 5.25** The North Hampshire authorities will remain alive to potential funding opportunities to ensure that the infrastructure needed to support development can be provided. Given recent experience of the implications of the Coronavirus pandemic the priorities to achieve 'green growth' are for:

- Green infrastructure
- Sustainable transport infrastructure
- Town centre regeneration.

NORTH HAMPSHIRE NARRATIVE

- 5.26** This narrative demonstrates the shared themes across the authorities of North Hampshire. Occupying a key location between London, the Thames Valley and the South Coast, the area benefits from excellent transport connections, an outstanding natural environment and a strong and diverse economy with a good balance of businesses across a range of sectors. This narrative provides the context within which the Authorities can present their aspirations for the future of the area to enable them to deliver the growth required.





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HART DISTRICT COUNCIL

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RUSHMOOR BOROUGH COUNCIL

Farnborough Road
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TEST VALLEY BOROUGH COUNCIL

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ITEM 12 Allocation of a S106 Contribution, Chantry Lodge, Andover

Report of the Planning Portfolio Holder

Recommended:

It is recommended that a s106 contribution of £250,000, associated with the development of Chantry Lodge in Andover, is allocated towards a scheme of public realm, cycling/walking infrastructure and landscape improvements, in line with Andover Town Centre Masterplan objectives, to an area within the River Anton corridor and/or to Western Avenue, and/or linking to Shepherds Spring Lane.

SUMMARY

The report proposes the allocation of a s106 contribution of £250,000 towards public realm improvements and cycling/walking infrastructure enhancements in Andover town centre, in line with the objectives of the Andover Town Centre Masterplan (September 2020), to an area within the River Anton corridor, and/or to Western Avenue, and/or linking to Shepherds Spring Lane.

1 Introduction

- 1.1 A s106 contribution of £250,000 was secured towards local infrastructure requirements in connection with a planning permission for the retirement homes development, at Chantry Lodge, in Andover. The associated s106 agreement states that this financial contribution may be used towards local infrastructure requirements, comprising 'affordable housing, public open space, other leisure facilities and/or highway infrastructure or management'. Officers have considered the options for this contribution and recommend that it is allocated to a scheme of public realm improvements and cycling/walking infrastructure in the town, to support the Andover Masterplan objectives. Given the scale of the contribution, and the terms of the s106 agreement, a Cabinet decision is required regarding the allocation of this sum to local infrastructure requirements.

2 Background

- 2.1 A s106 financial contribution of £250,000 was secured, with the grant of planning permission (reference 13/02650/FULLN), for the development of a block of retirement flats, with shared facilities garden and parking, on land at 55 Chantry Street, Andover. This Churchill development is known as Chantry Lodge. A financial contribution of £250,000 was paid in 2015, and Chantry Lodge has been occupied for some years.

- 2.2 The contribution remains unallocated at the present time. It must be allocated by the Council to an infrastructure project(s) and committed and/or spent, by May 2025, to avoid any risk of the developer seeking to claim back any unused contributions.
- 2.3 The contribution was secured towards 'local infrastructure requirements', and the associated s106 agreement states that it may be used towards 'affordable housing, public open space, other leisure facilities and/or highway infrastructure or management'. The s106 agreement was secured in this way because the contribution was negotiated following submission of a viability report with the planning application. The viability report concluded that a full range of financial contributions towards affordable housing provision, sustainable transport, public open space and local facilities, would not be viable. The developer therefore agreed to make an overall contribution of £250,000 towards 'local infrastructure requirements', as secured in the s106.
- 2.4 Officers have discussed local infrastructure needs, as identified in the s106, and what projects might be delivered to mitigate any impacts from the development, within this timeframe, in line with local policy objectives and CIL guidance, as set out in the [Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#) and the National Planning Policy Framework (2021) (NPPF).
- 2.5 The Council's Solicitor advises that the contribution could be allocated to any one, or a combination, of the specified uses in the agreement, provided CIL Regulation 122 tests are met. To meet the CIL tests, the identified infrastructure should be: a) necessary to make the development acceptable in planning terms; b) directly related to the development; and c) fairly and reasonably related in scale and kind to the development.

3 Corporate Objectives and Priorities

- 3.1 The Council's Corporate Plan 2019-2023 sets out four strategic priorities, relating to growing the potential of town centres, communities, people and the local environment. This matter is linked to each of these priorities and the proposed allocation of this financial contribution towards a local cycling/walking and public realm project within the town centre will enhance public spaces and connections in the town centre, encourage active travel modes, and enhance access to the River Anton corridor, thereby helping the local community to be able to access these enhanced connections and spaces and live well.

4 Consultations/Communications

- 4.1 The recommendation follows discussions between internal services, including Housing, Communities and Leisure, and Planning and Building. Initial consultations have taken place with HCC (as Highway Authority) about suitable infrastructure projects and mitigation, within the vicinity of the Chantry Lodge development.

5 Options

- 5.1 The options are concerned with how the s106 financial contribution is allocated to meet local infrastructure requirements. It could potentially be split between the four categories of infrastructure identified in the s106 agreement, or allocated to one (or more) category of infrastructure. Infrastructure projects might include an affordable housing scheme in the ward, a public open space project, the enhancement of leisure facilities; and/or a highway management or improvement scheme. The options are set out below, following the order they are listed in the s106 agreement.
- 5.2 Affordable Housing
- 5.3 Chantry Lodge provides 100% private retirement housing with shared facilities. In principle, it could be appropriate to allocate some or all of the contribution towards the provision of a similar form of affordable retirement housing, within the ward, to meet local needs. The Housing team advise that while a local need exists, there are no current proposals for (or discussions taking place about) future schemes within the town that this contribution might help to bring forward. A suitable scheme may come forward with the implementation of the Andover Town Centre Masterplan (September 2020), but unfortunately, this is unlikely to be deliverable within the timeframe of this s106 contribution.
- 5.4 Public open space
- 5.5 The Chantry Lodge development includes an area of on-site shared amenity space/garden for its residents. The residents are also likely to make use of the various public open spaces within and across the town, including the new pocket park adjoining Town Mills, the new Riverside Park and Vigo Park, among others. The enhancement of these provisions and/or other sports, informal recreation, or parkland open space in the vicinity would help mitigate the impacts of the development on local infrastructure. Enhancing these green spaces and the walking/cycling routes linking them, could also enhance their connectivity, use, and attractiveness for residents.
- 5.6 It is considered that this s106 contribution provides an opportunity to build upon recent public realm and open space enhancements at Riverside Park and Town Mills Pocket Park, within the Anton River corridor. By extending these enhancements south and/or west, towards the cinema/Asda supermarket, and linking to a remodelled Western Avenue, as described in the Andover Town Centre Masterplan and its spatial framework (see Appendix 1), an enhancement scheme could encourage enjoyment of the river area and help to link up Andover's green infrastructure and public open spaces. Public realm enhancements, such as seating, lighting, street trees or other landscaping, could form part of the scheme, potentially complementing any future regeneration proposals within the Masterplan area. There is also the opportunity to enhance connectivity and pedestrian/cycling provisions, to the north of the High Street, to Shepherds Spring Lane. This option is also consistent with the Masterplan strategy and well related to the Chantry Lodge development. Onward links to the public open spaces at Watermills Park and Rooksbury Mill Park could be waymarked within the schemes, further strengthening these linkages and encouraging walking or cycling to these provisions.

5.7 The projects described above would provide attractive spaces and connections for Chantry Lodge residents and appropriate infrastructure mitigation for the development, while supporting the Andover Masterplan strategy. In accordance with the CIL tests and guidance, an infrastructure scheme of this kind within close proximity to the development, would be considered necessary to make the development acceptable in planning terms, directly related to it, and fairly and reasonably related in scale and kind to the development.

5.8 Other leisure facilities

5.9 The s106 contribution provides an opportunity to support the enhancement of leisure facilities in Andover. The town centre leisure centre and swimming pool lies within 200m of the development and offers a range of good and recently updated indoor sports and leisure facilities, which are likely to be used by its residents. These provisions have been redeveloped in recent years, partly using s106 contributions. They are not currently in need of further upgrading. The redevelopment of the town centre and theatre, as described in the Andover Masterplan, offers potential opportunities to enhance local leisure infrastructure and cultural facilities. However, this infrastructure is unlikely to be delivered within the timescale of this s106 contribution.

5.10 Highway infrastructure or management:

5.11 The road, footway and cycling provision adjoining Chantry Lodge was improved in connection with the planning permission for the development. Chantry Lodge has limited on-site parking for residents and is located in a sustainable location in the town centre, close to shops, services, facilities and the bus station. Enhancements to pedestrian and cycle infrastructure and routes within the vicinity of the development would help to mitigate impacts on the transport network.

5.12 Initial discussions with HCC have been positive and there is support, in principle, for a scheme of walking and cycle enhancements, with public realm enhancements, as described above (at para 5.6 – 5.7). Feasibility work would be required towards the preparation of a detailed scheme. Enhancing cycle/walking linkages, either within the vicinity of Riverside Park and Anton River corridor to the south, and/or to the north to Shepherds Spring Lane, would encourage active travel and help to mitigate the transport impacts of the Chantry Lodge development.

5.13 Not allocating the contribution

5.14 The final option would be to not allocate the s106 contribution to any project at this stage.

6 Option Appraisal

6.1 The options are set out above for the allocation of the secured s106 contribution towards the categories of local infrastructure identified in the s106 agreement (ie. affordable housing, public open space, other leisure facilities and/or highway infrastructure or management).

- 6.2 Following internal discussions, it is considered unlikely that the contribution could be allocated to, and substantially committed/spent, on a suitable scheme of affordable housing, within the timescale specified in the s106 contribution (ie. committed to a specified affordable housing scheme by 2025).
- 6.3 The contribution could be allocated towards public open space provisions and enhancements in the local area. There are various proposals for new and/or enhanced green spaces and other public realm improvements within the Andover Masterplan. The Masterplan Strategy identifies the Anton river corridor as a key resource and focus for future investment. The Masterplan spatial strategy identifies a potential series of connected and walkable existing and new spaces across the town. Some of these may take some years to bring forward, due to their more complex construction, finance and highway implications, but others are considered to be deliverable within the timescale of this contribution.
- 6.4 With regard to leisure facilities infrastructure, it is noted that Andover Leisure Centre has been fully refurbished and extended in recent years, a short distance from the development. It is not in need of further refurbishment or enhancement at the present time. It is unlikely that a further suitable leisure infrastructure scheme could be identified within the s106 timescale.
- 6.5 Officers recommend that the financial contribution is allocated to a public realm scheme that enhances cycling and walking connections, in accordance with the objectives of the Andover Town Centre Masterplan. This could be to the south of the new Riverside Park, within the Anton river corridor and/or linking to Western Avenue and/or to the north of Chantry Lodge, linking to Shepherds Spring Lane. These options combine public open space or public realm enhancements with improved active travel linkages. The scheme would enhance Andover's walking and cycling infrastructure, to accord with the objectives of the Test Valley Borough Cycle Strategy and Network SPD (2015).
- <https://www.testvalley.gov.uk/communityandleisure/cyclingwalking/cyclestrategyspd>
- 6.6 The contribution of £250,000 would have a significant impact on feasibility and project delivery costs associated with the recommended schemes, which are considered to be deliverable within the timescale of this s106 contribution, in line with CIL guidance and tests. The projects would help to mitigate the impacts of the Chantry Lodge development by enhancing the River Anton Corridor, links between public open spaces across the town, and delivering infrastructure to support cycling and walking in the vicinity of the development.
- 6.7 Not allocating the contribution to a local infrastructure scheme at this stage is not recommended, given that further work must now take place in order to deliver a suitable infrastructure scheme, within the timescale of the s106 agreement.

7 Risk Management

- 7.1 There is an identified risk that the s106 contribution (£250,000) may have to be returned, if it is not committed to a local infrastructure scheme(s) and/or spent, within the timescale of the contribution. This could have financial implications for the delivery of local infrastructure projects. To seek to mitigate this risk, a range of suitable infrastructure projects, within three geographical areas in the Masterplan Area, are identified for further feasibility work, to provide a range of options for this contribution.
- 7.2 There is some risk that a project falling within the options and parameters identified in this report will not be deliverable, within the timescale of the s106 contribution. While this risk is considered to be small, it would be possible, in these circumstances, for Cabinet to agree an alternative approach to the use of this s106 contribution, should another suitable local infrastructure project be identified at a later stage.

8 Resource Implications

- 8.1 At this stage, there is no resource implication arising from the recommendation. The delivery of the improvement infrastructure is a matter for further consideration.

9 Legal Implications

- 9.1 The recommendation is consistent with the requirements of the s106 legal agreement.

10 Equality Issues

- 10.1 None identified.

11 Other Issues

- 11.1 Community Safety – No issues identified. This will be a matter for consideration at the design, planning and feasibility stages.
- 11.2 Environmental Health Issues – None identified.
- 11.3 Sustainability and Addressing a Changing Climate – The recommended approach will incorporate environmental and walking and cycling enhancements which may enhance active travel infrastructure, have a positive impact on vehicle emissions and encourage more sustainable lifestyles, in line with several themes identified in the Test Valley Climate Emergency Action Plan (June 2020).
- 11.4 Property Issues – The proposal may include land that is within Test Valley Borough Council control.
- 11.5 Wards/Communities Affected – Andover St Marys Ward, Andover Town.

12 Conclusion and reasons for recommendation

- 12.1 The report recommends the allocation of a s106 contribution of £250,000 towards public realm improvements and cycling/walking infrastructure enhancements in Andover town centre, in line with the objectives of the Andover Town Centre Masterplan (September 2020), and within the vicinity of the River Anton corridor and/or Western Avenue, and/or linking to Shepherds Spring Lane to the north of the town centre. The options for allocating this s106 contribution are set out in the report and assessed, with regard to their deliverability, the CIL Regulation 122 Tests, the impacts of the development on local infrastructure requirements, the Andover Town Centre Masterplan, policy guidance, Test Valley Borough Council Climate Emergency Action Plan and the Corporate Plan.

Background Papers (Local Government Act 1972 Section 100D)

Test Valley Borough Revised Local Plan DPD Adopted Local Plan 2011-2029 (2016)

Cycle Strategy And Network Supplementary Planning Document (2015)

Growing Our Potential - the Corporate Plan 2019-23

Andover Town Centre Masterplan, 2020

Test Valley Borough Council Climate Emergency Action Plan, June 2020

Confidentiality: 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: Planning) Councillor N Adams King

Officer:

Mary Goodwin

Ext:

8687

Report to:

Cabinet

Date:

27 October 2021

Appendix 1: Extract Andover Masterplan – showing Spatial Framework - proposed public spaces, green infrastructure and movement (p41)

<https://www.thinkandovertowncentre.co.uk/andovermasterplan>

This section presents the Spatial Framework for Andover town centre. It combines strategies for movement, green infrastructure and the public realm. It provides a strategy for encouraging meanwhile activities to animate new and existing public spaces.

The Spatial Framework establishes the core design principles and physical structure which underpin the more detailed illustrative masterplan proposals in Section 4. It complements the Action Plan in Section 5.



ITEM 13 Gambling Act 2005 – Statement of Licensing Principles

Report of the Corporate Portfolio Holder

Recommended:

- 1. That the revised Statement of Licensing Principles attached as annexed to the report be recommended for approval.**
- 2. That the Statement as annexed to the report, be effective for a three-year period commencing 31 January 2022 subject to it being kept under review and Council making any changes at such times as it considers appropriate.**

Recommendation to Council

SUMMARY:

- The Council must publish a Statement of Licensing Principles (or policy) detailing its responsibilities under the Gambling Act 2005 every three years.
- Following consultation over the summer a draft revised Statement is recommended for adoption.

1 Introduction

1.1 Section 349 of the Gambling Act 2005 requires the Council to publish a Statement of Principles (or Policy) setting out the matters to be considered by the Council when determining applications for licences and permits issued under the Act. The current Statement was published in January 2019 and the Act requires that the Council review the Statement every three years. Consequently, a draft revised Statement, attached as an Annex to this report, is recommended for adoption following a consultation exercise commenced in July whereby the existing Statement was distributed to several organisations including those representing existing licence holders. In addition, a copy was either supplied or made available to all members and a number of officers within the Council. Consultees had until 9 September 2021 to respond and no comments were received.

2 Background

2.1 The Council assumed its responsibilities under the Gambling Act 2005 on 31 January 2007. The Act created a new system of licensing and regulation for commercial gambling in this country. Amongst other changes, it gave local authorities new and extended responsibilities for licensing premises for gambling. In some cases, such as gaming machine arcades, those built upon existing responsibilities. But in other major areas, including betting and bingo, they transferred to local authorities' responsibilities which previously lay with the local magistrates.

- 2.2 The Statement of Licensing Principles sets out the matters that will be considered when determining applications submitted under the Act. Unlike the Licensing Act 2003, the Gambling Act 2005 makes the adoption of the Statement an executive function, albeit that it must be the subject of a recommendation to the full Council. This matter is therefore brought before the Cabinet rather than the Licensing Committee as it is the Cabinet that must approve the Statement for adoption by the Council. Once adopted, the Statement is effective for three years but there is nothing to prevent the Council from reviewing the Statement during this period, should this become necessary.

3 Corporate Objectives and Priorities

- 3.1 The adoption of a Statement of Licensing Principles is a statutory requirement which does not directly relate to the Council's corporate aims.

4 Consultations/Communications

- 4.1 As mentioned in paragraph 1.1 above, the Council is legally required to consult upon the Statement and the draft document was sent to a number of different organisations including trade organisations, solicitors, Hampshire Constabulary and Hampshire Fire and Rescue Service. All have been given equal opportunity to comment.

5 Options and Options Appraisal

- 5.1 There are no substantive changes to the policy and any revisions are to correct dates and typographical errors and update references to the Gambling Commission's Guidance to Local Authorities. The options available to the Cabinet are:

5.2 Option 1

To reject the proposed recommendations and not adopt the proposed revised policy. As previously mentioned, the Council is legally required to consult upon and adopt a new Statement and so this option is not recommended.

5.3 Option 2

To accept the proposed recommendations that would see the revised Statement, which has been subject to consultation, adopted. This is the recommended option.

5.4 Option 3

To resolve to take some other course of action such as amending the revised Statement. This is not recommended.

The only substantive alternative option available to the Council is to fail to approve and publish a Statement and in doing so the Council will have failed to comply with its statutory requirements and may be subject to legal challenge when determining licence applications.

6 Risk Management

- 6.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks and have largely previously been considered by Councillors when the first Statement was adopted in 2006.

7 Resource Implications

- 7.1 There are no direct resource implications as a result of this report.

8 Legal Implications

- 8.1 The legal implications of failing to approve and adopt a Statement are as set out in paragraph 6.1 above.

9 Equality Issues

- 9.1 An Equalities Impact Assessment is not needed because the issues covered have previously been addressed when the initial Statement was recommended for adoption in 2006. The Gambling Act 2005 and its associated secondary legislation have been assessed by central government as being compliant with United Kingdom equalities and human rights legislation.

10 Other Issues

- 10.1 Community Safety – None specific.
- 10.2 Environmental Health Issues – None.
- 10.3 Sustainability and Addressing a Changing Climate – None.
- 10.4 Property Issues – None.
- 10.5 Wards/Communities Affected – None specific but potentially the whole Borough.

11 Conclusion and reasons for recommendation

- 11.1 The Council is legally required to consult upon its Statement of Licensing Principles and it is only right that all those likely to be affected by the Act are given the opportunity to comment. The nil level of responses received would indicate that there is general satisfaction with the proposed Statement. Should, after its adoption, the Council consider it appropriate to review the Statement, then the facility to do so is available.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
Gambling Act 2005 Statement of Licensing Principles January 2019			
<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: Corporate) Councillor T Tasker			
Officer:	Michael White	Ext:	8013
Report to:	Cabinet	Date:	27 October 2021



GAMBLING ACT 2005

SECTION 349

STATEMENT OF LICENSING PRINCIPLES – JANUARY 2022

This Statement of Principles will remain in force from 31 January 2022 until 31 January 2025

All references to the Gambling Commission's Guidance for local authorities refer to the Guidance published in April 2021.

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PART A

1.0 Licensing Objectives

- 1.1 In exercising most of the functions under the Gambling Act 2005, the Licensing Authority must have regard to the licensing objectives as set out in Section 1 of the Act. The licensing objectives are:
- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;**
 - **Ensuring that gambling is conducted in a fair and open way; and**
 - **Protecting children and other vulnerable persons from being harmed or exploited by gambling**
- 1.2 The Licensing Authority is aware that the Gambling Commission has stated that the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling.
- 1.3 This Licensing Authority is aware that in accordance with Section 153 of the Act, in making its decisions about premises licences and temporary use notices it should aim to permit the use of the premises for gambling in so far as it thinks it:
- in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives and
 - in accordance with the Authority's statement of licensing policy

2.0 Introduction

- 2.1 The Borough surrounding the valley of the River Test is one of the largest in Hampshire, covering 245 square miles of predominantly rural land.

Half of Test Valley's 131,000 inhabitants (2020 Small Area Population Forecast) live in the urban areas including Andover and Romsey. The other half are scattered in the hamlets and villages which make up the Borough's 59 parishes.

Test Valley offers a mix of entertainment facilities for residents and visitors alike. It has a number of premises conducting gambling activities including betting offices, a bingo hall and approximately 360 premises and 46 members clubs licensed under the Licensing Act 2003 many of which will have gaming machines located on their premises. At the time of publication there are no casinos or tracks (racecourses) within the Test Valley Borough Council area.

The Council recognises that legal gambling in a fair and open way, with suitable protection for children and vulnerable persons, contributes to the growth of the local economy for Test Valley and offers an important role for employment within the borough.

2.2 A map of the Test Valley area is attached as Appendix A

2.3 Revisions to the Gambling Commission Licence Conditions and Codes of Practice (LCCP) meant that as from 6 April 2016 gambling operators have to prepare Local Risk Assessments (LRAs). The LRA should be kept on the individual premises and ready for inspection by any authorised officer. The LRA must be submitted with any new or variation application, otherwise the application has not been properly served. The LCCP also states that a LRA must be submitted when changes in the local environment or the premises warrant a risk assessment being conducted again. The Licensing Authority will expect the local risk assessment to consider as a minimum:

- The location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
- The demographics of the area in relation to vulnerable groups;
- Whether the premises is in an area subject to high levels of crime and/or disorder.

Local risk assessments should show how vulnerable people, including people with gambling dependencies are protected.

To assist operators in the development of such risk assessments the Gambling Commission have encouraged local authorities to develop Local Area Profiles. Test Valley Borough Council has not developed a specific gambling related Local Area Profile. However, generic profiles are available and these may contain information which is of use to operators as they include demographics and a socio-economic profile. These profiles are available on the Test Valley Borough Council web site at www.testvalley.gov.uk/communityandleisure/mylocalarea-new/ward-profiles

3.0 Consultation on the Statement of Principles

3.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must then be re-published.

3.2 The Licensing Authority consulted widely upon this statement before finalising and publishing. A list of those persons consulted is provided at Appendix B. It should be noted that unsolicited comments may have been received from other persons but all of these have not been listed.

3.3 The Gambling Act requires that the following parties are consulted by licensing authorities:

- The Chief Officer of Police for Hampshire;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the Test Valley area;
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

3.4 The full list of comments made and the consideration by the Council can be obtained from the Licensing Section, Legal and Democratic Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ.

3.5 The policy was approved at a meeting of the Full Council on 10 November 2021 (TBC) and was published via our website on 3 January 2022. Additional copies are available from the Licensing Section.

3.6 The Licensing Authority will also consult those persons listed in Appendix B and any other relevant persons as may be appropriate for any subsequent revision of the policy.

3.7 Any comments as regards this policy should be sent to:

The Licensing Manager
Legal & Democratic Service
Beech Hurst
Weyhill Road
Andover SP10 3AJ
Tel: 01264 368013
Email: licensing@testvalley.gov.uk

3.8 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

4.0 Declaration

4.1 In publishing this document, the Licensing Authority declares that it has had regard to the licensing objectives of the Act, the guidance issued by the Gambling Commission and any responses from those consulted on the policy statement.

5.0 Responsible authorities and interested parties

5.1 When dealing with applications for and reviews of premises licences, the Licensing Authority are obliged to consider representations from two categories of persons, referred to as “**responsible authorities**” and “**interested parties.**” (It should be noted that these are defined differently to those defined in the Licensing Act 2003). Representations made by persons other than responsible authorities or interested parties will be inadmissible.

5.2 “**Responsible authorities**” are public bodies that must be notified of applications by the applicant. They are as follows:

- the Licensing Authority in whose area the premises are wholly or partly situated;
- the Gambling Commission;
- the Chief Officer of Police;
- the Fire and Rescue Authority;
- the Local Planning Authority;
- the Housing and Environmental Health Service of Test Valley Borough Council;
- the Local Safeguarding Children Board;
- HM Revenue and Customs; and
- Any other person prescribed by the Secretary of State

A full list and contact details of all the Responsible Authorities under the Act will be contained on the Council’s web-site (www.testvalley.gov.uk).

5.3 The Licensing Authority is required by the regulations to state the principles it will apply in exercising its powers under Section 157 (h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the licensing authority’s area; and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

5.4 Whilst being aware of the suggestion in the Gambling Commission’s Guidance for local authorities, this authority has designated the Hampshire County Council Children’s Services as the body which is competent to advise the authority about the protection of children from harm.

5.5 “**Interested parties**” are persons who may make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as follows:

“A person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person-

- lives sufficiently close to the premises to be likely to be affected by the authorised activities; or

- has business interests that might be affected by the authorised activities; or
 - represents persons in either of those two groups referred to above.
- 5.6 Each case will be considered on its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities specifically paragraphs 8.9 to 8.17. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.
- 5.7 The Gambling Commission has recommended that the Licensing Authority states that interested parties include trade associations, and trade unions, and residents' and tenants' associations (paragraph 8.16 of the Gambling Commission Guidance for local authorities). This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Act, i.e. lives sufficiently close to the premises to be likely affected by the activities being applied for.
- 5.8 Interested parties can be persons who are democratically elected such as councillors and MP's. Where appropriate this will include county and parish/town councillors. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties.
- 5.9 If interested parties wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the Licensing Section at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover SP10 3AJ.
- 5.10 Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

6.0 Exchange of Information

- 6.1 Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with

respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

- 6.2 The Licensing Authority will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 and any subsequent legislation will not be contravened. The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to local authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 6.3 Should any protocols be established as regards information exchange with other bodies then they will be made available on the Council's web-site www.testvalley.gov.uk.

7.0 Compliance and Enforcement

- 7.1 Licensing authorities are required by regulation under the Act to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 This Licensing Authority's principles are that:
- It will be guided by the Gambling Commission's Guidance to Licensing Authorities and will endeavour to be:
- **Proportionate:** intervention only when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **Accountable:** decisions must be justified, and subject to public scrutiny;
 - **Consistent:** rules and standards must be joined up and implemented fairly;
 - **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **Targeted:** focused on the problem, and minimise side effects.
- 7.3 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 This Licensing Authority will implement a risk-based inspection programme, based on:
- The licensing objectives
 - Relevant codes of practice
 - Guidance issued by the Gambling Commission, in particular at Part 36
 - The principles set out in this Statement of Licensing Policy
- 7.5 The main enforcement and compliance role for the Licensing Authority will be to ensure compliance with the premises licences and other permissions which it

authorises. The Gambling Commission will be the enforcement body for the operator and personal licences it issues. It should also be noted that concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.

- 7.6 The Licensing Authority will keep itself informed of developments as regards the work of the Office for Product Safety and Standards in its consideration of the regulatory functions of local authorities.
- 7.7 Having regard to the principle of transparency, the Licensing Authority enforcement/compliance protocols/written agreements will be available on request to the licensing section. Our risk methodology will also be available on request.
- 7.8 The Licensing Authority recognises that certain operators have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact who should be a senior individual, and whom the authority will contact first should any compliance issues arise.

8.0 The Licensing Authority Functions

8.1 The Licensing Authority will:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines
- Issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- Register *small society lotteries* below prescribed thresholds
- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

- 8.2 The Licensing Authority will not be involved in licensing remote gambling. This will fall to the Gambling Commission via Operator Licences.
- 8.3 Gambling activities may take one of three forms: gaming, betting or participating in a lottery. Gaming is defined as playing a game of chance for a prize. The Act defines two specific categories of gaming, namely casino gaming and equal chance gaming. Betting is defined as making or accepting a bet on one of three things: the outcome of a race, competition or other process; the likelihood of anything occurring or not occurring; whether anything is or is not true. Lotteries are where persons pay to participate in an arrangement under which prizes are allocated partly or wholly by chance. The National Lottery is not governed by the Gambling Act.

PART B – Premises Licences

9.0 General Principles

- 9.1 Premises licences will be subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 9.2 The Licensing Authority will aim to permit the use of premises for gambling in so far as it thinks it:
- in accordance with any relevant code of practice issued by the Gambling Commission;
 - in accordance with any relevant guidance issued by the Commission;
 - reasonably consistent with the licensing objectives; and
 - in accordance with this statement of licensing policy.
- 9.3 The Licensing Authority appreciates that as per the Gambling Commission's Guidance "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any "no casino" resolution – see section on Casinos below – page 17) and also that unmet demand is not a criterion for the Licensing Authority.

Definition of "premises"

- 9.4 Premises is defined in the Act as including "any place". Section 152 therefore prevents more than one Premises Licence applying to any place. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park,

pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

9.5 This Licensing Authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discreet part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context, it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

Premises "ready for gambling"

9.6 The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. If the construction of a premises is not yet complete, or if they need alteration, or if the applicants does not yet have a right to occupy them, than an application for a provisional statement should be made instead. In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence. More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.58 to 7.65 of the Guidance.

Location

- 9.7 The Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's guidance, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

Planning

- 9.8 The Gambling Commission Guidance to Licensing Authorities states:
7.58 – In determining applications, the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal...

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

7.65 – When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents ... Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. Section 210 of the Gambling Act 2005 prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

Duplication with other regulatory regimes

- 9.9 The Licensing Authority will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which

are not able to be met by licensees due to planning restrictions, should such a situation arise.

- 9.10 When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

10.0 The Licensing Objectives

- 10.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the Gambling Commission's Guidance to local authorities and some comments are made below:

Preventing Gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;

- 10.2 This Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime, this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This Licensing Authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. Issues of nuisance cannot be addressed via the Gambling Act provisions.

Ensuring that gambling is conducted in a fair and open way;

- 10.3 This Licensing Authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way, as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the "tracks" section below – page 18.

Protecting children and other vulnerable persons from being harmed or exploited by gambling;

- 10.4 This Licensing Authority has noted that the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The

Licensing Authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances/machines, segregation of areas etc.

- 10.5 The Licensing Authority will also make itself aware of the Codes of Practice which the Gambling Commission issues as regards this licensing objective, in relation to specific premises such as casinos.
- 10.6 As regards the term "vulnerable persons" it is noted that the Gambling Commission is not seeking to offer a definition but states that "it will, for regulatory purposes, assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs." This Licensing Authority will consider this licensing objective on a case-by-case basis. Should a practical definition prove possible in future then this policy statement will be updated with it, by way of a revision.

11.0 Conditions on premises licences

- 11.1 The Licensing Authority will ensure that any conditions imposed are proportionate to the circumstances which they are seeking to address, and will ensure that any premises licence conditions are:
- relevant to the need to make the proposed building suitable as a gambling facility;
 - directly related to the premises and the type of licence applied for;
 - fairly and reasonably related to the scale and type of premises; and
 - reasonable in all other respects
- 11.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this Licensing Authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This Licensing Authority will also expect the licence applicant to offer his/her own suggestions as to ways in which the licensing objectives can be met effectively.
- 11.3 The Licensing Authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include:
- supervision of entrances;
 - segregation of gambling from non-gambling areas frequented by children;
 - supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

These matters are in accordance with the Gambling Commission's Guidance.

11.4 The Licensing Authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

11.5 The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

11.6 It is noted that there are conditions which the Licensing Authority cannot attach to premises licence which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or methods of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winnings or prizes

Door Supervisors

11.7 The Gambling Commission advises in its Guidance for local authorities that licensing authorities may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that 'in-house' door supervisors at casinos or bingo premises cannot be licensed by the Security Industry Authority (SIA). This licensing authority therefore will take into consideration relevant criminal convictions, cautions or formal reprimands, if any, and training requirements that meet SIA standards. This is in recognition of the nature of the work in terms of searching individuals, dealing with potentially aggressive persons, etc.

- 11.8 For premises other than casinos and bingo premises, operators and licensing authorities may decide that supervision of entrances/machines is appropriate for particular cases. In respect of betting offices, the authority will require door supervisors only if there is clear evidence from the trading history of the premises that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate.

12.0 Adult Gaming Centres (AGC)

- 12.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure, for example, that persons under the age of 18 do not have access to the premises.
- 12.2 The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however, appropriate measures/licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Supervision of entrances/machine areas
 - Physical separation of areas
 - Location of entry
 - Notices/signage
 - Specific opening hours
 - Self-exclusion schemes
 - Provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is neither mandatory nor exhaustive and is merely indicative of example measures.

13.0 Licensed Family Entertainment Centres

- 13.1 The Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that persons under the age of 18 do not have access to the adult only gaming machine areas.

13.2 The Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures/licence conditions may cover issues such as:

- CCTV
- Clear policies that outline the steps to be taken to protect children from harm
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with suspected truant school children on the premises and how to recognise the signs of potential child sexual exploitation

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

13.3 The Licensing Authority will refer to any conditions applied by the Gambling Commission to operating licences covering the way in which the area containing the category C machines should be delineated. This Licensing Authority will also make itself aware of any mandatory or default conditions on these premises licences when published.

14.0 Casinos

No Casinos resolution

14.1 The Licensing Authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Licensing Authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.

14.2 This matter will be reviewed at three yearly intervals or sooner should the circumstances warrant a revision.

14.3 Any such decision will be made by the Full Council.

15.0 Bingo premises

15.1 This Licensing Authority notes that the Gambling Commission's Guidance states:

18.5 Licensing Authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or multiple new premises licences, with the aim of creating separate premises in that area essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises.

18.7 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. Social Responsibility (SR) code 3.2.5(3) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent underage gambling.

16.0 Betting premises

16.1 **Betting machines** – The Licensing Authority will, in accordance with the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer. This authority will consider limiting the number of machines only where there is clear evidence that such machines have been or are likely to be used in breach of the licensing objectives.

17.0 Tracks

17.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on tracks, both in the form of pool betting (often known as the "totalisator" or "tote"), and also general betting, often known as "fixed-odds" betting.

17.2 The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Licensing Authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances

to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

17.3 The Licensing Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

17.4 This Licensing Authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Gaming machines

17.5 The Licensing Authority will consider the location of gaming machines at tracks, and applicants for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

Betting machines

17.6 The Licensing Authority will take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

Condition on rules being displayed

17.7 It is a mandatory condition of premises licences that clear and accessible information about the terms on which a bet may be placed must be displayed at betting premises, including tracks. This licensing authority will not concern itself

with the terms or rules of betting (apart from the requirement to display them), as this is a consideration of the Gambling Commission in respect of the licensing of betting operators.

Applications and plans

- 17.8 The Gambling Act (s151) requires applicants to submit plans of the premises with their application, in order to ensure that the Licensing Authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity. (See Guidance to Licensing Authorities, paragraph 20.43).

Plans for tracks do not need to be in a particular scale, but should be drawn to a scale and should be sufficiently detailed to include the information required by regulations. (See Guidance to Licensing Authorities, paragraph 20.44).

This authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. (Guidance to Licensing Authorities, paragraph 20.46).

18.0 Travelling Fairs

- 18.1 It will fall to The Licensing Authority to decide whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 18.2 The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 18.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

19.0 Provisional Statements

- 19.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 19.2 S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she: expects to be constructed; expects to be altered; or expects to acquire a right to occupy. The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal. In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.
- 19.3 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless: they concern matters which could not have been addressed at the provisional statement stage or; they reflect a change in the applicant's circumstances.
- 19.4 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- Which could not have been raised by objectors at the provisional statement stage;
 - Which in the authority's opinion reflect a change in the operator's circumstances; or
 - Where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

20.0 Reviews of premises licences

- 20.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities, however, it is for the Licensing Authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below, as well as consideration as to whether the request is frivolous, vexatious, will certainly not cause the authority to wish alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review:

- In accordance with any relevant code of practice issued by the Gambling Commission;
 - In accordance with any relevant guidance issued by the Gambling Commission;
 - Reasonably consistent with the licensing objectives; and
 - In accordance with the Licensing Authority's statement of principles.
- 20.2 The Licensing Authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.
- 20.3 Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins seven days after the application was received by the licensing authority, who will publish notice of the application within seven days of receipt. The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.
- 20.4 The purpose of a review will be to determine whether the Licensing Authority should take any action in relation to a licence. If action is justified, the Licensing Authority will have the following options:
- Revoke the licence;
 - Suspend the licence for a period not exceeding three months;
 - Exclude a default condition imposed by the Secretary of State, or remove or amend such an exclusion; and
 - Add, remove or amend a licence condition imposed by the Licensing Authority.

In determining what action, if any, should be taken following a review, the Licensing Authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Part C – Permits/Temporary & Occasional Use Notices

21.0 Unlicensed Family Entertainment Centre Gaming Machine Permits

- 21.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).
- 21.2 The Gambling Act 2005 states that a Licensing Authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Gambling Commission under Part 24. The Gambling Commission's Guidance for local authorities also states that in its three year licensing policy statement, "a licensing authority may include a statement of principles ... for permits..., licensing authorities may wish to give weight to matters relating to protection of children from being harmed or by gambling and to ensure that staff supervision adequately reflects the level of risk to this group." (24.8)
- 21.3 As suggested by the Guidance the Licensing Authority requires a plan of the premises to be submitted with any application for this type of permit.
- 21.4 The Licensing Authority cannot attach conditions to this type of permit.
- 21.5 The Licensing Authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations, including the risk of child sexual exploitation. The efficiency of such policies and procedures will each be considered on their merits, however, they may include the following:
- appropriate measures / training for staff as regards suspected truant school children on the premises,
 - measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises.
- 21.6 The Licensing Authority will also expect that
- applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
 - that staff are trained to have a full understanding of the maximum stakes and prizes.

22.0 (Alcohol) Licensed premises gaming machine permits

- 22.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Licensing Authority. The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises
- 22.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission, and *“such matters as they think relevant.”*
- 22.3 The Licensing Authority considers that *“such matters”* will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that persons under the age of 18 do not have access to the adult only gaming machines. Measures which will satisfy the authority may include:
- The adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by persons under the age of 18;
 - Notices and signage; and
 - Provision of information leaflets/helpline numbers for organisations such as GamCare.
- 22.4 The Licensing Authority recognises that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 22.5 The Licensing Authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 22.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

- 22.7 Whilst not directly related to the provision of gaming machines, alcohol licensed premises should also be aware of the Gambling Commission Code of Practice for equal chance gaming in such premises.

23.0 Prize Gaming Permits

- 23.1 In making its decision on an application for this permit the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 23.2 The applicant should set out the types of gaming that he or she is intending to offer and should be able to demonstrate:
- that they understand the limits to stakes and prizes that are set out in Regulations; and
 - that the gaming offered is within the law
- 23.3 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the Licensing Authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
 - participation in the gaming must not entitle the player to take part in any other gambling.

24.0 Club Gaming and Club Machines Permits

- 24.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).
- 24.2 Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. These regulations cover bridge and whist clubs which will replicate the position under the Gaming Act 1968. A members'

club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

- 24.3 The Licensing Authority may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years; or
 - (e) an objection has been lodged by the Commission or the police
- 24.4 There is a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the police, and the grounds upon which an authority can refuse a permit are reduced and the grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
 - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."
- 24.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.
- 24.6 Whilst not directly related to the provision of gaming machines, members clubs should also be aware of the gambling Commission Code of Practice for equal chance gaming in alcohol licensed premises.

25.0 Temporary Use Notices

- 25.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

- 25.2 The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 25.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI number 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. There can, however, be more than one competition with a single winner held at the individual event covered by a specific temporary use notice. The facilities may not be provided in circumstances where any person participating in the gaming does so by means of a gaming machine. Equal chance gaming is gaming which does not involve playing or staking against a bank and gives equally favourable chances to all participants; it includes dominoes, cribbage, poker and bingo.
- 25.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of “premises” in Part 8 of the Act is discussed in paragraphs 7.5 to 7.11 of the Gambling Commission Guidance to Licensing Authorities. As with “premises” the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of a “set of premises” the Licensing Authority will look at, amongst other things, the ownership/occupation and control of the premises.
- 25.5 This Licensing Authority will consider objecting to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

26.0 Occasional Use Notices

- 26.1 The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Licensing Authority will need though to consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice.

Part D – Other Information

27.0 Rights of appeal and judicial review

- 27.1 The Licensing Authority is aware that its decisions may be subject to an appeal in accordance with the provisions of the Act and judicial review. It also

recognises that failure to give reasons for a decision may compel a person to appeal. The Licensing Authority will:

- give clear and comprehensive reasons for a rejection of an application where there is a requirement in the Act to do so; and
- wherever practicable, as best practice, give clear and comprehensive reasons for all decisions connected to its functions under the Act, regardless of whether there is a requirement under the Act to do so.

27.2 An appeal has to be commenced by the giving of a notice of appeal by the appellant to the local magistrates' court within a period of 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision to be appealed against.

27.3 Any person who wishes to pursue an appeal is strongly advised to seek independent professional legal advice from a legal advisor who specialises in the law on gambling.

28.0 Other matters

28.1 In order to ensure that applicants and persons who make representations have the necessary information to be able to do so, the information below will be available on the Council's web site (www.testvalley.gov.uk) or by contacting the Licensing Section at Test Valley Borough Council:

- Register of premises licences issued by The Licensing Authority
- Fees
- Guidance on how to make an application
- List of responsible authorities and contact details
- Application forms, where appropriate
- Making representations
- Applying for a review of a licence

29.0 The Licensing Authority Delegations

Matter to be dealt with	Full Council	Sub-Committee of Licensing Committee	Officers
Formal approval of the Licensing Authority statement of policy	X		
Policy not to permit casinos	X		
Application for premises licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a premises licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a premises licence		Where representations have been received from the Commission or responsible authority	Where no representations received from the Commission or responsible authority
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/ club machine permits		Where objections have been made and not withdrawn	Where no objections made/ objections have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

APPENDIX A – Map of Test Valley Area



APPENDIX B – List of those consulted

- Andover Town Council
- Romsey Town Council
- Test Valley Borough Council – all Services and all elected members
- Hampshire Fire and Rescue Service
- Hampshire County Council Public Health
- County Councillors
- Members of Parliament
- British Holiday & Home Parks Association
- BACTA
- Hampshire Constabulary
- Betting Shop Services Limited
- Association of British Bookmakers
- British Beer and Pubs Association
- The Bingo Association
- Coral Group Limited
- Done Bros. (Cash Betting) Ltd.
- Roadchef Motorways Limited
- Working Men’s Club and Institute Union
- GamCare
- Gam Anon
- British Institute of Innkeeping

ITEM 14 Partnership for South Hampshire

Report of the Corporate Portfolio Holder

Recommended:

- 1. The Deputy Leader be appointed to the Partnership for South Hampshire Committee.**
- 2. In the event that the Deputy Leader is unavailable, that the Planning Portfolio Holder attend in his place.**

SUMMARY:

- The Borough Council has had a joint voluntary agreement with other local authorities across South Hampshire to deliver regeneration of the core areas in the south Hampshire sub-region.
- It is necessary to appoint a member to the Joint Committee.

1 Introduction

- 1.1 The Cabinet needs to consider the appointment of a Councillor to serve on the Joint Committee.

2 Background

- 2.1 The Partnership for South Hampshire (PfSH) is a voluntary working partnership of twelve local authorities across South Hampshire that aim to improve the environmental, cultural and economic performance of the South Hampshire area.
- 2.2 Formed in 2003, PfSH is an example of local authorities, local partners and government agencies working together for the benefit of the people of living in, working in and visiting the region.

3 Corporate Objectives and Priorities

- 3.1 The joint arrangements provide for the discharge of a Council functions which contribute to the Council's Corporate Objectives.

4 Consultations/Communications

- 4.1 None.

5 Options

- 5.1 The options are to either appoint a Member of the Cabinet to the Partnership for South Hampshire or to not appointment a Cabinet Member to The Partnership for South Hampshire.

6 Option Appraisal

- 6.1 It is recommended that the Deputy Leader be appointed to the Partnership for South Hampshire and that the Planning Portfolio Holder be appointed a deputy to PfSH should the Deputy Leader be unable to attend in order for the Council to continue to be an active member of the Partnership.
- 6.2 Failing to make an appointment to the Partnership for South Hampshire would mean the Council would not be fulfilling its agreement.

7 Risk Management

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

8 Resource Implications

- 8.1 None.

9 Legal Implications

- 9.1 None.

10 Equality Issues

- 10.1 None identified.

11 Other Issues

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

12 Conclusion and reasons for recommendation

- 12.1 It is recommended that the Deputy Leader be appointed to the Partnership for South Hampshire in accordance with the agreement and that the Planning Portfolio Holder be appointed as deputy to PfSH.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	N/A
(Portfolio: Corporate) Councillor T Tasker			
Officer:	Emma Horbury	Ext:	8001
Report to:	Cabinet	Date:	27 October 2021