

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 7 January 2019

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy and Resources (Executive Leader)

Councillor T M Cartwright, MBE, Health and Public Protection (Deputy Executive Leader)

Councillor F Birkett, Housing

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor S D Martin, Streetscene

1. Apologies for Absence

2. Minutes (Pages 5 - 10)

To confirm as a correct record the minutes of the meeting of Executive held on 03 December 2018.

3. Executive Leader's Announcements

4. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

5. Petitions

6. Deputations

To receive any deputations, of which notice has been lodged.

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

Matters for Decision in Public

Note: Where an urgent item of business is raised in accordance with Part 3 of the Constitution, it will be considered with the relevant service decisions as appropriate.

8. Leisure and Community

Non-Key Decision

(1) Matched Funding: Sarisbury Cricket Club (Pages 11 - 28)

A report by the Head of Leisure and Corporate Services.

9. Planning and Development

Non-Key Decision

(1) Council's Response to Submission (Regulation 16) Titchfield Neighbourhood Plan (Pages 29 - 146)

A report by the Director of Planning and Regulation.

10. Policy and Resources

Key Decision

(1) Financial Forecasts and Budget (Pages 147 - 234)

A report by the Director of Finance and Resources.

(2) Capital funding for the construction of industrial/business units at Faraday Business Park, Daedalus (Pages 235 - 290)

A report by the Director of Finance and Resources.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
20 December 2018

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 3 December 2018

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Health and Public Protection (Deputy
Executive Leader)
F Birkett, Housing
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
S D Martin, Streetscene

Also in attendance:

P J Davies, for Item 8(1)
Mrs C L A Hockley, for Item 9(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 05 November 2018 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements given at this meeting.

4. DECLARATIONS OF INTEREST

Councillor S D T Woodward declared a Non-Pecuniary Interest in respect of Item 9(2) – Hampshire Physical Activity Strategy 2017-21 as he is a Hampshire County Council Appointed Trustee of 'Energise Me'.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES**Leisure & Community Scrutiny Panel – 28 November 2018**

Minute 7 - Ferneham Hall Vision Review

The Panel received a presentation from the Customer Engagement Manager, which provided Members with a summary of the recent consultation results and findings.

Members then considered the report by the Head of Leisure and Corporate Services which set out the details of the proposed changes to the Ferneham Hall Vision:-

- Increase the auditorium to around 800 seats.
- Emphasise flexibility of second performance space.
- Replace 'dance studio' with 'flexible' studio space

An in-depth question and answer session took place between Members and Officers to better understand reasons for the proposed changes to the 'Vision: Fareham's New Entertainment Venue' document.

RESOLVED that the Leisure and Community Scrutiny Panel considered the Ferneham Hall Vision Review report and support the proposed update to the 'Vision: Fareham's New Entertainment Venue' document.

A report on this matter is at item 9(1) of the agenda.

Licensing and Regulatory Affairs Committee – 18 September 2019

Minute 6 - Review of Hackney Carriage Fares

The Committee considered a report by the Head of Environmental Health which provided Members with information regarding hackney carriage fares.

The Committee received a deputation on this item from Mr J Miah, representing the Fareham Hackney Carriage and Private Hire Association.

Having considered the report and the responses received from individuals and the Hackney Carriage and Private Hire Association in respect of changes to the tariff, it was RESOLVED that the Committee recommends that the Executive approves the following changes to the current tariffs:

- (a) a minimum pull-off charge of £2.60 for the first 180 metres (or part thereof) with a charge of 20p for each succeeding 180 metres (or part thereafter);
- (b) a charge of 20p for each period of 55 seconds waiting time (or part thereof); and
- (c) that Easter Sunday from 0600 hours until 23.30 hours be charged at Rate 2

This item was originally referred to the meeting of the Executive held on 05 November 2018 but was deferred. The item is now brought back to the Executive for further consideration.

A further report on this matter is at item 10(2) of the agenda.

8. HOUSING

(1) Fareham Housing Development Sites

At the invitation of the Executive Leader, Councillor P Davies addressed the Executive on this item.

RESOLVED that the Executive:

- (a) agrees that the contract award and appointment of contractor(s) for the Hampshire Rose and Bridge Road development sites be delegated to the Director of Finance and Resources, following consultation with the Executive Member for Housing.
- (b) notes the on-going progress with Fareham Housing led potential development opportunities; and
- (c) notes the funding mechanisms available for the delivery of further sites.

9. LEISURE AND COMMUNITY

(1) Ferneham Hall Vision Review

The comments from the Leisure & Community Scrutiny Panel, as set out in minute 7, were taken into account in considering this item.

At the invitation of the Executive Leader, the Chairman of the Leisure and Community Scrutiny Panel, Councillor Mrs C L A Hockley, addressed the Executive on this item.

RESOLVED that, having considered the feedback from the vision consultation, the Executive approves the following minor changes to the 'A Vision: Fareham's New Entertainment Venue' document, attached at Appendix A to the report:

- Amend the text relating to the number of seats needed to attract shows (Ferneham Hall Today paragraph's 4 and 5) to

'Ferneham Hall's capacity of 708 seats is not high enough to attract the quality of performers that many people want to see, with shows only reaching an average of 53% capacity, or 372 seats.

Theatres with around 800 seats can generally attract higher profile and better-quality shows, generating more income through tickets sales and 'on the night' spending such as on food and drink'.

- Replace 'dance studio' with 'flexible studio space' (A Vision for the Future, page 9 and Design Priorities, page 11) to highlight the space's potential for different types of activity.
- Amend the text relating to the main auditorium size to reflect feedback stating that more seating would help improve the venues offer:

'Improve the comfort of the main auditorium and increase the size to around 800 seats to attract better quality shows' (Design Priorities, page 11).

- Add 'flexible' to the priority of having a secondary performance space to reflect its multi-use nature (Design Priorities, page 11).

(2) Hampshire Physical Activity Strategy 2017-21

Councillor S D T Woodward declared a non-pecuniary interest in respect of this item as he is a Hampshire County Council Appointed Trustee of Energise Me.

RESOLVED that the Executive approves the memorandum of understanding with Energise Me to help deliver the Hampshire and Isle of Wight Physical Activity Strategy 2017 to 2021, subject to a review of the funding agreement after 1 year.

10. HEALTH AND PUBLIC PROTECTION

(1) Air Quality - Final Plan Submission

A tabled amendment was presented in respect of this item to reflect corrections to the results of questions 10 and 11 of the Consultation document attached as Appendix E to the report.

RESOLVED that the Executive delegates authority to the Director of Planning and Regulation, following consultation with the Executive Member for Health and Public Protection, to submit the Final Plan to JAQU as required under the Ministerial Direction.

(2) Review of Hackney Carriage Fares

A tabled amendment was presented in respect of this item to amend recommendation (a) of the report to remove the word “minimum”.

The comments of the Licensing and Regulatory Affairs Committee, as set out in minute 7, were taken into account in considering this item.

RESOLVED that the Executive agrees, in the absence of objection following publication, to amend the current Hackney Carriage tariff so that:

- (a) there is a pull off charge of £2.40 for the first 180 metres (or part thereof) with a charge of 20p for each succeeding 180 metres (or part thereafter);
- (b) there is a charge of 20p for each period of 55 seconds waiting time (or part thereof); and
- (c) Easter Sunday from 06:00 hours until 23:30 hours be charged at Rate 2

11. PLANNING AND DEVELOPMENT

(1) Council's Response to the Government's 'Technical consultation on updates to national planning policy and guidance'

RESOLVED that the Executive agrees:

- (a) Fareham Borough Council's response, as outlined in the report from paragraph 12, which answers the questions posed in the Government's Technical consultation on updates to national planning policy and guidance'; and
 - (b) that the Director of Planning and Regulation be authorised to make any necessary minor amendments, following consultation with the Executive Member for Planning and Development prior to the submission to the Government's consultation deadline (07 December 2018), provided that these do not change their overall direction, shape or emphasis.
- (2) Provision of Highway Development Planning Advice

RESOLVED that the Executive approves the termination of the agreement with Hampshire County Council for the delivery of highway development planning advice.

(The meeting started at 6.00 pm
and ended at 6.54 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 07 January 2019

Portfolio:	Leisure and Community
Subject:	Matched Funding: Sarisbury Cricket Club
Report of:	Head of Leisure and Corporate Services
Corporate Priorities:	All corporate objectives apply

Purpose:

To provide details of the matched funding request received by the Council during the third quarter of the 2018/19 financial year.

Executive summary:

A matched funding bid has been received from Sarisbury Athletic Cricket Club towards the cost of the reconfiguration of the changing rooms at the Club's premises at Allotment Road Recreation Ground, Sarisbury.

It is anticipated that the proposed changes to the layout will increase capacity and accommodate the inclusion of indoor toilets, in addition to increasing the useable space in the clubhouse in such a way as to maximise the space available for other community organisations to hire.

The total cost of the project is £48,000, of which Sarisbury Athletic Cricket Club has applied to Hampshire County Council's Community Buildings Fund for £16,000.

The Club currently has £5,000 pledged in sponsorship from local businesses for the project and, as of the accounting period ending September 2018, had £14,117 listed in current assets.

Sarisbury Athletic Club has requested £16,000 towards their project to reconfigure the changing rooms.

This grant award is critical to the delivery of the project and is also needed to secure the other source of grant funding.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) considers offering a matched funding grant of up to £16,000 to Sarisbury Athletic Cricket Club, to reconfigure the changing rooms at their clubhouse at Allotment Road Recreation Ground, Sarisbury;
- (b) agrees the award of the funding subject to Sarisbury Athletic Cricket Club producing the final detailed plans, in addition to written consents and permissions from Planning and Building Control;
- (c) agrees the award of the funding subject to Sarisbury Athletic Cricket Club agreeing terms for community use as set out in the Community Fund Agreement in Appendix A and Community Fund Award Letter as set out in Appendix B; and
- (d) agrees the award of the funding subject to Sarisbury Athletic Cricket Club providing written acknowledgement of a successful application to the Hampshire County Council Community Buildings Fund for the £16,000 to match Fareham Borough Council's contribution.

Reason:

To act as an enabler, assisting the local community to introduce new and improved facilities within the community.

Cost of proposals:

The grant requested is £16,000 and the Community Funding Budget currently has funds of £84,121.88

Appendices:

A: Proposed Community Funding Agreement – Sarisbury Athletic Club

B: Proposed Community Funding Award Letter – Sarisbury Athletic Club

Background papers:**Reference papers:**

Report to the Executive on 8 March 2010 – Review of Discretionary Grants

Report to the Executive on 17 May 2010 – Grants Review Update

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 January 2019
Subject:	Matched Funding: Sarisbury Cricket Club
Briefing by:	Head of Leisure and Corporate Services
Portfolio:	Leisure and Community

INTRODUCTION

1. The purpose of this report is to provide the details of the matched funding requests received by the Council during the third quarter of the 2018/19 financial year.
2. On 8 March 2010, the Executive considered a report on the various discretionary grants provided by the Council. The report included details regarding each category of grant and the level of funding available. Members agreed to combine a number of grants into a single pot for the 2010/11 financial year onwards.
3. It was agreed that any matched funding bids would be considered by the Executive on a quarterly basis. These Matched Funding reports would also identify matched funding requests "in the pipeline", to enable a more strategic approach to prioritising these requests.

CRITERIA

4. The criteria for matched funding awards are deliberately inexplicit. The Council will consider any project which benefits the local community and / or improves the local environment. Awards will usually only be made for capital projects.
5. Any matched funding application must demonstrate that the applicant will contribute an equal sum to the project as is being requested from the Council. This fosters a sense of commitment and ownership to the project from the local community, and as a result increases the likelihood that the benefits will continue to be valued and maintained in the future.
6. All successful applicants are required to sign a Community Use Agreement with the Council, to ensure that the project provides benefit to the local community. This enables an extension of this benefit to reach much further than the organisation making the application.

FINANCIAL IMPLICATIONS

7. The current balance of the community funding budget is £84,121.88.

MATCHED FUNDING BIDS RECEIVED

8. Sarisbury Athletic Cricket Club is a popular and growing organisation, with 5 adult sides, 130 children in various teams and a ladies' team. This popularity has resulted in the facilities in their existing layout being inadequate.
9. A matched funding bid has been received from Sarisbury Athletic Club towards the cost of reconfiguring the layout of their premises at Allotment Road Recreation Ground, making the garage the away team changing room which will increase the size of the usable space in the clubhouse and enable the inclusion of indoor toilets. In addition to providing space to accommodate more members at any one time, the Club also plans to design the layout of the clubhouse in such a way as to maximise the useable space available for other community organisations to hire. The Club anticipates use by physiotherapists, the Allotment Association, pilates groups, tea parties for elderly people, a youth group, and are also in negotiation with the neighbouring Sarisbury Junior School regarding school groups being able to use the facility.
10. The total cost of the project is £48,000. The Club has approached Hampshire County Council for £16,000 from their Community Buildings Fund. The Club currently has £5,000 pledged in sponsorship from local businesses and is positive that they would be able to raise the additional £11,000 required through further sponsorship.
11. The accounts for the Club for the period ending September 2018 lists £14,117 in current assets.
12. The Club's premises at Allotment Road Recreation Ground is leased from the Council, and as such both the Estates Team and Property Team have an interest in this application. Neither Team has raised any objections to the plans. However, the Property Team has requested copies of the final details drawings, the Planning Permission and official Building Control approval in writing.

COUNCILLOR CONSULTATION

13. Both Ward Councillors, Councillor Woodward and Councillor Butts, have confirmed their support of this application.

MATCHED FUNDING BIDS "IN THE PIPELINE"

14. AFC Portchester has demonstrated some interest in making an application for up to £50,000 for flood lighting at their site at Wicor Recreation Ground. However, these plans are currently in the early stages and formal Planning consent is required before further consideration can be given to this application.

RISK ASSESSMENT

15. Any delay in awarding the community grant will jeopardise the project due to Hampshire County Council not supporting the application to the Community Buildings Fund, as a result of the Club's inability to identify adequate funding.

CONCLUSION

16. This report sets out details for the matched funding bid received from Sarisbury Athletic Cricket Club. The bid is for £16,000 towards the cost of reconfiguring the layout of the Club's premises at Allotment Road Recreation Ground.

Enquiries:

For further information on this report please contact Claire Benfield (Ext 4495)

FAREHAM

BOROUGH COUNCIL

DRAFT

**COMMUNITY FUND &
COMMUNITY USE AGREEMENT**

**PAYMENT OF COMMUNITY FUND AWARD
FOR SUMS BETWEEN £5,000 AND £50,000**

Contents

1. What constitutes the Award Agreement?
2. Commencement and Duration of Community Fund and Community Use Agreement
3. Your Responsibilities under this Community Fund and Community Use Agreement
4. Equal Opportunities
5. Confidentiality and Obligations under the Freedom of Information Act 2000
6. Payment of Community Fund, Invoice Procedure and Recovery
7. Project Delivery
8. Your employees/volunteers/sub-contractors
9. Complaints
10. Monitoring, Review Arrangements and Community Fund Completion Report
11. Legal Liability, Insurance and Indemnities
12. Default and Termination
13. Dispute Resolution
14. Assignment
15. Waiver
16. Amendment and Variations
17. Communications and Notices
18. Assets bought by you using Community Funds
19. Governing Law and Jurisdiction
20. Third Parties
21. Publicity
22. Community Use Terms
23. Entire Grant Agreement

SCHEDULE 1

The Council's Grant Award Letter

THIS COMMUNITY FUND AND COMMUNITY USE AGREEMENT is made the...
day of 2019

BETWEEN:

- (1) **FAREHAM BOROUGH COUNCIL** of Civic Offices, Fareham, PO16 7PU (the "Council") **AND**
- (2) **SARISBURY ATHLETIC CRICKET CLUB** of Allotment Road, Sarisbury Green, SO31 7AP (hereinafter referred to as "You or Your")

Together "Us" or "Our"

BACKGROUND INFORMATION

Fareham Borough Council is keen to support the local voluntary and community sector. One of the ways it does this is by awarding Community Funds to organisations and groups that meet its priorities, criteria and conditions of Community Fund aid as detailed in this Community Fund and Community Use Agreement.

In return for the payment of the Award by the Council to You and Your promise to complete the project described in the Community Fund Award Letter, the Council and You agree as follows

1. WHAT CONSTITUTES THE AWARD AGREEMENT

- 1.1 The Community Fund and Community Use Agreement is formed of this Community Fund and Community Use Agreement and the Council's Community Fund Award Letter. You must read the whole Community Fund and Community Use Agreement before signing it.
- 1.2 You warrant that the execution copy of this Community Fund and Community Use Agreement was not altered in any way when it was in Your possession prior to execution and before returning it to the Council for execution by the Council other than any alteration in respect of which You gave clear prior express notification to the Council and obtained the Council's express written consent thereto. In the event that this Community Fund and Community Use Agreement is subsequently found to contain any alterations which were made without such notification and consent then You consent to any rectification of this Community Fund and Community Use Agreement to reinstate the drafting to that which removes the effect of any such alterations.

2. COMMENCEMENT AND DURATION OF COMMUNITY FUND AND COMMUNITY USE AGREEMENT

- 2.1 This Community Fund and Community Use Agreement shall start on 2019 and end on.....2021 ("the Community Fund and Community Use Agreement Period") unless extended by the Council in writing to You or terminated early in accordance with this Community Fund and Community Use Agreement.

3. YOUR RESPONSIBILITIES UNDER THIS COMMUNITY FUND AND COMMUNITY USE AGREEMENT

You shall use the Community Fund for the purposes for which it has been granted (“the Project”), as described in the Community Fund Award Letter and in accordance with this Community Fund and Community Use Agreement.

4. EQUAL OPPORTUNITIES

4.1 You shall comply with the Equality Act 2010

4.2 Without prejudice to the generality of clause 4.1, You shall not treat one individual or group of people less favourably than others because of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, pregnancy and maternity, sex and sexual orientation, and You shall furthermore seek to promote equality among Your personnel and generally.

4.3 You shall take appropriate steps to prevent any unlawful discrimination by your employees towards members of the public when providing the Services which could amount to harassment or discrimination on any of the grounds described in clause 4.1. You shall ensure Your employees are not discriminated in their employment.

5. CONFIDENTIALITY AND OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT 2000

You agree where necessary in relation to this Community Fund and Community Use Agreement or the Project to assist the Council as reasonably requested by the Council in meeting its legal obligations under the Freedom of Information Act 2000. You shall keep confidential all information and data received in whatever form pursuant to this Community Fund and Community Use Agreement

6. PAYMENT OF COMMUNITY FUND, INVOICE PROCEDURE AND RECOVERY

6.1 The Council will pay You the Community Fund, in a lump sum following the receipt from You of the required consents, permissions and evidence of Community Buildings Fund award, as set out in the Community Fund Award Letter.

6.2 The Council does not guarantee the payment of the Community Fund or any part of it during the Community Fund and Community Use Agreement Period. The Council reserves the right to withdraw the Community Fund offer at any time during the Community Fund and Community Use Agreement Period, acting reasonably, giving a notice period of not less than ninety (90) days notice. The Council does not guarantee payment of the Community Fund beyond the Community Fund and Community Use Agreement Period.

6.3 The Council will, at its discretion, immediately recover the whole Community Fund or part, where Your Project is delayed and You are not granted an extension to the Community Fund and Community Use Agreement Period.

- 6.4 Where You spend less than the whole Community Fund, any unspent part shall be returned to the Council within thirty (30) days of the completion of the Project.
- 6.5 The Council may demand repayment of all or part of the Community Fund at its absolute discretion where You have acted dishonestly when making Your application for the Community Fund, breach the terms of the Community Fund and Community Use Agreement or You are investigated by HM Revenue and Customs, the Charity Commission, the Police or other regulatory or governing body and this results in an adverse finding against You or the Project will not meet its purpose upon completion or have received duplicate funding for the Project or any part of it from sources other than the Council.
- 6.6 The Grant sum is not subject to Value Added Tax (VAT) and no further payments will be made by the Council to cover any VAT costs not identified and included in the Grant Application.

7. PROJECT DELIVERY

- 7.1 You shall deliver the Project in accordance with the proposals and terms set out in the Community Fund and Community Use Agreement, the Community Fund Award Letter, and, where appropriate, the Project plan.
- 7.2 You will comply with all codes of practice, guidelines, policy documents and other information and requirements set out in Your Equal Opportunities Policy/Scheme and Health and Safety Policy (if required).
- 7.3 You shall ensure that You have all necessary consents; including any approval consent, exemption licence or permission from any governmental or other authority or any person required for You to provide the Project and from the setting detailed in the Community Fund Application Form.
- 7.4 You must not Yourself, and You shall use all Your reasonable endeavours to procure that Your suppliers and contractors shall not, knowingly do or omit to do, anything in relation to this Community Fund and Community Use Agreement, the Project or in the course of Your/their other activities, that may bring the standing of the Council into disrepute or attract adverse publicity for the Council.
- 7.5 You must ensure compliance to any special customised conditions stated in the Community Fund Award Letter.
- 7.6 You shall promptly inform the Council if the Project cannot be delivered within the Community Fund and Community Use Agreement Period and request an extension. Any extension shall be at the Council's discretion.

8. YOUR EMPLOYEES/VOLUNTEERS/SUB-CONTRACTORS

- 8.1 If Your Project involves work with vulnerable adults, children, young people or other vulnerable groups You will ensure that You have a Safeguarding Children

and or Safeguarding Adults policy in place to promote good practice and ensure risks to vulnerable people are assessed and mitigated appropriately. You will obtain all approvals and licences and any profile checks, including but not limited to Disclosure and Barring Service (“DBS”) checks on personnel (and the term “personnel” in this Community Fund and Community Use Agreement shall include Your volunteers), required by law. In any case You shall carry out a DBS check at a level appropriate to the role undertaken by the subject of the check on all personnel engaged in a Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006) or otherwise where DBS advice or guidance or a risk assessment shows such a check is desirable or necessary provided always that the law permits such a check to be carried out.

8.2 Where You have volunteers providing the Services or any part of it, You must have a written volunteers’ policy.

9. COMPLAINTS

9.1 The Council and You will each appoint a Community Fund Officer to act on Our behalves on all matters in relation to the Community Fund and Community Use Agreement and the Project. For the purposes of this Community Fund and Community Use Agreement the Council’s Community Fund Officer shall be as stated in the Community Fund Award Letter and Your Community Fund Officer shall be the person stated in the Community Fund Application Form.

9.2 You shall deal with any complaints about the Project, received from whatever source, in accordance with Your complaints procedure, which shall be made available to the Council upon request. You shall keep a written record of all complaints received in respect of the Project.

9.3 You shall provide a summary of all complaints received about the Project together with Your written response to the Council’s Community Fund Officer twice a year. The Council shall use the information received in this clause 9.2 as part of its monitoring and review process described in clause 10 below.

10. MONITORING, REVIEW ARRANGEMENTS AND COMMUNITY FUND COMPLETION REPORT

10.1 Up to date, accurate and comprehensive records, monitoring information, invoices, bills and receipts must be kept by You which show how the Community Fund funding has been used for the term of this Community Fund and Community Use Agreement and for a period of 6 years after its termination howsoever caused.

10.2 The Council reserves the right to meet with Your Community Fund Officer at a time agreed between Us, to discuss the information collated by You under clause 10.1 above.

10.3 You may be requested to submit a short report to the Council’s Community Fund Officer twice a year. A progress report may be due mid-way through the Community Fund and Community Use Agreement Period. The second report will be due after the end of the Community Fund and Community Use Agreement

Period. The dates each report is due are set out in Community Fund Award Letter or at a later time.

10.4 If requested by the Council You must submit Your audited/inspected accounts to the Council's Community Fund Officer for each financial year(s) of the Community Fund and Community Use Agreement Period as soon as they are available.

11. LEGAL LIABILITY, INSURANCE AND INDEMNITIES

11.1 You shall maintain full and proper insurance policies relevant to Your activities and shall when requested by the Council provide evidence of such insurance on demand.

11.2 You acknowledge that the Council's extent of involvement in the Project is restricted to providing funds to assist You to put the Project into practice. You shall be solely liable for Your personnel, the lawful performance of the Project and any and all claims demands, damage and proceedings which may arise and shall be liable and indemnify the Council against any expense, liability, cost, loss or proceeding in respect of any injury to or death of any person or damage to any property, real or personal whatsoever arising out of or caused by the performance of this agreement.

12. DEFAULT AND TERMINATION

12.1 The Council shall be entitled to terminate this agreement by immediate notice at any time:

12.1.1 if You have an administrative receiver or receiver appointed for the whole or any part of Your assets or any order made or resolution passed for Your administration or winding up (unless as part of a scheme of reconstruction or amalgamation) or compounds with or You convene a meeting of Your creditors or anything analogous to any forgoing under the law of any jurisdiction;

12.1.2 on occurrence of any events entitling the Council to withhold the Community Fund at clause 6;

12.2 The Council shall be entitled to terminate immediately and to recover any Community Fund paid together with any loss or damage resulting from termination if in relation to any agreement with the Council You or anyone acting on Your behalf have:

12.2.1 committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010, or

12.2.2 given any fee or reward the receipt of which is an offence under s.117 (2) of the Local Government Act 1972

12.3 The Council shall not be liable for any direct and indirect losses howsoever incurred by You upon the termination of the Community Fund and Community Use Agreement.

12.4 The right to terminate this Community Fund and Community Use Agreement is without prejudice to any other rights the Council may have under this Community Fund and Community Use Agreement or under general law or otherwise.

13. DISPUTE RESOLUTION

13.1 The Parties shall use their reasonable endeavours to resolve by agreement any dispute between them with respect to any matter relating to this Community Fund and Community Use Agreement.

13.2 In the event that a dispute cannot be resolved by agreement under clause 13.1 the Parties may refer the matter to an independent person whose decision shall be final and binding. The expenses incurred by such appointment shall be met equally between the Council and You.

14. ASSIGNMENT

14.1 You shall not assign, novate, sub-contract or otherwise dispose of any or all of Your rights and obligations under this Community Fund and Community Use Agreement without the prior written consent of the Council which may be granted subject to such reasonable conditions as the Council may require.

14.2 The Council may by written notice to You assign, novate, outsource or otherwise dispose of any or all of its rights and obligations under this Community Fund and Community Use Agreement at any time to any person having the legal capacity, power and authority to become a party to and to perform the obligations of the Council under this Community Fund and Community Use Agreement.

14.3 In the event that You wish to assign, novate, sub-contract or otherwise dispose of any or all of its rights and obligations under this Community Fund and Community Use Agreement and the Council grants consent thereto then You shall pay to the Council upon receipt of an invoice, in accordance with the rates applicable at the time of the assignment, novation, outsourcing or other disposition (and such rates may be obtained from the Council on request), all reasonable legal, administrative and other costs, charges and expenses incurred by the Council in connection with such assignment, novation, outsourcing or other disposition as applicable.

15. WAIVER

You acknowledge that a failure by the Council to act on any failure by You to observe any of the terms of the Community Fund and Community Use Agreement shall not be a waiver of its right to exercise any right or remedy to which it is entitled under this Community Fund and Community Use Agreement.

16. AMENDMENT AND VARIATIONS

Any amendment or variation to this Community Fund and Community Use Agreement shall be recorded in writing and shall be signed by or on behalf of both Parties.

17. COMMUNICATION AND NOTICES

All notices and communications shall be given to the Community Fund Officer of the respective parties and shall be deemed to be received by the Council and You.

18. ASSETS BOUGHT BY YOU USING COMMUNITY FUNDS

If any asset, which exceeds one hundred pounds (£100) in value, is acquired with funding from the Community Fund, You shall notify the Council and keep a record of such assets in an Asset Register and abide by any directions or conditions which the Council may make in respect of use, maintenance, insurance and disposal of such asset. You shall not be entitled to dispose of the said asset without the prior written approval of the Council, such approval not to be unreasonably withheld. The Council may require some or all proceeds of sale to be returned to the Council.

19. GOVERNING LAW AND JURISDICTION

This Community Fund and Community Use Agreement shall be governed and construed according to the laws of England and Wales and the Parties submit to the exclusive jurisdiction of the Courts of England and Wales.

20. THIRD PARTIES

For the purposes of the Contract (Rights of Third Parties) Act 1999 this Community Fund and Community Use Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions

21. PUBLICITY

You shall where reasonably possible provide that any publicity relating to the Community Fund Project will acknowledge the Council's financial support.

22. COMMUNITY USE TERMS

The payment of the community fund is subject to You agreeing that the facilities are available to hire by other not for profit making and local community groups (if and when requested). Any such organisation hiring the facilities will have individuals that are suitably qualified and have adequate equal opportunities, safeguarding and child protection policies in place.

23. ENTIRE COMMUNITY FUND AND COMMUNITY USE AGREEMENT

This Community Fund and Community Use Agreement constitutes the entire understanding between You and the Council relating to the subject matter of this Community Fund and Community Use Agreement and, save as may be expressly referred to herein, supersedes all prior representations, writings, negotiations or understandings

AS WITNESSED this Community Fund and Community Use Agreement has been signed under hand for and on behalf of the Parties the day and year written above.

For and on behalf Fareham Borough Council

Signature

Print name and position

Occupation:

Signature of Witness:

Name:

Occupation:

For and on behalf of the Organisation

Signature

Print name and position

Occupation:

Signature of Witness:

Name:

Occupation:

FAREHAM

BOROUGH COUNCIL

DRAFT

Director of Finance and Resources
Andy Wannell

Contact: Claire Benfield

Ext.: 4495

Date: X January 2019

Dear Andy Oliphant

Community Fund Award Letter

- Thank you for your recent application for funding from the Community Fund. Your application has been considered by the Council's Executive and I am pleased to inform you that the Council has agreed to award a grant of up to £16,000 to your organisation, Sarisbury Athletic Cricket Club. I have set out below the purpose and scope of the project funded by the award. Your organisation must use the award solely for the purposes set out in this Community Fund Award Letter.

The Project

The grant has been awarded to use towards the reconfiguration of the Clubhouse at the Allotment Road Recreation Ground. This Community Grant has been awarded on the condition that these facilities will be made available to local community groups and organisations to hire in addition to the use by Sarisbury Athletic Cricket Club. It is a further condition of the grant that Sarisbury Athletic Cricket Club secures £16,000 from Hampshire County Council's Community Buildings Fund towards the project. The final condition of the award is that Sarisbury Athletic Club produces in writing the necessary consents and permissions from Planning and Building Control, in addition to the final detailed plans of the reconfiguration.

The Council will require evidence that each of these conditions has been met. There will also be a requirement to keep records of all the community groups that use the facilities which will be made available to the Council on request.

The grant will become payable to your organisation once your authorised officer has accepted the award conditions by signing and returning both copies of the attached

Community Fund Agreement and when the works are completed and facilities available to the community. Please do not date the Agreement.

I would like to draw your attention to one of the conditions of the Council's Community Fund where you are asked to acknowledge the support of Fareham Borough Council and use the Council's logo in all publicity material. A copy of the Council logo is at the top of this letter which is suitable for use on general publicity and letter headed paper. However, if your project is considering the use of the logo in a different style, i.e. a banner or notice board, please contact me and I will be able to advise you on alternative formats available.

You may be contacted to give an interview about your project by the local press. If you do not wish your details to be given to them, please let me know.

Would you please send me some photographs of your project e.g. event launch, group, photos, that I can use for Community Fund publicity. I am sure Ward Councillors would be happy to attend any launch event, please let me know and I will arrange this for you.

I would like to take this opportunity to wish you every success with your project.

Yours sincerely

Claire Benfield
Leisure and Community Officer

Encl

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 07 January 2019

Portfolio:	Planning and Development
Subject:	Council's Response to the Submission (Regulation 16) Titchfield Neighbourhood Plan
Report of:	Director of Planning and Regulation
Corporate Priorities:	Providing Housing Choices Protect and Enhance the Environment Strong, Safe, Inclusive and Healthy Communities Maintain and Extend Prosperity

Purpose:

To agree the Council's, as the Local Planning Authority, response to the Submission (Regulation 16) Titchfield Neighbourhood Plan.

Executive Summary:

In March 2017, the Titchfield Neighbourhood Forum and Titchfield Neighbourhood Area were designated by the Council for the purposes of the Forum preparing a Neighbourhood Plan. Under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012 the Titchfield Neighbourhood Forum have submitted the Titchfield Neighbourhood Plan to the Local Planning Authority. The Local Planning Authority recognise the efforts made by the Titchfield Neighbourhood Forum in preparing and reaching the Submission stage of the Neighbourhood Plan process.

In accordance with Regulation 16 of The Neighbourhood Planning (General) Regulations (2012) the Council, as the Local Planning Authority, is required to publicise the Submission Titchfield Neighbourhood Plan, Consultation Statement and Basic Conditions Statement for a minimum of six weeks. The Council, as a statutory consultee, is also required to be notified on the proposals. The deadline for responses to the consultation is the 11th January 2019.

Recommendation(s):

It is recommended that:

- a) the Executive approves the Council's response to the Submission (Regulation 16) Titchfield Neighbourhood Plan; and
- b) the Director of Planning and Regulation be authorised to make any necessary minor amendments, following consultation with the Executive Member for Planning and Development, prior to the deadline of the Submission Neighbourhood Plan consultation (11th January 2019), provided these do not change their overall direction, shape or emphasis.

Reason:

It is recommended that the Local Planning Authority's comments on the Submission Titchfield Neighbourhood Plan be submitted as part of the Regulation 16 consultation. The Local Planning Authority's comments will then be made available to the independent examiner for his/her consideration when assessing the TNP against the 'basic conditions'. The Local Planning Authority has raised concerns at this stage of the plan preparation and at the Pre-submission (Regulation 14) stage which it believes need to be considered by the independent examiner.

Cost of proposals:

There are no direct financial implications arising from this report. However, it is important to highlight that Officers time has been subsumed into the existing operational budgets.

Appendices:

A: Submission (Regulation 16) Titchfield Neighbourhood Plan

B: Local Planning Authority comments on the Submission (Regulation 16) Titchfield Neighbourhood Plan

Reference papers:

[Executive Report 3 September 2018 – Local Planning Authority Comments on the Pre-Submission Titchfield Neighbourhood Plan](#)

[Executive Report 6 March 2017 – Applications for Titchfield Neighbourhood Forum and Titchfield Neighbourhood Area](#)

[The Neighbourhood Planning \(General\) Regulations 2012](#)

[Planning and Compulsory Purchase Act \(2004\)](#)

[Town and Country Planning Act 1990 \(as amended\)](#)

[National Planning Practice Guidance – Neighbourhood Planning](#)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 January 2019
Subject:	Council's Response to the Submission (Regulation 16) Titchfield Neighbourhood Plan
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

INTRODUCTION

1. The Localism Act (2011) introduced a mechanism for local communities to produce Neighbourhood Plans for their area. Once a Neighbourhood Plan is 'made', i.e. adopted, it becomes part of the statutory Development Plan for that area, and will be used, alongside local and national planning policy and guidance to determine planning applications within the Neighbourhood Plan area.
2. On 5th December 2016, the Council received an application for the designation of a Neighbourhood Forum and Neighbourhood Area for Titchfield for the purposes of producing a Neighbourhood Plan. This was followed by a consultation period on the proposal from December 2016 to February 2017. On 20th March 2017, the Council designated the Titchfield Neighbourhood Forum and Neighbourhood Area for the purposes of Neighbourhood Planning.
3. In line with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, the Pre-submission version of the Titchfield Neighbourhood Plan (TNP) was publicised for formal public consultation by the Titchfield Neighbourhood Forum which ran from 20th July and 10th September 2018.
4. The Titchfield Neighbourhood Forum are at the second formal stage of plan making, which is consultation on the Submission (Regulation 16) Titchfield Neighbourhood Plan. The Local Planning Authority is responsible for facilitating this consultation on behalf of the Titchfield Neighbourhood Forum. The Local Planning Authority recognises the efforts made by the Titchfield Neighbourhood Forum in preparing and reaching the Submission stage of the Neighbourhood Plan process.
5. Prior to the Submission of the Titchfield Neighbourhood Plan the Local Planning Authority provided helpful guidance and advice over several meetings with the Titchfield Neighbourhood Forum. In addition, the Local Planning Authority provided formal comments on the Pre-Submission (Regulation 14) Titchfield Neighbourhood Plan (see background papers). As the following paragraph explains, the responsibility for producing the Neighbourhood Plan and submitting it to the Local Planning Authority rests with the Titchfield Neighbourhood Forum.

NATIONAL REQUIREMENTS FOR SUBMISSION NEIGHBOURHOOD PLANS (REGULATION 16)

6. Relevant national legislation, policy, and guidance require a Neighbourhood Forum to submit a Neighbourhood Plan to the Local Planning Authority under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. The documents that should be submitted include the Submission Neighbourhood Plan, a Consultation Statement and a Basic Conditions Statement.
7. Following submission of the Neighbourhood Plan, the Local Planning Authority must be satisfied that statutory requirements have been met and that a Basic Conditions Statement has been submitted. The Local Planning Authority has to carry out a compliance check¹ to ensure the Neighbourhood Plan complies with all the relevant statutory requirements as set out in paragraph 6 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).
8. Following a successful compliance check the LPA has to consult people who live, work or carry on business in the Neighbourhood Plan Area and notify any relevant consultation body. The LPA, at the start of the consultation, must make the Submission Neighbourhood Plan and supporting documents, details of where and when these documents may be inspected and details of how to make representations on the documents, including the deadline for representations. A statement must also be included on the representations form to provide the option for consultees to be notified of the Local Planning Authority's decision to make the Neighbourhood Plan. It is important to highlight that the Submission (Regulation 16) consultation is the responsibility of a Local Planning Authority to organise and facilitate.
9. The LPA is a statutory consultee during the Submission consultation and therefore, formal comments on a Submission Neighbourhood Plan need to be provided by the closing date.
10. During the consultation period, it is the responsibility of the LPA to arrange for an independent examiner to undertake examination on the neighbourhood plan. The choice of independent examiner must be formally agreed (in writing) with the Neighbourhood Forum.

SUBMISSION OF THE TITCHFIELD NEIGHBOURHOOD PLAN

11. The Titchfield Neighbourhood Plan (see Appendix A) was submitted to the Local Planning Authority on 22nd October 2018. The first compliance check undertaken by the Local Planning Authority confirmed that the submission Titchfield Neighbourhood Plan did not meet the relevant statutory requirements on three grounds. These grounds are as follows:
 - The Submission Neighbourhood Plan did not set out the dates between which the Pre-submission publicity was carried out.
 - The Submission Neighbourhood Plan did not include a statement to set out why the plan should be 'made' in the proposed terms.
 - The Consultation Statement did not include details of the main issues and concerns raised by the persons consulted during the Pre-submission

¹ A checklist of statutory requirements that the Local Planning Authority must ensure are met by assessing the Submission Neighbourhood Plan documents produced and procedures followed by the Neighbourhood Forum.

consultation or describe how the issues and concerns have been considered and where relevant addressed these concerns in the Submission Neighbourhood Plan.

12. The Local Planning Authority, therefore requested that the Forum re-submit the Neighbourhood Plan to provide additional information for all statutory requirements to be met². The Forum provided a revised submission to the LPA on the 5th November. A further compliance check was undertaken, and the revised submission now complies with the relevant statutory requirements. The Forum met these requirements by providing an addendum to the Neighbourhood Plan and additional details in a re-submitted Consultation statement to meet the three grounds above where they had previously fallen short.
13. A letter and completed compliance checklist was sent to the Titchfield Neighbourhood Forum on the 16th November 2018 to confirm that the statutory requirements have been met. Following a successful compliance check, the Submission Titchfield Neighbourhood Plan has been publicised by the Local Planning Authority for a formal period of public consultation which runs from Friday 23rd November 2018 to Friday 11th January 2019.
14. Consultation on the Submission Titchfield Neighbourhood Plan includes sending out letters to those who live, work or carry out business in the Titchfield Neighbourhood Plan area, promotion of the consultation on the Council's website, consultation documents being made available at the Council Offices, all libraries in the Borough and the Jubilee Doctor's Surgery in Titchfield. A public notice has also been placed in the Hampshire Independent and The Daily Echo.
15. All representations made during the consultation period will be forwarded to the Independent Examiner, appointed by the Local Planning Authority (with the agreement of the Neighbourhood Forum) to examine the TNP.
16. On receipt of the Independent Examiner's report, providing the Titchfield Neighbourhood Plan meets the 'basic conditions', the Local Planning Authority will organise a local Referendum.

KEY ISSUES FOR CONSIDERATION

17. The Submission Neighbourhood Plan includes policies relating to a number of key planning issues including:
 - New housing
 - Design of new housing development
 - Housing mix/Affordable housing
 - Footpath and cycle network
 - Supporting new and existing retail units
 - Preserving the historic environment
18. The Local Planning Authority provided comments on the Titchfield Neighbourhood Plan at the Pre-submission stage in September 2018. The key concerns identified were:
 - Lack of sufficient clarity to allow a decision maker to apply them consistently

² The relevant legal requirements in relation to neighbourhood planning for the purposes of the compliance check are set out in the TCPA, relevant sections of the Planning and Compulsory Purchase Act (PCPA) (2004) and the Neighbourhood Planning (General) Regulations 2012.

and with confidence when determining planning applications in the neighbourhood plan area.

- Lack of sufficient flexibility to ensure they plan positively to support local development.
- The Neighbourhood Plan did not set out the justification and evidence to clearly support policy requirements.
- Policy requirements potentially having a negative impact on viability, therefore preventing the deliverability of housing.

19. Appendix B to this report sets out the Council's (as the Local Planning Authority) comments and suggested amendments on the Submission (Regulation 16) version of the Titchfield Neighbourhood Plan. To reiterate the Local Planning Authority has provided support and guidance as the Neighbourhood Plan has developed, including providing formal comments at the Pre-submission (Regulation 14) stage.

SUMMARY OF THE LOCAL PLANNING AUTHORITY'S RESPONSE TO THE SUBMISSION TITCHFIELD NEIGHBOURHOOD PLAN

20. There is no requirement for the LPA to consider whether the Submission Titchfield Neighbourhood Plan meets the basic conditions at this time. However, the LPA has been mindful of the 'basic conditions', when commenting on the Titchfield Neighbourhood Plan. These are set out below:

- Must have regard to national policy and advice.
- Must contribute to the achievement of sustainable development.
- Must be in general conformity with the strategic policies in the development plan, which includes the Adopted Local Plan.
- Must not breach and be otherwise compatible with EU and Human Rights Obligations.

21. Officers have reviewed the Submission Titchfield Neighbourhood Plan in the context of the previous comments made on the Pre-submission (Regulation 14) Neighbourhood Plan, relevant legislation, national policy and guidance on neighbourhood planning.

22. Officers consider that many of the Local Planning Authority's concerns on the Pre-Submission Titchfield Neighbourhood Plan have not been overcome as a result of amendments incorporated into the Submission Titchfield Neighbourhood Plan and supporting documents. Some of the Local Planning Authority's comments have been partially met and only a limited number of concerns have been overcome. The remaining concerns are summarised below and explained in full in Appendix B, (which sets out the Local Planning Authority's formal response to the Submission Titchfield Neighbourhood Plan in full):

- i. Having regard to national policies and advice (particularly the requirements of the PPG).
- ii. Ensuring the Titchfield Neighbourhood Plan is in general conformity with the development plan, i.e. the Adopted Local Plan (ALP), which includes the Local Plan Part 1: Core Strategy and the Local Plan Part 2: Development Sites and Policies.

23. Please note, in addition to the above (under category i), it is important to highlight that the Submission Titchfield Neighbourhood Plan does not:
- Provide sufficient clarity to allow a decision maker to apply them consistently and with confidence when determining planning applications in the neighbourhood plan area.
 - Provide sufficient flexibility to ensure they plan positively to support local development.
 - Set out the justification and evidence to clearly support policy requirements.
24. The LPA is also concerned that some of the policy requirements could potentially have a negative impact on viability, therefore preventing the deliverability of housing.
25. The LPA have remaining concerns on a number of policies in the submission Titchfield Neighbourhood Plan. Policy H1 (windfall development) relating to the use of land is not in general conformity with a number of strategic policies in the Adopted Local Plan. The Forum's intention to include residential gardens within the settlement boundary, extending the settlement boundary and applying windfall development to meet the housing need identified in the Housing Need Assessment is not clear, and therefore, further justification and supporting evidence is required.
26. Furthermore, the submission Titchfield Neighbourhood Plan still refers to a number of 'community aspirations'. These 'community aspirations' are not related to land use matters and as highlighted in the National Planning Practice Guidance (PPG) these aspirations should be set out in a companion document or annex to the Neighbourhood Plan.
27. At this stage of the plan preparation is it necessary for the Local Planning Authority to make comments on the Submission Titchfield Neighbourhood Plan to assist the examination of the plan. The intention of the Local Planning Authority ultimately is to ensure that the policies are written with sufficient clarity to enable them to be applied consistently and with confidence with determining planning applications in the Neighbourhood Plan Area. It is important to highlight that the decision now rests with the Independent Examiner as to whether the Titchfield Neighbourhood Plan meets the 'basic conditions'.

POTENTIAL NEXT STAGES

28. As previously highlighted, following the close of consultation all representations made will be submitted to the Independent Examiner. The Examiner will then assess the Neighbourhood Plan to come to a conclusion as to whether the plan meets all of the 'basic conditions'. The Examiner's Report is binding and if the examiner recommends that the neighbourhood plan can proceed to referendum subject to modifications, these modifications must be made.
29. Furthermore, if the Examiner's report is positive the plan will then be subject to a local referendum. If a Neighbourhood Plan is supported through a local referendum it becomes part of the statutory development plan for that area and will be used, alongside local and national planning policy and guidance, to determine planning applications in the Neighbourhood Plan Area.

CONCLUSION

30. In conclusion, the Local Planning Authority recognise the efforts made by the Titchfield Neighbourhood Forum in reaching the Submission stage of the Neighbourhood Plan process. It is recommended that the Local Planning Authority's comments on the Submission Titchfield Neighbourhood Plan be submitted to the independent examiner for their consideration when assessing the Titchfield Neighbourhood Plan against the 'basic conditions. The Local Planning Authority has raised concerns which is believes need to be considered by the Independent Examiner.

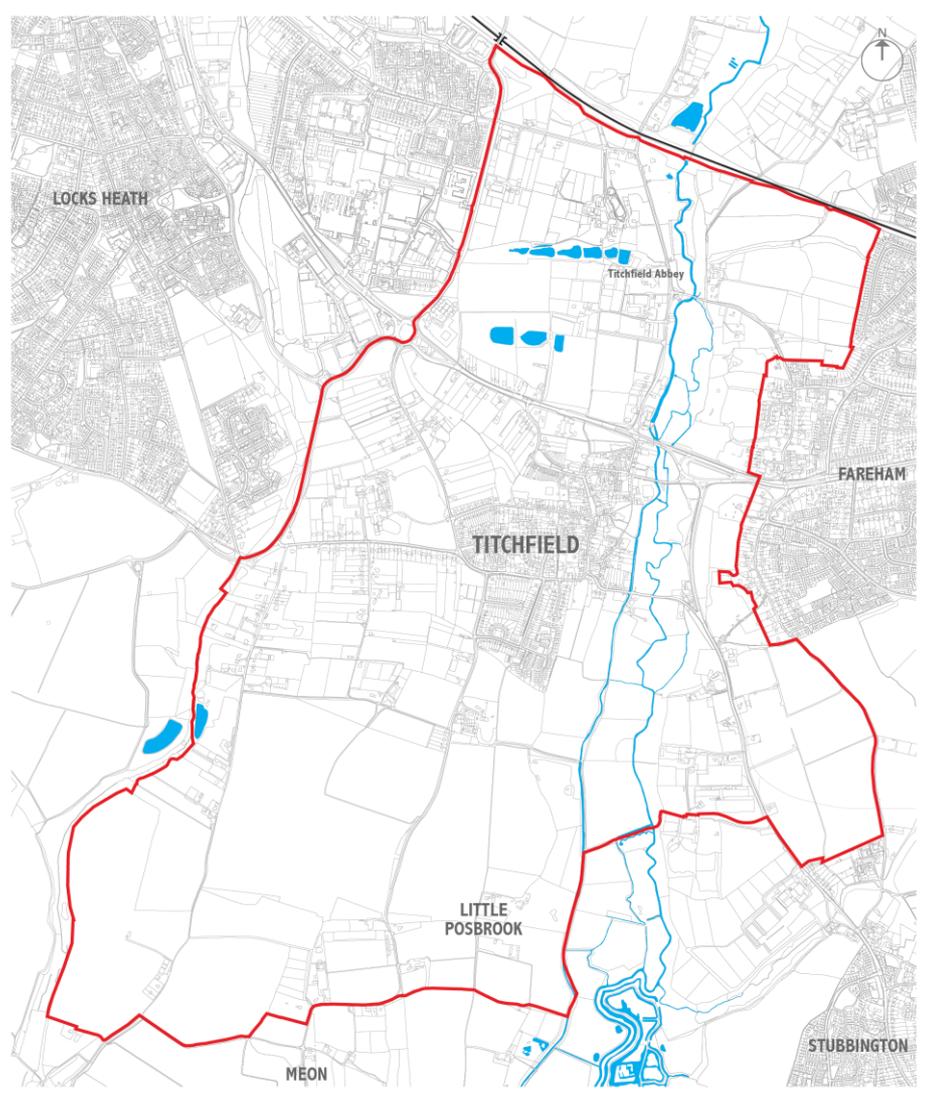
Enquiries:

For further information on this report please contact Claire Burnett, Head of Planning Strategy and Regeneration. (Ext. 4330).

Titchfield Neighbourhood Plan 2011 - 2036

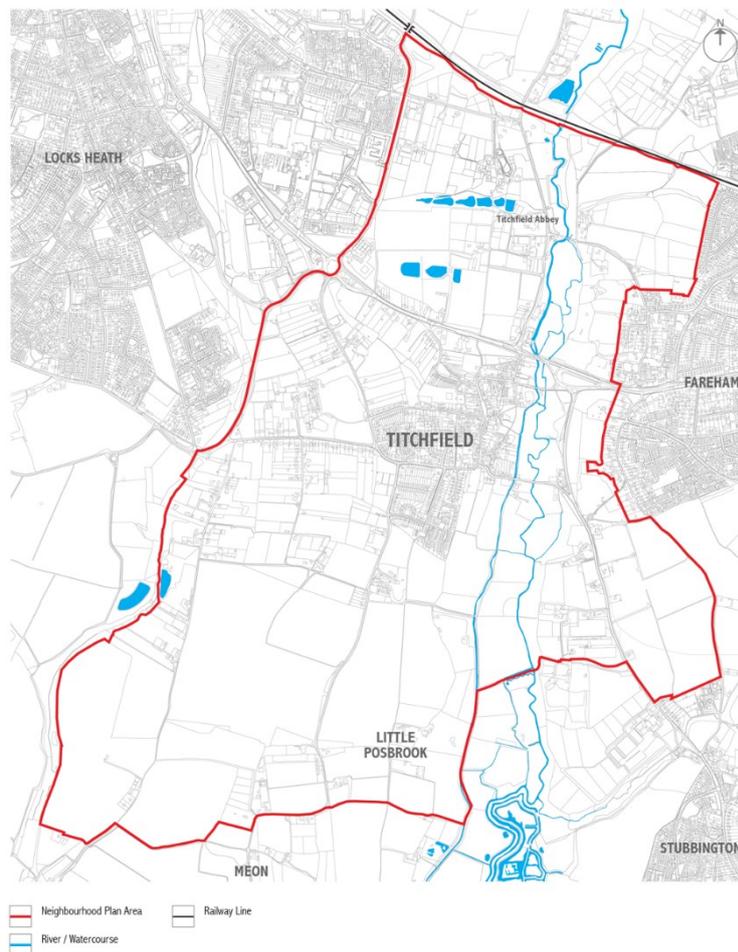
prepared by:

Titchfield Neighbourhood Forum - 2018



— Neighbourhood Plan Area  Railway Line
— River / Watercourse

Titchfield Neighbourhood Plan 2011 - 2036



This Neighbourhood Plan has been produced using the March 2012 National Planning Policy Framework

Prepared by
Titchfield Neighbourhood Forum - October 2018

TITCHFIELD NEIGHBOURHOOD PLAN

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to the website www.titchfieldmatters.org.uk

and available in hard copy

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Titchfield Square from South Street



FOREWORD

The Titchfield Neighbourhood Forum was set up in January 2016 by a group of 25 people keen to ensure that Titchfield continues to be a good place to live, work and play and also to ensure that the area gets the appropriate type of development. With the aim of improving the Neighbourhood Plan area and delivering sustainable development over the coming years, the Forum asked residents to identify issues they felt were important to the area. These include:

- the lack of affordable housing
- traffic and parking
- maintaining the historic ambience of the village
- health and the environment, including litter
- access to the country park
- presentation and promotion of the village

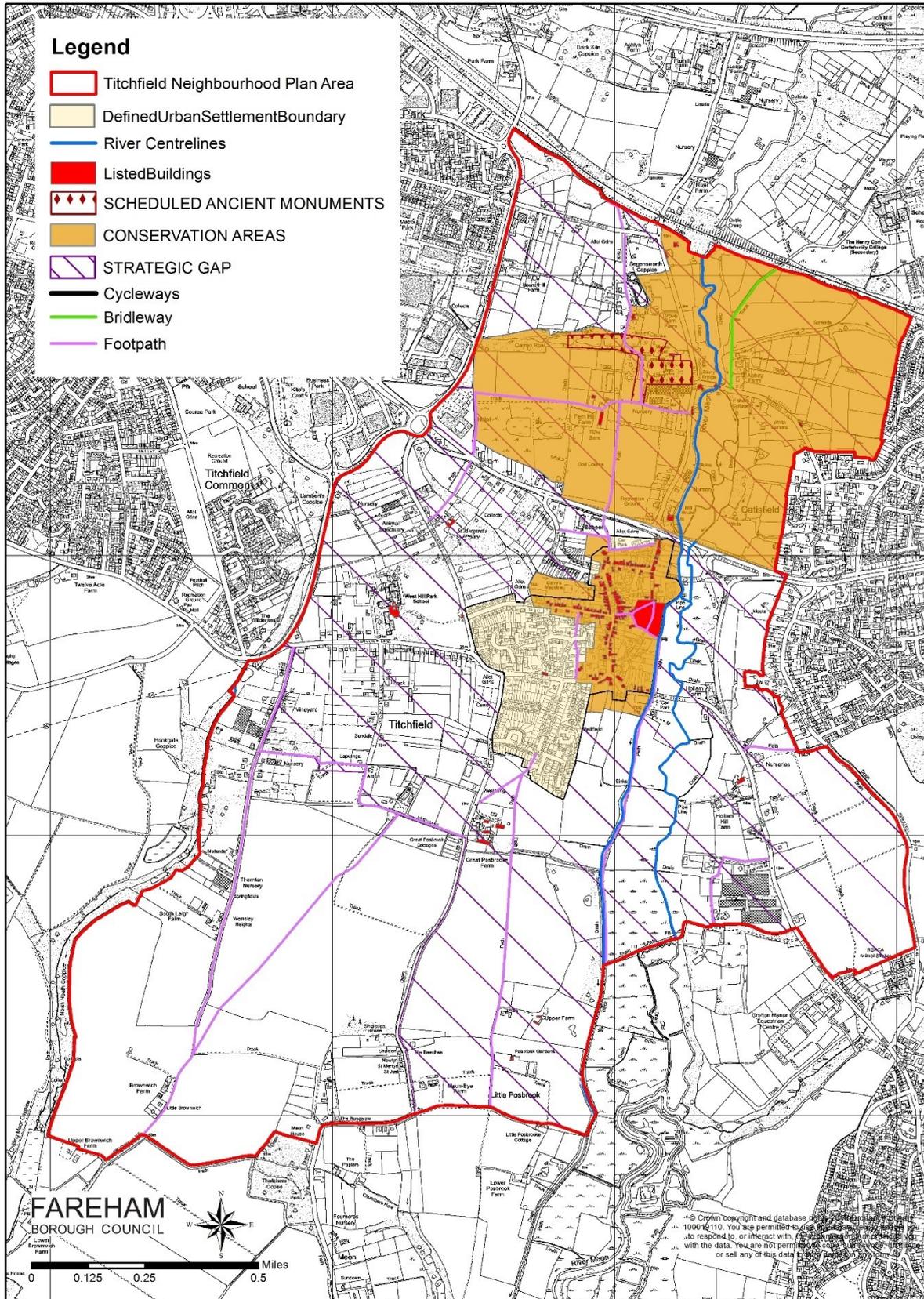
In March 2017 the Forum was designated by Fareham Borough Council (FBC) for the purpose of producing a neighbourhood plan. The Forum then produced this Neighbourhood Plan. This Plan will have no adverse effects on the current and future residents, workers and visitors. This is regardless of protected characteristics which cover age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity - Equality Act 2010.

The Plan has been written in an easy to read style to ensure maximum understanding for as many residents as possible. Additional information on a variety of topics has been included as appendices throughout the text. These can be accessed on our website www.titchfieldmatters.org.uk

This Plan, if agreed by residents becomes a statutory document to sit alongside the emerging Local Plan.

I would like to thank the Forum members for working assiduously in the preparation of the Plan. I also appreciate the support and help we have had from many members of the public, local businesses, Fareham Borough Council Planning Department and our planning consultants, Boyle and Summers. The Forum has also been able to draw on much valuable historic data and on contributions made by individuals and the many societies in the village.

Ann Wheal
Chair, Titchfield Neighbourhood Forum October 2018



Map 1 - Titchfield Neighbourhood Plan Area and Key Features

Chapter 1 - Summary

1.1 The Neighbourhood Plan

The Titchfield Neighbourhood Plan sets out the aims, objectives and policies for the growth of Titchfield over the period 2011 to 2036. The aim of the Plan is to conserve and enhance the local built, historic and natural environment of Titchfield and to enhance the special interest, character and appearance of the area and its historic setting.

The Neighbourhood Plan has been drawn up by the Titchfield Neighbourhood Forum following two and a half years of consultation and involvement with residents via public meetings, newsletters, questionnaires and the Forum website, titchfieldmatters.org.uk. This document sets out the land use matters relating to the community. However, during consultations the aspirations of the community have been noted and clearly marked within the Plan in Community Aspiration boxes. These aspirations are intended to be a template for the development of the village over the Plan period. They incorporate the work of Forum sub-groups that have investigated specific topics.

The health and well-being of the residents is reflected throughout, not just by policies and community aspirations, but by the accessibility audit carried out in July 2017 and the Health Day in September 2017.

If the Neighbourhood Plan is successful at referendum, it will become part of statutory development plan for the area. Consequently, decisions on whether or not to grant planning permission in the neighbourhood area will need to be made in accordance with the Neighbourhood Plan. This would be part of the statutory local development plan unless material considerations indicate otherwise.

Locality, Neighbourhood Plans, Roadmap Guide.

Throughout the Plan evidence has been supplied to underpin the inclusion of the policies.

The **key policies** contained in this document relate to:

1.2 Housing

History (FBC Emerging Local Plan 2018 - 2036, p. 32, policy H1 Strategic Housing Provision) shows us that approximately 10% of the housing demand will be met by windfall sites (see Glossary p72) within the Borough. The justification for the housing needs being met by windfall sites is evidenced by 18 dwellings having been completed, or under construction, on windfall sites in the last 3 years within the Defined Urban Settlement Boundary (DUSB). These sites meet the policies within the NP area.

1.3 Getting Around

Traffic policies and community aspirations are proposed. These are designed to reduce the impact of traffic throughout the Plan area so that the safety and environmental needs of pedestrians are given priority.

1.4 Commercial and Economic Considerations

The area has a thriving local economy at its centre offering employment opportunities as well as services for residents. Policies are proposed to ensure the continued success and focus of business premises in the High Street, The Square and South Street. Proposals to convert business or commercial premises here into residential use will be resisted.

1.5 The Built and Natural Environment

Policies are proposed to ensure that Titchfield remains a village with an enhanced environment and valued open spaces.

1.6 Historic Titchfield

The objective of the Plan is to respect and preserve the history of the area for future generations whilst allowing it to continue to develop and grow.

Chapter 2 - A Brief History of Titchfield

Titchfield was established in the 6th century by a tribe of Jutes from Denmark known as the Meonwara. By the time of the Domesday Book, Titchfield was a flourishing village of 150 souls. St. Peter's Church, built in the 7th century, is still a place of worship today. Titchfield Abbey was built in the 13th century. At the Reformation it was turned into Place House by the first Earl of Southampton. Eight monarchs, from Richard II in 1393, through Henry V before Agincourt to James II in 1686 all visited the Abbey. Shakespeare may have taught at the Old Grammar School in Mill Lane, established by Henry VI after his marriage to Margaret of Anjou in the Abbey in 1445.



Titchfield Abbey



The Old Market Hall

Medieval Titchfield was an important port. The Square had a market hall - later taken down due to the poor state of repair. It was moved to Barry's Meadow but eventually was rebuilt at the Weald and Downland Living Museum, Sussex. There was a tannery (now a small industrial estate), several breweries and the area became famous for its strawberries. At the height of strawberry growing, in the early 20th century, a rail connection was built at Swanwick so that Titchfield strawberries could be shipped easily and quickly to London markets.

The historic core of the village, including the village square is part of the Titchfield Conservation Area. This area contains many Grade II listed buildings plus St Peter's Church which is a Grade I listed building. To the north of the A27, Titchfield Abbey Conservation Area includes the ruin of Titchfield Abbey (Place House), a Scheduled Ancient Monument, as well as the surviving medieval fishponds to the west - see Plan 1 on page 8.

The history and heritage of the area is such that an archaeological investigation is required prior to any development within the two Conservation Areas. A policy for this is included in this Plan, policy HT2, Historic Titchfield.

For over 100 years Titchfield carnival was famous throughout the south and attracted thousands of people to its afternoon and evening processions. Recently its future has become uncertain due to the high costs of putting on such an event.

Appendix 18 gives a brief history of Titchfield from medieval times until 1781.

Chapter 3 - Titchfield Today

A large part of the Plan area is a Conservation Area and many of the houses in Titchfield village are listed. The Abbey, controlled by English Heritage, is key to much of the history of the area. The 14th century Barn, adjacent to the Abbey, is used as a theatre concentrating mainly on Shakespearian plays.

The original medieval village consists of The Square, High Street, West Street, Church Street, East Street, Southampton Hill and South Street. The growth of Titchfield, which was a major port until 17th century, fell into decline due to the silting up of the estuary as well as the development of the town of Fareham and the major port of Portsmouth.

The expansion of the village into its present form began with the development in 1932 of the Bellfield estate to the south west of the village and the more recent Garstons estate to the west. There has been some in-filling within the Conservation Areas. The A27, a dual carriageway between Fareham and Southampton, bisects what was originally a complete village. This leaves the Abbey, the Barn, three small lakes, recreation ground plus two pubs and two garden centres on the other side of the dual carriage way. There is also a country park being developed on the land between the Barn and the Boxing Club area. Access from the south side of the village on the north side is via a pedestrian crossing and traffic lights on the A27. Some new buildings have been developed on the north side of the A27 and currently a retirement home complex is being built there. Despite the A27 dividing Titchfield, the communities are well integrated.

Today, Titchfield is a desirable place in which to live. It has a thriving community with a wide range of organisations including:

- a boxing club
- the Arts Society
- an allotment society
- community cinema
- several bridge clubs
- two WIs
- a history society
- three theatre companies
- three hairdressers
- two beauty salons
- five pubs all serving food
- two coffee shops
- a doctors' surgery
- a dentist
- car repair services
- a community centre
- the parish rooms
- an Old English bowls club



For a list of all the clubs and societies in the village see [Appendix 1](#)

Titchfield house prices are relatively high compared to other local areas and very few young people can afford to buy property here. This balance needs to be redressed.

Like most villages, Titchfield has a traffic/parking problem, especially in the rush hours, when the village is used as a traffic short-cut to Lee-on-the-Solent, Stubbington and Fareham. It is hoped that the recent improvements to the A27 will help to ease this problem.



South Street

Chapter 4 - How the Neighbourhood Plan Developed

The Titchfield Neighbourhood Forum started out as a sub-committee of the Titchfield Village Trust (TVT). In October 2015 comments, complaints, and suggestions were made by residents to TVT regarding the village and the surrounding related areas. The Trust asked a TVT member to set up a working party to look at the issues. Eight people joined the group at the first informal meeting on Thursday October 20th, 2015. They met monthly after that until December 2015 when a Neighbourhood Plan (NP) was suggested as the best way to influence current and future developments in the area.

In January 2016 a Forum was formed, consisting of 25 members from a cross-section of residents and business owners.

4.1 Neighbourhood Plan-Making and Planning

Neighbourhood planning, introduced in 2011 by the Localism Act, gives the Titchfield community direct power to develop a shared vision for the neighbourhood and shape the development and growth of the local area. The Neighbourhood Plan (NP) must contain policies which are in line with the National Planning Policy Framework (NPPF) and must be in general conformity with the Strategic policies contained in the development plan for the area of the authority.

Neighbourhood Plans must also conform to European Regulations on Strategic Environmental Assessment (SEA) and habitat Regulations. Full details are contained in Appendix 15.

The starting point was to define the area that would be covered by the Plan. This took some time but was finally agreed after discussions with FBC. The views of residents were also canvassed. Over 500 questionnaires were sent to residents, businesses and local groups. 152 questionnaires were returned. These were analysed and the results published and presented at a meeting of the Forum in February 2016 - Appendix 6.

The results of the survey have been key factors in the development of the Neighbourhood Plan. Since January 2016 there has been much activity. Sub-groups of the Forum have worked on specific topics. There have been 10 public meetings and there have been obvious changes within the village and surrounds. For example, Titchfield entered the Britain in Bloom Competition and a vibrant interest in the appearance of the village has followed. More details are to be found on the Forum's website <http://www.titchfieldmatters.org.uk>

4.2 The Forum and TVT

In January 2017 it became clear that for the NP process to continue, the NP Forum would need to be an independent organisation – no longer a sub-committee of TVT. The Forum now has its own constitution - Appendix 2 and terms of reference – Appendix 3. Having been approved in March 2017, it is a statutory body formally recognised by the Secretary of State and FBC. The finances of the Forum are separate from TVT but NP funds are held in the TVT bank account as TVT is a charitable organisation so meets the necessary criteria for grants and funding.

4.3. Consultation and Monitoring

The most important requirement of a Neighbourhood Plan is that at all stages the Forum must reflect the views of residents. To this end the Forum has:

- held 10 open meetings
- had one television interview
- given two newspaper interviews
- made presentations to local groups
- took a stand at the church fete in 2016, 2017 and 2018
- maintained a regular discussion service on its website.



Open days

Throughout the process the community has been informed by:

- bi-monthly newsletters
- articles in the parish magazine
- open meetings
- publishing information on the [Forum website](#)

4.4 Resources:

- public exhibitions, meetings and events [Appendix 4](#)
- shop window displays [Appendix 5](#)
- a questionnaire/survey sent to over 500 households [Appendix 6](#)
- housing survey, [Appendix 7](#)
- a traffic survey [Appendix 8](#)
- accessibility audit [Appendix 9](#)
- updates on the Forum website
- via Facebook
- via the Parish magazine
- contact with local businesses and groups
- smaller focus groups within the village
- consultation 'windows' during which comments have been invited on the Draft Plan documents.
- bi-monthly newsletters sent to over 700 residents via e mail [Appendix 10](#)
- FAQ leaflets distributed from September 2017, initially at the Health Day [Appendix 11](#)
- an audit trail of the key meetings is posted on [Appendix 4](#)



Chapter 5 - The Neighbourhood Plan Area

The NP area is shown on Map1 on page 8.

5.1 The Plan boundary takes the village as its focus

The Plan boundary takes the village as its focus. To the north, Titchfield Abbey Conservation Area and the railway line create a clear physical boundary. To the west, the Plan area is defined by the built-up edge of Locks Heath and Park Gate, following Cartwright Drive, Warsash Road and Brownwich Lane. Similarly, the eastern boundary is defined by the built-up edge of Fareham and housing along Abbeyfield Drive and Catisfield Lane.

There are protected public open spaces such as Chilling Woodland (Thatcher's Copse). Thatcher's Copse is a site of importance for Nature Conservation and an Ancient Woodland. Titchfield Haven National Nature Reserve is statutory designated as part of the Solent and Southampton Water Special Protection Area (SPA) and RAMSAR site - a site of Special Scientific Interest (SSI). These woodland blocks and open spaces provide a distinctive southern approach to the village, characterised by large open vistas across fields to surrounding urban areas.

The approach to Titchfield from all directions involves changing from an urban area through water meadows, valley and woodland towards the village centre.

A more detailed explanation of the Plan area is in [Appendix 13](#) and a map is in [Appendix 14](#).

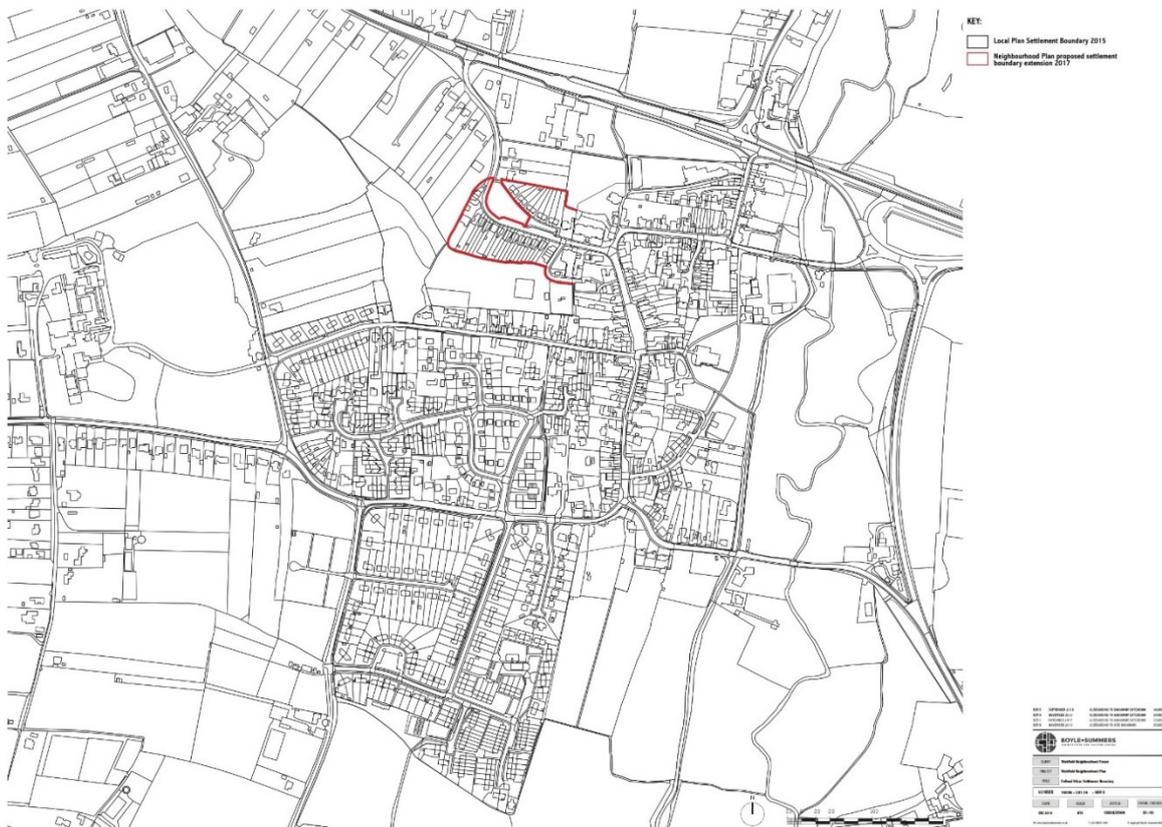
Two important considerations in respect of the Plan area relate to the Defined Urban Settlement Boundary (DUSB) for Titchfield (Core Strategy Adopted 2011) Policies CS2, CS6, CS9 and CS11 which deals specifically with Titchfield) and the Strategic Gap (Policy CS22) - see map 1, page 8.

5.2 Defined Urban Settlement Boundary

The NP Policy H.3. proposes extending the existing Defined Urban Settlement Boundary (DUSB) for Titchfield to include properties along Southampton Hill. On the northern side of Southampton Hill the existing Defined Urban Settlement Boundary stops at the Village Gate housing complex. On the southern side it cuts through the more recent Titchfield Meadows housing development and Jubilee Surgery.

During consultation on the Neighbourhood Plan, part of Southampton Hill was seen to form an integral part of the village footprint. The properties clearly read as part of Southampton Hill entirely in keeping with the village character and the view along the street leading to and from the village centre. Their inclusion within the DUSB for Titchfield could provide potential opportunities for small scale infill development in line with Policy CS11 (Core Strategy Adopted August 2011). The proposed new DUSB will exclude the area of green open space to the south of house numbers 5 - 21 Southampton Hill as shown on the Plan.

Map 2 - Proposed Extension to Defined Urban Settlement Boundary shown in Red



5.3 Strategic Gap

The Adopted Local Plan, August 2011, Policy CS22 identifies land around the village between Fareham/Stubbington and the Western Wards as the Meon Gap – a Strategic Gap. Importantly, all of this land is treated as countryside. This means that proposals for development will not be permitted, either individually or jointly, if they would significantly affect the integrity of the gap.

A recent review of the Strategic Gap designations as part of the Local Plan Review (Fareham Landscape Assessment – Part Three, 2017) has considered it critically important to retain the Strategic Gaps in the Borough. The Meon Gap, which plays a vital role in helping to maintain the separation of Titchfield from settlements to the west and east of the valley. The Meon Gap is shown on map 1 page 8.

Chapter 6 -The Vision for Titchfield

A clear vision for the future of Titchfield reflects the aspirations of the community. Beneath each vision statement has been included the policies and community aspirations to which they refer. The vision covers these core themes:

1. Ensuring that any new housing meets the criteria set out in this Plan
 - Policy H1, Windfall Development
 - Policy H2, Affordable Housing
 - Policy H3 Local Need
 - Policy H4 Development Design

2. Addressing traffic and parking issues to ensure a safe and healthy environment
 - Policy GA1
 - Policy GA2
 - Policy P1

 - Community Aspirations CA 1, 2, 3, 4, 5 and 6

3. Ensuring that the local economy for employment and facilities will continue for residents and visitors -
 - Policy CE1
 - Policy CE2

 - Community Aspirations CEA1, CEA2

4. Having an enhanced environment
 - Policy BE1
 - Policy BE2
 - Policy BE3
 - Policy NE1
 - Policy NE2

Policy OS1

Community Aspirations BE1, BE2, NE1, NE2, OS1, OS2, OS3, OS4

5. Preserving village life and amenities together with conservation issues

Policy HT1 Preserving Historic Environment

Policy HT2 Archaeological Assessment

Community Aspirations HT2, HT2.2, HT2.3, HT3.1, HT3.2, HT.4, HT5, HT5.1, HT5.2, HT5.3, HT5.4, HT5.5

Chapter 7 - Turning the Vision into a Plan

From the 2015/16 survey a vision for Titchfield was formed. To enable this to become a Plan the Forum divided into sub-groups to deal with the various areas highlighted by the survey. Consultation meetings with residents were also held and used to set the agendas for the sub-groups. From this consultation, community aspirations were formed and some areas were set out in aims, objectives and policies - see Consultation Statement on how the sub-groups were formed and the topics covered.

The next stage was to ensure that the Neighbourhood Plan would comply with the Government requirements contained in the National Planning Policy Framework 2012.

7.1 Strategic Environmental Assessment

FBC, as the Responsible Authority in this matter, is required to determine whether a Strategic Environmental Assessment (SEA) needs to be carried out for this Plan.

The Council provided the Forum with a copy of the Screening Report, an Appropriate Assessment and a Screening Notice. It has been informed that at the present time, no action needs to be taken. In conjunction with Natural England, the Environment Agency and Historic England, FBC has analysed and assessed the draft Plan and the processes which led up to its production. They have decided that a SEA is not required. The full document can be seen in the audit trail, *April 2015 SEA Screening decision - HNP final*, [Appendix 15](#).

7.2 The Titchfield Neighbourhood Plan, the National Plans and the FBC Plan

The NPPF and Sustainable Development

The golden thread running through both plan-making and decision-taking within the NPPF is the presumption in favour of sustainable development (NPPF, para 14).

Sustainable development, which is defined as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs' (Resolution 42/187 of the United Nations General Assembly), incorporates the three inter-related dimensions of: an economic role, a social role and an environmental role.

Plans need to take local circumstances into account so that they respond to the different opportunities for achieving sustainable development in different areas and in different ways that ultimately seek to (NPPF, para 9):

- *make it easier for jobs to be created in cities, towns and villages*
- *move from a net loss of bio-diversity to achieving net gains for nature*
- *replace poor design with better design*
- *improve the conditions in which people live, work, travel and take leisure*
- *widen the choice of high quality homes.*

7.3 Table 1 on the following page shows Titchfield NP Support for the National Planning Policy Framework (NPPF) and Achievement of Sustainable Development.

Titchfield NP Policies	NPPF Achieving Sustainable Development								
	Building a Strong, Competitive Economy	Ensuring the Vitality of Town Centres	Promoting Sustainable Transport	Delivering a Wide Choice of High Quality Homes	Requiring Good Design	Promoting Healthy Communities	Meeting the Challenge of Climate Change, Flooding & Coastal Change	Conserving & Enhancing the Natural Environment	Conserving & Enhancing the Historic Environment
DUSB 1 Urban Area Boundary		✓		✓					
H1 Windfall Development		✓		✓		✓		✓	✓
H2 Affordable Housing				✓		✓			✓
H3 Local Need				✓		✓			
H4 Development Design	✓	✓	✓	✓	✓	✓	✓	✓	✓
GA1 Pedestrian Safety			✓			✓			
GA.2 Cycle Links			✓			✓			
P1 New Dev. Parking	✓	✓	✓	✓	✓				
CE1 Conversion of Commercial Premises	✓	✓			✓				
CE2 Access to Shops & Amenities		✓	✓	✓		✓		✓	
BE1 Energy Efficiency					✓	✓	✓	✓	✓
BE2 Water, Energy, Flood Risks						✓	✓	✓	
BE3 Landscaping and Biodiversity						✓	✓	✓	
NE1 Special Protection Areas						✓	✓	✓	✓
NE2 Non-statutory sites and initiatives						✓	✓	✓	
OS1 Open Spaces						✓		✓	

7.4 Support for FBC Local Plan

The statutory Development Plan applicable to the NP area currently comprises:

- Local Plan Part 1: Core Strategy (Adopted 2011)
- Local Plan Part 2: Development Sites & Policies (Adopted 2015)

FBC has committed to a review of its Local Plan (Fareham Draft Local Plan 2036) to reflect emerging housing and employment needs until 2036.

Within the adopted Local Plan, Titchfield is recognised as an important village location which is expected to maintain its role as a local centre. The Local Plan recognises that 'changes of use away from retail' will be resisted in the centre to ensure the retention of local services, vitality and viability, and wider hierarchy of centres (Strategic Objective SO4, Policy CS3). Only small-scale development is envisaged within the settlement boundary (Policy CS11). The key factors shaping future development in Titchfield are its important historic environment, which includes three of Fareham's six Scheduled Ancient Monuments, and its position in the Meon Valley separating the two main urban areas within Fareham - refer to Conditions Statement - see policy CS17 of the Local Plan, part 1.

A summary of the relationship between the NP and Key Policies of the Adopted Local Plan is set out in Table.2 on the following page.

7.5 Table 2. Titchfield NP Support for Adopted Local Plan Key Policies

Titchfield NP Policies	Fareham's 5 Key Local Plan (Part 1) Policies				
	CS1 Employment Provision	CS2 Housing Provision	CS3 Vitality & Viability of Centres	CS4 Green Infrastructure, Biodiversity & Geological Conservation	CS5 Transport Strategy & Infrastructure
DUSB 1		✓	✓		
H1 Windfall Development		✓	✓		
H2 Affordable Housing		✓		✓	
H.3 Local Need		✓			
H4 Development Design	✓	✓	✓	✓	✓
GA1 Pedestrian Safety	✓	✓	✓	✓	✓
GA2 Cycle Links	✓	✓	✓	✓	✓
PO1 Parking	✓	✓	✓		✓
CE1 Conversion of Commercial Premises	✓		✓		
CE2 Access to Shops & Amenities		✓	✓		✓
BE1 Energy and Efficiency	✓	✓	✓	✓	✓
BE2 Water, Energy, Flood Risks				✓	
BE3 Landscaping and Biodiversity		✓	✓	✓	
NE1 Special Protection Areas				✓	
NE2 Non-statutory sites and initiatives				✓	
OS1 Open Spaces		✓		✓	

Chapter 8 - The Structure of the Plan

Aim – highlighted in lavender

Objectives – highlighted in pale green

Policies which form part of the Neighbourhood Plan– highlighted in pale blue

Community Aspirations are clearly identified in orange boxes in this Plan.

Note: Community Aspirations do not concern land use matters and as such are not part of the formal Neighbourhood Plan. However, they set out the aspirations of the community, and are a significant part of what the community is trying to achieve.



Rowans Hospice shop in a recently renovated building in the Square

Chapter 9 - Housing

9.1 Background and rationale

Map 1 on page 8 shows the main housing locations and some of the key features within the Plan area.

Housing development is mainly located to the south-west of the village centre either side of Coach Hill. These include the Garstons' estate to the north of Coach Hill and the Bellfield estate to the south. Originally the Bellfield estate was made up of rented properties but currently over 54% of the homes are owner occupied (FBC). This home ownership of properties throughout the village means there are fewer properties available to rent than previously.

Titchfield house prices are high compared with other properties in the borough and young people cannot afford to buy property here. This plan proposes to redress the balance.

9.2 Meeting future housing needs in Titchfield

Forecasting housing needs is not an exact science. When new developments occur, it is not always possible to know the quantity and type of property that will be built until the build process is completed. Market forces and planning issues can change the original plan as building is in progress.

Also, at the time of writing, the NPPF has been under review. There are to be changes to the methodology for assessing local housing needs. In the light of these changes, it is likely that FBC will reassess the housing requirement for the borough in the future.

That said, what follows is based on the best data available at the time of writing:

A Housing Needs Assessment, [Appendix 31](#) commissioned by the Titchfield Neighbourhood Forum in 2017. The assessment, carried out by AECOM, was financed by a grant from Locality, a government sponsored organisation.

Consultation with Fareham Borough Council

Data gathered by the Forum Housing Needs Questionnaire [Appendix 7](#)

The Forum's assessment of current housing stock [Appendix 32](#)

The Forum's Site Assessment Report [Appendix 34](#)

Data from the [2011 Census](#)

9.3 How many additional houses are needed in Titchfield?

The Housing Needs Assessment was produced by AECOM. The report was completed in 2017 - [Appendix 31](#).

The AECOM report para 20 states *“Therefore, in arriving at a final housing figure, we do not judge there is any justification to make an uplift to the figure beyond 262 dwellings for the period.” Neighbourhood Plan*

The period covered by the AECOM Report is for 2018-2034, which at the time the report was commissioned was the NP Plan period, so the AECOM report was proposing a housing increase of 262 additional dwelling over a 16-year period - i.e. approximately 16 dwellings per year. The AECOM report used data from the 2011 census and other recent statistical information

Locality, following advice from AECOM, advised that ‘There is no reason why dwellings completed up to 2018 cannot count towards the fulfilment of your housing target’. Therefore, account has been taken of the following:

- 20 dwellings (6 houses and 14 apartments) completed since 2011.
- 86 retirement homes currently being built and due for completion in 2018, and
- 3 dwellings under construction on the old Titchfield Motors site.

So, by the end of 2018 a further 109 dwellings – approximately seven years supply - will be completed or under construction.

This leaves a requirement of 153 dwellings to be needed over the lifetime of the Plan preferably provided by windfall sites (refer to summary, p 9 and policy H1)

Note. Whilst the AECOM study was in progress the Fareham Draft Local Plan 2036 was published so the Titchfield NP period (originally 2018 - 2034) has also changed to align with FBC. This report covers the Plan period 2011 - 2036. The AECOM report was completed in 2017 whilst the Plan was in progress. The housing figures within this report therefore reflect the housing needs assessment for 2011-2036.

9.4 Types of dwellings in Titchfield

Fig 3 (below) taken from the 2011 Census shows the type of dwellings that exist within the NP area. Most are owner occupied. There is a higher proportion of rented and private accommodation compared with the rest of the Borough - but lower than national levels as shown below:

Titchfield Property Statistics

Titchfield Owned	73.3%
Share Ownership	0.2%
Affordable housing	13.0%
Private rented	12.0%

Fareham Borough Statistics

owned	84.4%
shared ownership	0.6%
affordable housing	8.1%
private rented	10.0%

Fig 3

Mix of housing in plan area

	%.	Number
Detached.	35.5	453
Semi-detached.	31.8	405
Terraced.	22.3	284
Flats, maisonettes, apartments	7.5	96
Shared homes.	1.3	20
In commercial buildings.	1.6	20

Fig 4

9.5 What sort of dwellings do we need in Titchfield?

The following extract from the Forum's own housing needs survey, [Appendix 7](#), Fig 5, shows that residents have a strong preference for 'affordable to buy' and 'social housing' (now known as 'affordable rented housing'). See policy H.2.



Fig 5

At the time of this survey residents understood 'affordable housing' to mean lower priced houses to purchase for owner occupation.

- The Forum's Housing survey shows a community preference for smaller dwellings i.e. 1, 2 or 3 bedroom houses. [Appendix 7](#)
- The community does not support the loss of smaller properties within the NP area
- This Plan requires all development to demonstrate good quality architectural and landscape design that reinforces or promotes the local character of the village and makes provision, where viable, for suitable open green spaces accessible to the public

9.6. Where will the new houses be built?

The Housing group identified, assessed and ranked a number of potential sites within the Plan area, [Appendix 34](#). Potential sites were identified but no sites fully met the NP policies or the adopted policies in the FBC Core Strategy, Adopted 2011, Policy CS11.

The Forum is therefore not specifying sites in this Plan. The justification for the policy can be found in the summary p 9 para 1.2 and is in line with the Adopted Local Plan Core Strategy 2011.

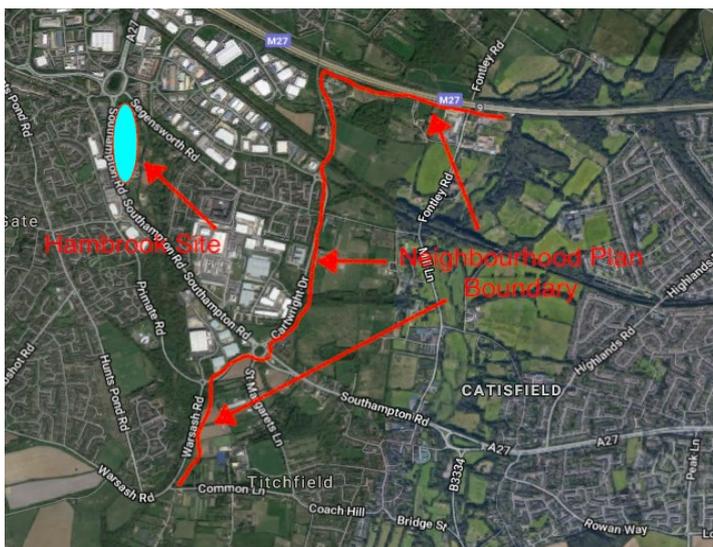
This is in line with Fareham Local Plan 2036, 5.46:

'Titchfield is a small settlement, with a rich historic character and a thriving local centre. Few development opportunities have been identified, apart from small scale infilling proposals.'

The approach is that preferably windfall development within the revised Defined Urban Settlement Boundary will meet 10% of the required housing need. See Policy H1. Windfall Development.

Community consultation showed a preference for new development to be on Brownfield sites as opposed to Greenfield sites. The re-use of previously developed land is proposed in accordance with FBC Local Plan Core Strategy C2.2.

The Plan acknowledges the contribution that the nearby Southampton Road, Titchfield Common site will make towards meeting Borough housing needs but recognises that it cannot satisfy any of the NP housing need. This development is just outside the NP area and adjacent to the Titchfield Ward boundary. It is less than 1km to the west of the Plan area. The site is allocated in the Draft Fareham Local Plan 2036 and is for 400 new homes, mostly smaller 2-3 bedroom homes with a significant amount of affordable housing.



Map 3 The Southampton Road Site, known locally as the Hambrook Site

9.7 Housing aims, objectives, policies and community aspirations

Aim

To provide for the future housing needs in the Neighbourhood Plan area in accordance with the policies set out in this Plan and the FBC Adopted Local Plan, Part 1 and 2 and Emerging Plan 2036.

Objective H1.

Future housing should meet local needs
See policy H.2. and policy H.3.

Objective H2.

New housing should be provided within the revised DUSB.
See Policy H.3.

Objective H.3

All new housing to deliver high quality standards of design in keeping with the existing character of the surrounding area.
See policy H.4.

Policy DUSB.1 Defined Urban Settlement Boundary

This Plan proposes a review of the Defined Urban Settlement Boundary for Titchfield to include properties along Southampton Hill as shown on Map 2 page 18.

Justification for the following policy is as follows:

- Site assessment sheets, see Appendix 34, shows no sites meet proposed plan policies as consulted at Forum and residents' open meetings
- Evidence shows windfall sites becoming available in NP areas. Examples of recent windfall sites are The Coach and Horses Development, Titchfield Meadows flats and Titchfield Motors site. The development at the north of the Holiday Inn was not a planned site so could also be defined as 'windfall'.

Policy H1 Windfall Development:

Housing growth will be met by small scale infill development within the revised Titchfield DUSB.

Justification for policy H.2 and H.3

Community consultation, p 29 NP para 9.5

Policy H.2 Affordable Housing

Affordable housing will be provided on sites in accordance with policy CS18 of the Adopted Local Plan 2011.

Policy H.3 Local Need

Future housing should be a mix of homes including both affordable to rent and affordable to buy to meet local need.

Policy H.4 – Development Design

Development that takes the opportunities available for enhancing local distinctiveness will be supported where it:

- a) acknowledges established building lines;
- b) retains as many existing trees and hedges as possible within sites and along the boundaries;
- c) provides adequate parking (in accordance with FBC Residential Car Parking Standards SPD, Table 1)

9.8 Supporting Evidence

- Urban Area Boundary Proposal to FBC, Appendix 33
- Housing needs website post, Appendix 29
- Forum Housing Needs Survey, Appendix 32
- The Forum Housing Needs Questionnaire, Appendix 7
- The Forum's Site Assessment Report, Appendix 34
- Data from the 2011 Census
- FBC Core Strategy 2011 Part 1 and 2
- FBC Emerging Plan 2036



The Great Barn

Chapter 10 - Getting Around

This section deals with **Traffic, Parking, Pedestrians, Cycling and Footpaths**.

10.1 The Neighbourhood Plan and Traffic Issues

The Forum recognises that Neighbourhood Plans cannot deal retrospectively with traffic issues so much of what follows is aspirational. However, a significant concern emerging from the village survey and open consultations is the present traffic and parking situation.

Many of the community aspirations set out in this plan have been identified in the hope that, by working with appropriate stake-holders, further improvements to traffic management in the Plan Area can be made.

The Forum recognises that Hampshire County Council (HCC) is the highway authority and is responsible for the up-keep, improvement and expansion of the highway network within Hampshire borders.

10.2 Introduction

The Village survey, [Appendix 6](#), carried out by the Forum in 2016, included the question: 'What are the main problems in the village?'

Traffic and parking issues made up 72% of the responses

In answer to the question: 'What would make Titchfield a better place to work, live and play?' the top two items were:

- 20 mph speed limits
- Safer crossing places

Inadequate footpaths also endanger pedestrians using Southampton Hill (northern part) and West Street (vicinity of Gaylords Antique Shop)

10.3 Background

Titchfield has a long-standing history of traffic problems and action being taken to mitigate them. The A27 Titchfield by-pass (mid 1930s) is a prime example where the solution to a traffic issue was found by cutting a swathe through the area. More recently the change to the road configuration in South Street (circa 1960) has improved only some aspects of road safety but still South Street is a daily cause of congestion. Even more recent has been the extensive range of enhancements (and investment) to the A27 in the vicinity, aspiring to improve journey times on the A27 and reducing the need to take alternative routes.

10.4 Where we are now

Areas where traffic issues dominate are set out in detail in [Appendix 19](#) but can be summarised as follows:

- Segensworth to Stubbington and beyond
- Warsash to Fareham
- Warsash to Stubbington
- East/West traffic using Fisher's Hill

For more details see the Forum Traffic Group Report – [Appendix 20](#)

The underlying principles that the group has taken into consideration may be summarised as:

- Ways and means to improve the health and well-being of residents and businesses
- Consideration to minimise the impact on the environment including noise pollution and air quality
- The current emphasis on traffic calming engineering solutions that speak to the horizontal dimension such as road narrowing schemes vice the vertical dimension e.g. speed bumps

10.5 Pedestrians

Although traffic has increased over the years, there are only two official crossing points in the area.

- One is at the bottom of Southampton Hill - an island with a 'Keep Left' sign which enables residents to cross to the centre of the road and wait before moving on.
- The other is the pedestrian crossing at the traffic lights on the A27. Elsewhere pedestrians have to take great care and be patient when wanting to cross the road.

Crossing the Square is difficult for all pedestrians and there is a need for at least one crossing point.

People such as those in wheelchairs, using walking aids or pushing buggies are especially disadvantaged by lack of pavements, restricted access on narrow pavements, very few dropped kerbs and no safe crossing points in busy areas see [Accessibility Report, Appendix 9](#) carried out by the Forum in 2017.



*Corner of Coach Hill/
South Street*



Vehicles speeding through the Square in each direction had to be stopped to enable this wheelchair user to cross the Square.

A particular area of concern for pedestrians is where South Street meets Bridge Street and Coach Hill. The pavement on the north side of Coach Hill is dangerously narrow so pedestrians and wheelchair users must use the south side of the road - i.e. they must cross to the east side of South Street before crossing at the end of Bridge Street to use the pavement on the south side of Coach Hill.

A crossing point is needed here.

People walking to the recently enlarged and busy Titchfield theatre, have to negotiate St Margaret's Lane, where for the most part, there is no footpath.

10.6 Parking

When the NP traffic group met with HCC it was explained that the ratio of cars per household in Hampshire is the second highest in the country. The growth of car ownership has not been offset by any significant increase in parking facilities.

The growth of Titchfield as a business focus, together with the higher than national average of car ownership of residents, has increased pressure on parking in the older parts of the village where many houses have no off-road parking.

The village survey indicated that the majority of workers in local businesses are not village residents so use cars to commute, thereby adding to the problem. Staff in local businesses have been asked by FBC to park in the community centre car park rather than occupy places in the High Street and Square. Some have co-operated.



Lorries in the Square

The parking problem is worse when there are events in the village – and Titchfield has many events all year round.



Parking on the kerb in West Street

There are some places, e.g. Church Street, Mill Lane, West Street, where cars are parked partially on the kerb to ease movement of other traffic, but this in turn means that pedestrians have no choice but to walk in the road. For some, such as wheelchair users, this makes the street virtually impassable unless they take to the road.

Currently, there are few restrictions on roadside parking.

10.7 Car Parks in the Plan Area

- The Community Centre car park has 121 spaces. No charges apply to people using this facility and there is no time limit - but no overnight parking.
- There is a car park with 46 spaces and a 3-hour limit behind Jubilee Surgery adjacent to Barry's Meadow
- There is a car park with 15 spaces at the Bridge Street end of the village - no time limit. It is used mainly by people intending to walk the canal path. This car park is poorly lit and away from public view.
- There is also a car park (60 spaces) north of the A27 serving the boxing club, tennis courts and play area but its location means that it is not often used by visitors and shoppers.
- There will also be a car park provided off Cartwright Drive to serve the Country Park when the adjacent residential development is complete.
- The other main options for car parking may be found in The Square (some spaces have limited stay times) and the adjoining roads.

All roads that are close to The Square have a mix of resident and visitor parking. There are commuters who regularly park in the Square then car-share or take the bus to their eventual destination. In the event of a serious incident, emergency vehicles could be severely handicapped when trying to access certain areas due to parked cars partially blocking roads.

10.8 Residents' Parking

The Forum investigated the options for resident parking and controlled parking zones. Given the strength of feeling across the local village residents, this needs to be addressed.

10.9 Buses

The village is served by two bus routes X4 and X5. These services connect Titchfield, Fareham, Southampton, Portsmouth and Gosport. Only the X4 passes through the village centre. As recently as 2016 the X5 passed through the village via Southampton Hill and East Street but now the X5 travels along the A27 so is not as well used as before.



The new, larger buses passing through the village via South Street, where the road is narrow in places, regularly create difficulties and road rage incidents are commonplace. Views are equally divided, however, on the issue of 'buses passing through the Square'. [Appendix 8](#) shows the results of the traffic questionnaire completed by the residents.

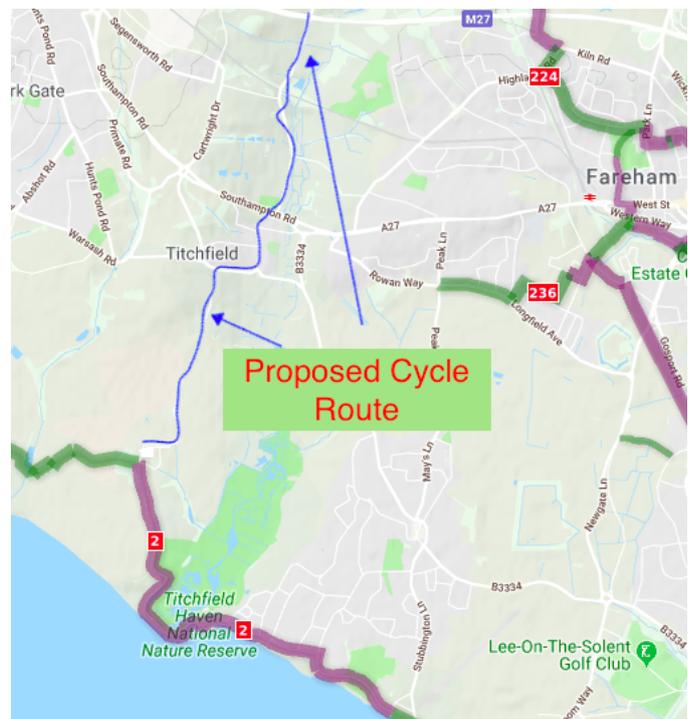
The Forum supports the retention of two bus routes, but strongly recommends that options are investigated to improve the situation within the village.

10.10 Trains

The nearest train stations are Fareham and Swanwick. From Fareham there are direct services to Portsmouth, Southampton, London, Gatwick and South Wales. Swanwick is on the Southampton to Brighton line.

10.11 Cycling and Footpaths

What follows is based on the Footpath and Cycling sub-group report, see [Appendix 24](#).



Map 4

10.12 Cycling

Cycling in and around Titchfield is difficult. There is no definable cycling route within the Boundary Plan area. Potential cycle routes to key services and facilities should be reviewed e.g. schools, shops.

Ideally there should be a definable cycle path connecting the Abbey area in the north to the canal and Titchfield Haven in the south.

The NP recommends a cycle route from Titchfield to the beach via Posbrook Lane, because it would then link with the National Cycle Network (NCN) route along the South Coast. However, Posbrook Lane is narrow and speeding cars make it very dangerous. Some cyclists therefore have taken to using the canal path despite the fact that cycling on the canal path is not allowed. The canal path is well-used by visitors and residents and is a favourite place for families to walk with their children.

It is not safe to have speeding cyclists and walkers using the canal path at the same time.

Through consultation, residents have advised that they do not favour cyclists using the canal path. The NP recommends having a designated safe route for cyclists via Posbrook Lane to link with the National Cycling Network along the South Coast.

10.13 Footpaths

Footpaths and pavements provide a vital communication link across the village and are used by people of all ages and abilities. Whilst it is essential to sustain the character of the village, maintenance (and in some cases introduction) of adequate and safe facilities is crucial. This is developed in community aspirations.

The main areas of concern are safe routes to schools and condition of pavements around the village. The Forum therefore wishes to consult and work with FBC and HCC and other parties on the improvement and maintenance of all footpaths as well as the promotion and signage of recreational footpaths.

10.14 Transport aims, objectives, policies and community aspirations

Sustainable Transport, Policy: Sustainable Transport - Fareham Local Plan 2036

The Fareham Local Plan 2036 part 1: Core Strategy (2011) para states:

The objectives of national planning policy guidance on transport 32 are to integrate planning and transport at the national, regional, strategic and local level and to promote more sustainable travel choices both for carrying people and for moving freight. This approach seeks to support national economic competitiveness and growth, by delivering reliable and efficient transport networks. Ensuring that homes, jobs, shops and services are accessible by good quality, safe and convenient transport is essential to achieving sustainable development. Satisfying travel needs for individuals and businesses whilst reducing the need to travel, particularly by car, and promoting less environmentally damaging forms of transport is also essential to sustainability. Increasing the proportion of journeys made by public transport, cycling, and walking benefits all sections of society. It provides a means of reducing delay, costs, greenhouse gas emissions, pollution and accidents, conserving resources and sustaining balanced communities that might otherwise become restricted to those with access to a car.

Aim

The aim for traffic and parking in Titchfield is to create a pollution free traffic and parking environment that enhances the safe movement of pedestrians, vehicles, cyclists, visitors and residents. This should seek to meet the needs of all residents and visitors to the village affording full and safe access to all amenities.

Objectives

Traffic Objective T.1.

Improve highway safety for pedestrians by introducing additional pedestrian crossing points and traffic calming measures.

Traffic Objective T.2

Improve highway safety for pedestrians by widening public footpaths, providing drop kerbs as appropriate.

Traffic Objective T.3

Reduce pollution caused by traffic to contribute to the delivery of the Council's Air Quality Action Plan

Traffic Objective T.4
Enhance safe walking and cycling routes within the Plan area.

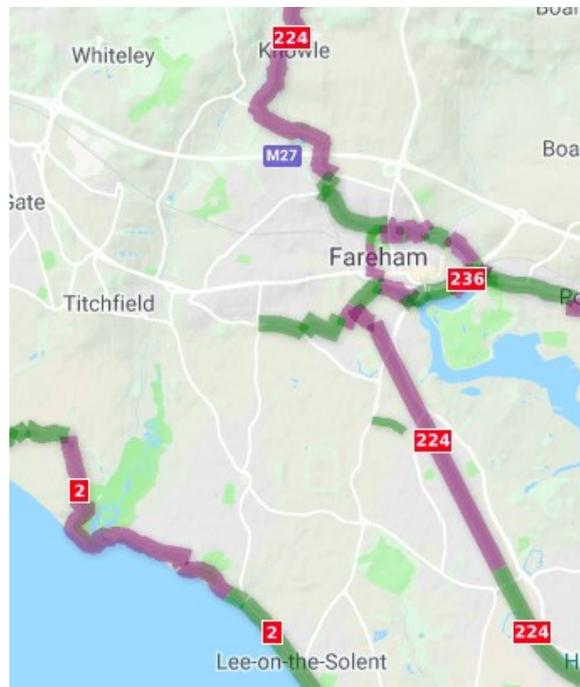
10.15 Traffic Policies and Community Aspirations

Policy G.A1 Pedestrian Safety

New development should seek to respond to opportunities to provide new and improved safe and convenient pedestrian routes through the Plan area.

Policy G.A2 Cycle Links

New development should provide cycling routes to other areas, communities and the National Cycling Network. This to be in accordance with FBC Green Infrastructure Strategy and forthcoming Active Travel Strategy.



Map 5. Lack of connections to National Cycling Grid

The Community Aspirations listed below are to be agreed with the highways authority (HCC) if connected with highways or with FBC.

Community Aspirations T.1

Work with HCC/FBC to install a pedestrian operated crossing on Coach Hill.

Community Aspirations T.2

Negotiate with HCC/FBC to put in place safe crossing points for pedestrians

Community Aspirations T.3

Negotiate with HCC/FBC to create more traffic calming measures that will reduce the speed at which traffic can flow along the roads in and around the Plan area including Mill Lane on the north side of the A27

Community Aspirations T.4

Continue to negotiate with HCC/FBC to extend the existing area covered by the 20mph limit.

Community Aspirations T.5

Investigate the possibility of providing cycle lanes within the Plan area.

Community Aspirations T.6

Negotiate with FBC/HCC for additional pavements to increase pedestrian safety – see Accessibility Audit, [Appendix 9](#)

Community Aspirations T.7

Investigate the possibility of changing parking within the Square so that cars are parked in the middle of the road leaving the area in front of pavements clear. This should make a one-way system for traffic around the Square and thus reduce traffic speed.

Community Aspirations T.2.1

To work with relevant groups, both private and public authorities, to improve and maintain the canal path and canal waterway for the benefit of walkers.

Community Aspirations T.2.2

To continue to work and consult with FBC/HCC and other parties on the improvement and maintenance and advertising of recreational footpaths.

Community Aspirations T. 2.3

To recognise and work to continually to improve the conditions to meet the needs of the various cycling communities e.g. schoolchildren and leisure cyclists.

10.16 Parking objectives, policies and community aspirations

Parking Objective 1

Provide adequate off-road parking for motorised vehicles and cycles.

Policy P.1. New Development Parking

New development within the Neighbourhood Plan Area must comply with the residential Parking Standards (SPD) in terms of off-road parking. Self-sufficiency of parking may not always be achievable or viable depending on the nature of the development and constraints of the location. Development should take account of current FBC residential and non-residential parking standards. This may not always be maximum levels, again due to site viability or site constraints. This means:

Development proposals should, wherever possible, include the maximum level of off-street parking. See [FBC Adopted SPDs](#) on residential and non-residential parking standards. See also policy H.4

To encourage cycling as a method of travel, safe accessible cycle parking facilities should be provided within residential developments and in appropriate locations and destinations within the Plan area – e.g. the village centre.

Community Aspirations PO.1

To continue to negotiate for controlled parking primarily in the Square and surrounding streets.

Community Aspirations PO.2

Negotiate with FBC/HCC for improved signage and lighting for parking areas.

Community Aspirations PO.3.

Continue to negotiate with FBC to establish additional parking provision.

Community Aspirations PO.4

Investigate the possibility of changing the parking times in Barry's Meadow car park to enable cars to park overnight e.g. from 6.00pm - 8.00am.

10.17 Supporting evidence

- the Village Survey carried out in February 2016, [Appendix 6](#)
- the Forum accessibility report_- July 2017, [Appendix 9](#)
- the initial report from the traffic sub-group to the Forum, [Appendix 20](#)
- information gathered at open meetings, [Appendix 21](#)
- an informal meeting with a HCC representative, [Appendix 22](#)
- July 2017 Open Meeting traffic questionnaire results, [Appendix 8](#)
- Estimated costs, [Appendix 23](#)
- HCC Traffic Plan, [Appendix 27](#)
- FBC Traffic Plan, [Appendix 28](#)



South Street

Chapter 11 - Commercial and Economic Objectives

Titchfield is mainly a residential community. There is, however, a considerable amount of business and commercial activity in the Plan area.

There are small business units in the converted tannery site. These include a carpet retail outlet, a car repair and spraying business and an IT consultancy. Also, there are smaller business activities which provide services and employment in the neighbourhood area in line with the Core Strategy, Adopted 2011. The local retail and commercial activities are valued by the residents.

11.1 Current activities within the boundary plan area:

- Retail - Two small grocer/supermarkets, butcher, chemist, sweetshop, charity shop, jeweller, emporium, two estate agents, travel agent, an antiques shop, hairdressers and beauty shops - see Map 6 page 50 for business areas
- Undertaker
- Hospitality - one hotel, five pubs, two cafes
- Agricultural - 3 garden centres
- Several farms as well as fruit and vegetable growers
- Motoring - 1 garage and 2 body shops
- The Tanneries business centre
- Building services - architects, builders, painters and decorators, plumbers, electricians
- Domestic services - cleaners, gardeners, tree surgeons, pet services
- Creative - designers, potters, glassworkers, soft furnishing providers
- Education - primary school, independent 8 - 13 years school, pre-school as well as specific types of education that take place in the Community Centre and a local public house
- Welfare services - sheltered accommodation, therapists, Earl of Southampton Trust sheltered properties and day centre, doctors' surgery, dentist,
- There are also home-based businesses



The Square from High Street

1.2 Aims, objectives, policies and community aspirations

Aim

The area needs to maintain a thriving local economy at its centre offering employment opportunities and services for residents and visitors.

Objectives

Objective CE.1 To ensure access for the residents to retail and businesses premises within the village

Policies

Policy CE 1 Conversion of Commercial Premises

Loss of retail and business premises. For the encouragement of new or improved employment opportunity, proposals that result in the loss of retail and business units will be discouraged

Policy CE 2 Access to Shops and Amenities

The Plan will support housing development in the Neighbourhood Plan area if it is planned to enable and facilitate access to local services, facilities as well as pedestrian, cycling and public transport routes.

Note. Walking distance is defined as 2 kilometres or 1-2 miles or 5-10 minute walk (Planning Policy Guidance – note 13 Transport 2000-2010).

Community Aspirations CE1

Encourage local businesses to recruit local people wherever possible in order to maintain a sustainable community. This to be done by, for example, advertising in local news and websites and posters on local boards when jobs are available.

Community Aspirations CE 2

Support any initiative that encourages the frequent use of local shops and services by residents and visitors.



Titchfield Mill

Chapter 12 - The Built and Natural Environment

The population of the Plan area is approximately 2500 residents (ref: AECOM Housing Needs Survey). The importance of maintaining the Strategic gaps between the main settlement areas in the Borough is a key planning principle at this time.

12.1 The Land

The land surrounding the village includes small scale pasture with a variable cover of trees; open floodplain pasture and complex wetlands; to the flat or gently undulating coastal plain. Wetland vegetations is a feature of the river valleys, which are particularly species rich and of high ecological value. There are areas of farmland under arable cultivation and horticultural use.

12.2 The Plan Area

The village is situated in a valley and has within it the Titchfield canal. The canal path from the village to the Meon Shore adjoins the Titchfield Haven National Nature Reserve. The Plan area also borders other sites of national and international importance. These are the Solent and Southampton Ramsar and Special Protection Area sites, relating to wetlands and assemblage of waterfowl. Within the area there are a number of sites of importance for Nature Conservation.



Brent Geese are often seen in and around Titchfield

The local population and the Haven share a common interest and responsibility to protect the area and its species. See 'Protect and where possible enhance the natural environment', [Appendix 35](#). There is a footpath along most of the canal but there is no official access for cycles and limited access for those in a wheelchair or on a disability scooter.

In times of heavy rainfall the River Meon overflows, resulting in areas adjacent to the canal being flooded. The water meadows give protection and must be retained. The canal is monitored to maintain appropriate water levels and sluice gates are adjusted as needed. Titchfield Haven staff undertake this task.

There are two Conservation Areas, one in the village and the other centred on the Abbey area. There are other listed buildings which are shown on Plan 1 p 8. The environment of the village is attractive and of historic importance and should be preserved and improved. The landscape within the whole Plan area is one of importance in respect of its character, quality, distinctiveness and its ecological and heritage features.

The area has no official cycle ways to enable cyclists to avoid the busy roads. There is a short section of bridleway from near Stony Bridge running northwards. The area also has a network of public footpaths.

12.3 Care of the Environment

The environment can be improved by energy efficiency measures. These include better insulation of existing industrial and commercial premises and to existing housing. Improvements could be achieved with higher efficiency boilers and heaters, and the appropriate use of solar panels. The Conservation Areas may restrict the use of solar panels but other housing is not restricted. The use of appropriate fuel and the reduction of open fires will also help.

Storm water run-off from existing buildings can be eased by planting trees, hedges and shrubs, and by the minimisation of paving and the provision of soakaways.

New buildings and developments should be constructed to the highest energy and water efficiency standards according to building regulations. Landscaping including the planting of trees, hedges and shrubs, and other biodiversity measures should be encouraged. The production of a Biodiversity Mitigation and Enhancement Plan (BMEP) will also be encouraged.

Two of the community aspirations will be that Titchfield should be a litter free area and should provide support for the FBC's vigilant approach to fly tipping.

12.4 Open spaces

In the Plan area there are valued open spaces whose future should to be assured. These are:

- The village green
- The 'Stones' area off West Street
- Barry's Meadow
- Southampton Hill green space
- Allotments adjacent to Titchfield Community Centre
- Allotments off West Street
- Allotments and cemetery at corner of Posbrook Lane
- Allotments at Segensworth Lane East
- The Church and cemetery
- The canal path and river banks
- Children's play area – Bellfield
- The Country Park area and lakes
- Abbey and grounds
- Water meadows
- Mill Lane recreation ground



The Village Green

These spaces are variously owned and maintained by public and private bodies including the Earl of Southampton Trust, FBC, HCC, Historic England and the Church. Some of these spaces could be protected under the Assets of Community Regulations 2012 and some classified as Local Green Spaces. Residents will be consulted and sources of funding identified to take this forward.

12.5 Aims, objectives, policies and community aspirations

The Built Environment

Aim

Protect and improve the built environment

Objective BE.1

Improve energy efficiency, alleviate flooding and air pollution

Policy BE1 Energy Efficiency

The NP supports the draft Local Plan 2036. This Plan supports the development proposals which, through design and layout, promote the efficient use of energy and water. The Plan also recommends the effective use of sustainably sourced materials, minimising waste and the reduction of CO2 emissions.

Policy BE2 Water, Energy and Flood Risk

Where proposals for new development meet the main policies of the NP it will be expected that energy and water efficiency are assessed and considered. Flood risk (Sequential Test) measures as identified in the Local Plan are also supported by the NP. The Neighbourhood Plan supports the production of a Biodiversity Mitigation and Enhancement Plan (BMEP).

Policy BE3 Landscaping and Biodiversity

Any future development will be permitted providing landscaping and other biodiversity measures are in agreement with the Draft Local Plan 2036, policy NE1 and Policy NE2.

Community Aspirations BE1

Support initiatives to reduce litter and a vigilance to fly tipping

Community Aspirations BE2

Encourage appropriate schemes to minimise storm water run-off, landscaping and other biodiversity measures.

Community Aspiration BE3

Encourage the improvement of the energy efficiency of existing industrial and commercial premises, and to existing housing.

Community Aspiration BE4

Encourage the installation of solar panels and other appropriate renewable energy installations.

The Natural Environment

The NP recognizes the clear commitment of FBC to maintain attractive environment and distinctive landscapes providing health and well-being to those living within the Borough. The following objectives and policies of the NP re-iterate these aims based upon the Landscape Assessment of FBC undertaken in 2016.

Aim

Protect and improve the natural environment

Objectives NE1

Protect and where possible enhance the landscape, biodiversity and geo-diversity

Objective NE2

Safeguard protected and notable species and wildlife habitats

Objective NE3

Mitigate the impact of climate change, alleviate flooding and improve air quality.

Policy NE1 Special Protection Areas

Provide support to the Solent and Southampton Water SPA and Ramsar areas, and the Titchfield Haven SSSI and NNR site.

Policy NE2 Non-Statutory Sites and Initiatives

Provide support to non-statutory sites and initiatives within the Plan area e.g. SINCs and sites identified as important to the Solent Waders and Brent Goose Strategy and Bird Aware Solent.

Community Aspirations NE1

Continue to monitor the safeguarding of protected and notable species, and wildlife habitats.

Community Aspirations NE2

Support measures to reduce invasive non-native species and notifiable weeds.

Community Aspiration NE3

Encourage and support good farming practice to maintain and enhance the natural environment and biodiversity

Open Spaces

Aim

Value and improve open spaces

Objective

Monitor, maintain and improve the areas identified as open spaces

Policy OS1 Open Spaces

Protect the existing and any new open spaces

Community Aspirations OS1

Continue to liaise with FBC to ensure residents' wishes regarding the country park are taken into consideration.

Community Aspirations OS2

Continue to work with The Earl of Southampton Trust and FBC to improve the play area and access to Barry's Meadow. Liaise with FBC on the maintenance and, when appropriate, the improvement/upgrading of the community equipment in Bellfield.

Community Aspirations OS3

Advertise and support allotments and food growing initiatives

Community Aspiration OS4

Identify funding and consult with residents to set priorities to maintain and improve public open spaces. This includes the use of the Assets of Community Regulations 2012 funds and the Local Green Spaces Classification where appropriate.

Further Reading/Resources

These can be found at the end of [Appendix 35](#)

Chapter 13 – Historic Titchfield

Introduction

For a village Titchfield has a remarkable history and heritage.

From the inception of Titchfield Neighbourhood Forum there was a clear intent to recognise and preserve the Heritage of Titchfield. A Historic sub group of Forum members was formed and, following the first public consultation, a list of key areas was identified. These are shown within the Aims, Objectives Policies and Community Aspirations in this section.

Little recent archaeological investigation has been undertaken in the area. The most recent, however, was undertaken some 10 years ago in proximity to the Great Barn and revealed a Romano British settlement. Proper archaeological assessment of proposed development sites within the Conservation Areas may help to understand the history of the Area.

There is also a very active History Society undertaking projects to add to the knowledge of the history of the village and area.

13.1 Titchfield Historic Buildings

As mentioned on page 9, A Brief History of Titchfield, the area has a wealth of historic buildings (marked in red on map 1, page 8). The importance of the heritage of Titchfield is evidenced by the two Conservation Areas, their many listed buildings, Titchfield Abbey (Place House), a Scheduled Monument and the 7th century St Peter's Church which includes a monument of national importance. This is dedicated to the Earls of Southampton. The present Lord Montagu, a descendant of those buried within the monument, is currently investigating the repair and restoration of the church monument.

Whilst it is appreciated that heritage and conservation come under specific legislation it is imperative that these buildings and areas are preserved for future generations.

The Titchfield Conservation Area was designated in 1969 and the boundary was subsequently amended to include a larger area in 1994. The village grew from a medieval core, comprising High Street, Church Street, South Street and the lower end of West Street. Its attractive character arises from the use of traditional local materials, the small scale of the buildings and the mixture of building styles which range from Tudor and Jacobean through to Georgian and Victorian.

The Titchfield Abbey Conservation Area was designated in 1994. It includes a portion of the Meon Valley, between the A27 north of Titchfield Village and the railway from Fareham to Southampton. This part of the Meon Valley has considerable architectural and historic interest and provides a setting for a number of important scheduled ancient monuments and listed buildings, most notably those associated with Titchfield Abbey. The valley provides a remarkably unspoilt rural backdrop to these historic buildings.



Weighbridge

Titchfield has seen many changes over the years. There is still evidence of this throughout the village such as the weighbridge once used to weigh the coke from the once present gasworks. Several breweries not only made beer but owned most of pubs in the area. Titchfield Mill is probably on the site of the 'King's Mill' mentioned in the Domesday Book. The present building dates from 1830.

Both Conservation Areas have issues with traffic. The setting and promotion of the Abbey could also be improved. This Plan makes proposals to address both issues.

13.2 Titchfield Abbey and Fishponds - This is a scheduled monument under the Ancient Monuments and Archaeological Areas Act 1979 as amended, as it appears to the Secretary of State to be of national importance. *Historic England*

13.3 The Abbey was converted and became Place House in 1537 when it was re-built into a home for the Chancellor of Henry VIII, Sir Thomas Wriothesley, who became the first Earl of Southampton, and for his successors.

Although popular with visitors, the outer environs of the Abbey are bleak. The Abbey is on a busy main road and is easily missed by passers-by. The presentation of the Abbey needs improvement. Mill Lane and the adjacent Fisher's Hill have traffic management issues such as speeding cars, heavy lorries and a huge number of cars especially during rush hour.

In the wall in the Abbey grounds there is clear evidence of a doorway. The owner of the land on the other side of this doorway has suggested, in consultation with English Heritage, that this entrance should be re-opened and a visitors' centre provided. This new access would not only mean that the busy road junction to access the Abbey is avoided but it would also mean that pedestrians, wheelchair and buggy users as well as children could access the Abbey safely.

The visitors' centre could also house information on other important aspects of the Neighbourhood Plan area.

13.4 The Ponds - Excavations of the Monastic ponds have shown they were constructed in the 13th century and were maintained in use after the Dissolution of the Abbey in the 16th century. Neither the Monastic ponds nor the newer ponds, which were built approximately 40 years ago, are accessible to the public but the Monastic ponds are bisected by a public footpath so one can walk by the two lower ponds. The ponds are maintained by a fishing club and landowner. Both sets of ponds are in the Strategic Gap.

13.5 The Great Barn, often erroneously referred to as the Tithe Barn, is a magnificent example of a Medieval Aisled Barn being one of the largest in the South of England. This Grade I listed building has been dendrochronologically dated 1408/09. This is just before the Battle of Agincourt and as Henry V stayed at Titchfield Abbey on several occasions around this date, there is a strong belief that the Barn was constructed to store his war goods.

Following various agricultural uses over the centuries, the Barn fell into disrepair and was purchased by the Harris family, local market gardeners, who renovated it with the assistance of grants from FBC and Hampshire County Council. It was used in conjunction with their business. In later years, the Barn was again abandoned.

The surrounding land was acquired by FBC to be designated a Country Park. Titchfield Festival Theatre acquired the Barn and created a Theatre and wedding venue. The Barn has been substantially restored to suit



these purposes. The Theatre presentations concentrate on Shakespearian productions, due to his association with Titchfield.

The entrance road to the Barn has many potholes so the road needs re-surfacing. The area surrounding the Barn needs improvement which would enhance the appearance of the barn itself.

13.6 St Peter's Heritage Church – The Church was founded in approximately 689 ad by St Wilfrid and has been the centre of the village ever since. In June 2017 it became a Heritage church indicating its significance as probably the oldest church in Hampshire and also one of the oldest churches in England.

There are many different types of architecture within the church, namely Anglo-Saxon, Norman, Early English (13th century), Decorated (1300-1350), Perpendicular (15th century), 17th century about 1670, Georgian (1776-1801), Victorian (1866-1867), Edwardian 1895 and the present day (Chapter Rooms 1989).

The interior of the Church contains significant memorials to various families including Earls of Southampton and people who have had an influence on the village down the ages, not least, the medieval memorial to William Pageham in the south chapel which is unique in England. Also, within this chapel stands the nationally important Wriothesley Monument, circa 1594.

The fact that this Church is still thriving and flourishing today indicates its significance to the village and surrounds.

13.7 Stony Bridge, also known as the Anjou Bridge, is a scheduled monument and is Grade II listed. The bridge spans the river Meon linking Fishers Hill to Mill Lane. It was the lowest crossing point of the river and also the coaching route to the village. The Stony Bridge is largely post-medieval in date but built with medieval fabric. It is associated with the marriage of Henry VI and Margaret of Anjou in 1445. Similar promotion to that for the Abbey should be provided.

13.8 The Historic Houses Project is putting together previous research by members of the History Society and adding to this body of work through further investigation into the most interesting properties and residents from the past 500 years. Titchfield has over 50 listed buildings, the oldest dating back to 14th century. Many of the houses are medieval with an early timber frame structure.

Once research is complete, the aim of the Titchfield History Society is to identify a small number of locally important sites and, in discussion with FBC conservation staff, consider a commemoration plaque. Work so far includes physical evidence found of the earlier Titchfield Rectory, documentation identifying a philanthropic resident supporting the Foundling Hospital in London and a family following the Mayflower to the New World. The History Society plan to produce a written record for each historic property in the Conservation Areas.

13.9 Titchfield canal



It is reputed that the canal was built by the 3rd Earl of Southampton in the 17th century and is believed to be the second oldest canal in Britain. Others suggest that it may have just been an irrigation channel for the water meadows. However, it does run from the village to the coast and is an integral part of the heritage of the village. It is important that the whole canal path is upgraded to enable easy access to the sea for pedestrians at all times of the year. It is also important that the canal is maintained to ensure a steady flow of clean water.

13.10 Archaeological survey - The archaeological significance of the village is established in Hampshire County Council and English Heritage's Extensive Urban Survey of Hampshire and the Isle of Wight's Historic Towns (1999). Together with its accompanying strategy document this has been published as part of a countywide survey of Hampshire's historic towns. It identifies areas that are of archaeological importance, and those that are of 'high archaeological importance'. *Titchfield Conservation Area Appraisal & Management Strategy 2013*.

It is essential that before any building development takes place in the future an archaeological survey should be carried out to ensure that buildings of historical interest are not under the ground and so lost by the proposed development.

13.11 The heritage - As part of Historic England services there is a scheme looking at streets within historical towns and villages. It looks at making improvements to public spaces without harm to their valued character, including specific recommendations for works to surfaces, street furniture, new equipment, traffic management infrastructure and environmental improvements. They have also brought uses back to our historic streets, such as markets and social spaces. The result is Streetscapes that are both more attractive and useable and that celebrate their distinctive character.

Their programme offers advice which sets out five clear goals for the improvement of historic streets:

- An inclusive environment
- Economic benefit
- A high-quality environment
- A healthy environment that supports our wellbeing and cohesion
- Public safety and ease of movement:

<https://historicengland.org.uk/images-books/publications/streets-for-all/>

As part of this work the removal of the proliferation of dull, unattractive, and often unnecessary, street signs should be considered.

A Timeline has already been produced showing many historical events throughout the ages and it is anticipated that a full record of the history of Titchfield will now also be produced.

13.12 Aims, objectives, policies and community aspirations

Aim

To preserve and protect the valued heritage assets of the Plan area

Objective HT.1

To preserve the historic and valued assets of the Neighbourhood Plan area, including the designated Conservation Areas.

Objective HT.2

To improve and upgrade the environs of Titchfield Abbey and the Great Barn

Objective HT.3

To raise the profile of the Titchfield canal as an ancient waterway

Objective HT.4

To make long-term improvement in the presentation and promotion of Titchfield and its surrounding areas in order to encourage more visitors.

Policy HT.1. Preserving Historic Environment

Development proposals that fail to conserve or enhance the historic environment of Parish and Heritage assets therein will not be permitted. The exception to this would be where harm cannot be avoided and there is clear and convincing justification for that harm, in the form of overriding public benefits from the development proposals that could not be delivered in any other way. This encompasses the special interest, character and appearance of the Titchfield Conservation Area, Titchfield Abbey Conservation Area, the Scheduled Monument of Titchfield Abbey and the listed buildings within the Parish.

Policy HT.2 Archaeological Assessment

Due to the historical importance of the area, any proposals on sites within the Conservation Areas will not be permitted unless an archaeological assessment has been undertaken and, if merited, further investigation.

Community Aspirations HT.2

To co-operate and negotiate with Historic England and local businesses to create a visitors' centre and a re-opened entrance to the Abbey.

Community Aspirations HT.2.2

Work with HCC and FBC to improve traffic management of Mill Lane and Fisher's Hill in the proximity of the Abbey.

Community Aspirations HT.2.3

To investigate ways of funding the resurfacing of the entrance road and also to look at ways of improving the area surrounding the barn.

Community Aspirations HT.3.1

To support the historic houses project to ensure the historic details are not lost. It will also provide property owners with documented historical details of their properties and support the identification of some properties suitable for blue plaques. This project is a History Society project.

Community Aspirations HT.3.2

To support the local schools, FBC and the Historic Houses project in producing easy to read and understand information on the area as well. A history story book suitable for all to read has just been produced giving a flavour of life through the ages of Titchfield.

Community Aspirations HT.4

To work with all stakeholders to upgrade the continuation of the canal path beyond the NP area from the point known locally as Posbrook Bridge to the coast at Titchfield Haven. Negotiate with other relevant bodies to fund further improvements and maintenance.

Community Aspirations HT.5.1

To negotiate with HCC and FBC for the erection of new signs at the entrance to the village relating to the history of the village. These signs should contain a 'Welcome to Titchfield' message as well as a coloured historic emblem approved by the residents.

See [Appendix 12](#)

Community Aspirations HT. 5.2

To negotiate with all stakeholders to improve internal village signage and remove all obsolete signs

Community Aspirations HT.5.3

To encourage and support the continuation of community events such as the carnival

Community Aspirations HT.5.4

To use societies and media to promote the history of the Neighbourhood Plan area

Community Aspirations HT 5.5

To consult the Hampshire Historic Environment Record and the Hampshire Historic Landscape Character Assessment to inform the setting up of a list of local non-designated heritage assets.

Community Aspirations HT.5.6

A wayfarer map of historic sites should be provided on the village green and in the community centre car park to guide and inform visitors.

Supporting evidence for Historic Titchfield

The Emblem, [Appendix 12](#)

The History of Titchfield, [Appendix 18](#)

The National Heritage List for England

Chapter 14 - Monitoring and Review

The Forum recognises:

“It is important to note that Neighbourhood Forums exist to produce Neighbourhood Plans and have a designation of five years only. They do not have a formal role in the implementation of a neighbourhood plan. The members of a neighbourhood Forum may want to consider how they can stay involved and support implementation, perhaps through the creation of another type of formal group” Locality Road Map page 54

Regulation 34 (4) of the Town and Country Planning (Local Planning England) Regulations 2012 states that

‘Where a local planning authority has made a Neighbourhood Development Order or a Neighbourhood Development Plan, the local planning authorities monitoring report must contain details of these documents.’

The Council undertakes the monitoring of the Neighbourhood Plan following its making.

*Titchfield,
a place to go to rather than go through*

Chapter 15 - Glossary of Terms

AECOM - a consultancy organisation funded by the Government to support Neighbourhood Forums.

Backland is the process of developing on private land in a legal capacity

Biodiversity - the variety and diversity of life in all its forms, within and between both species and the ecosystems

Brownfield Land - Previously developed land, or land that contains or contained a permanent structure and associated infrastructure

Conservation Area - area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance

FBC - Fareham Borough Council

Forum - Volunteers who have been working to produce the Neighbourhood Plan

Greenfield Development – Land that has not previously been used for urban development. It is usually land last used for agriculture and located next to or outside existing built-up areas of a settlement.

Infill - Infill development is the process of developing vacant or under-used parcels of land within existing urban areas that are already largely developed

Neighbourhood Plan (NP) - a document drawn up by the Neighbourhood Forum with the help of the community. It helps communities decide the future of the places where they live and work.

Scheduled Monument - is a nationally important archaeological site or historic building, given protection against unauthorised change.

Strategic Gap - relates to areas of open land/countryside that have been defined by FBC to prevent the joining up of urban areas.

TVT - Titchfield Village Trust.

Defined Urban Settlement Boundary (DUSB) - sometimes referred to as Settlement Boundary or Urban Settlement Boundary, is the boundary between the urban area of the village and the surrounding countryside. A substantial part of Southampton Hill is now included in the Urban Area Boundary for planning reasons. This urban boundary is a true representation of the village.

Windfall sites - refers to those sites which become available for development unexpectedly and are therefore not included as allocated land in a planning authority's allocation.

END

Part 1 – Summary of Local Planning Authority response to the Submission (Regulation 16) Titchfield Neighbourhood Plan

- 1.1 The Local Planning Authority (LPA) recognises the efforts that have been made by the Titchfield Neighbourhood Forum (NF) in preparing and reaching the Submission stage of the Titchfield Neighbourhood Plan process. The LPA response is based on the submission documents provided by the Titchfield NF and include the Submission TNP, Consultation Statement and Basic Conditions Statement.
- 1.2 Officers note that many of the comments made by the LPA on the TNP during the Pre-submission (Regulation 14) consultation have not been met or partially met through amendments made in the Submission version of the TNP.
- 1.3 The LPA comments have been provided to assist the Independent Examiner in the Examination of the TNP. To that end, the LPA has a number of key concerns and has offered suggested amendments where possible when the Neighbourhood Plan falls short of the 'basic conditions'. The areas where the LPA considers the Submission Titchfield Neighbourhood Plan falls short are:
 - i. Not having regard to national policies and advice (particularly the requirements of the PPG).
 - ii. Not ensuring the Titchfield Neighbourhood Plan is in general conformity with the Adopted Local Plan (ALP), i.e. the Development Plan which includes Development Plan (Local Plan Part 1: Core Strategy and Local Plan Part 2: Development Sites and Policies) and does not undermine the strategic policies in the Development Plan.
- 1.4 Please note, in addition to the above (under category i), it is important to highlight that the Pre-submission Titchfield Neighbourhood Plan does not provide:
 - Sufficient clarity to allow a decision maker to apply them consistently and with confidence when determining planning applications in the neighbourhood plan area.
 - Sufficient flexibility to ensure they plan positively to support local development.
 - Set out the justification and evidence to clearly support policy requirements.
- 1.5 In addition, the Local Planning Authority is concerned that some policy requirements have the potential to have a negative impact on viability and therefore, the deliverability of housing.
- 1.6 The LPA's concerns are discussed in more detail in Part 2 of this response below. Comments on policies in Part 2 of this response have been shaded in grey.

Part 1 – Local Planning Authority (LPA) comments on the Pre-Submission (Regulation 14) Titchfield Neighbourhood Plan (TNP) that have been partially overcome or not overcome in the Submission (Regulation 16) TNP

This section includes the LPA’s comments on the Pre-Submission (Regulation 14) Neighbourhood Plan that have been partially overcome or not overcome in the Submission (Regulation 16) Neighbourhood Plan. An additional column has been added to clarify the position.

Where the LPA comments on the Pre-submission TNP have been overcome (i.e. through amendments) these have not been included.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
Contents page (pages 1 and 2)	The contents page (pages 1 and 2) refers to Policy 5 - Smaller Dwellings, Policy H.6 Brownfield Sites and Policy T.2.1 - Pedestrian and Cycling Routes. However, these policies are absent from the TNP.	Advise deleting references to Policy 5, Policy H.6 and Policy T.2.1.	Partially Met – The contents page refers to Policy H5 (Community Infrastructure), which is absent from the TNP.
Contents page (page 3)	Appendices 16, 17 and 26 are missing from the contents page. These should be removed if they are no longer relevant.	Advise renumbering the appendices.	Not met – Appendices 16, 17, 25 and 30 are labelled as not in use on the contents page. These should be removed, and the Appendices renumbered to avoid confusion.
1.1 – The Neighbourhood Plan (page 7)	<p>The second paragraph of this section makes the following statement: “This document sets out the aspirations of the community”. The Forum should note that any aspirations related to non-land use matters should be set out in a companion document or annex as stated in the National Planning Practice Guidance (PPG).</p> <p>The final sentence of this section ‘The health and well-being if the residents in reflected throughout....’ is not clear or well related to this section of the plan. There are no further points in the plan where health is mentioned.</p>	Advise either deleting the sentence or provide further explanation which clearly relates to the objectives/policies within the TNP.	Partially Met – The text on page 9 of the TNP still refers to community aspirations being noted and clearly marked in boxes throughout the TNP. It is strongly advised that any aspirations related to non-land use matters should be set out in a companion document or annex to the TNP as stated in the PPG.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
1.2 – Housing (page 7)	The second sentence refers to ‘History (FBC Emerging Local Plan 2018 – 2036, p.32 policy H1 Strategic Housing Provisions) shows us that approximately 10% of the housing demand will be met by windfall sites (see Glossary p59) within the Borough’. At this juncture, it is not clear how the housing demand will be met from windfall sites. The plan should provide further justification and evidence for the approach taken.	Advise deleting the reference to ‘History’. Advise providing further analysis on the windfall rates in Titchfield to provide a more accurate basis on which to rely upon.	Partially met – It is noted that the Forum have provided further information in the TNP as to how the future housing demand for the Designated Neighbourhood Area will be met. However, it is advised that the Forum provide further justification and robust evidence to support this claim.
1.3 Getting Around (page 7)	This section refers to traffic policies and tasks, however, there is no reference to the relevant policies and tasks. It is advised that reference to the policies and tasks in Chapter 10 are included in this section.	Advise adding reference to policies and tasks in Chapter 10.	Not met – The reference to the traffic policies and tasks has not been included as previously advised.
1.4 – Commercial and Economic Considerations (page 7)	Reference is made to ‘Proposals to convert business or commercial premises into residential use will be resisted’. This text sounds like policy wording and is contrary to the GDPO 2015. In addition, there is no further clarification in relation to this sentence throughout the plan and it is recommended that this sentence is removed from the TNP.	Advise deleting sentence.	Not met – It is advised that the sentence is deleted.
1.6 Historic Titchfield (page 7)	The last paragraph of page 7 in italics does not sit well within this section. In addition, the last sentence of this paragraph is unclear. Suggest moving the last paragraph to section 4.1 of the plan and providing further clarification in respect of the last sentence of the paragraph.	Advise moving the sentence to section 4.1 of the plan.	Not met – The paragraph has moved further up the page under section 1.1. (page 9). The TNF have now provided a source for the quote in italics. However, further clarification has not been provided in relation to this paragraph as previously advised.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
Chapter 3 – Titchfield Today (page 11)	English Heritage is now known as ‘Historic England’.	Advise reference to English Heritage is changed to Historic England.	Not met – It is advised that the reference to English Heritage is amended for accuracy.
Chapter 4 – How the Neighbourhood Plan Developed (Chapter 13)	It is advised that the information set out in Chapter 4 may be better placed in a background document to the TNP.	Advise placing the information in Chapter 4 in a separate background document.	Not met.
5.2 Urban Area Boundary (page 16)	<p>The first paragraph of the section makes the following statement “The NP Policy H.3 recommends extending the existing Urban Area Boundary for Titchfield to include properties along Southampton Hill”. First, the reference to Policy H.3 is incorrect and should be amended to ‘Policy UAB.1. Urban Area Boundary’. Also, the TNP refers to ‘recommends extending the existing Urban Area Boundary’. However, this includes Policy UAB.1 in the plan, which extends the Settlement Boundary, rather than <i>recommending</i> that it is extended.</p> <p>Furthermore, the proposal for extending the Settlement Boundary is not in general conformity with the strategic policies of the Adopted Local Plan and does not have regard to the NPPF. First, in relation to the 2012 NPPF, the definition of previously developed land excludes ‘land in built up areas such as residential gardens’. Therefore, the extension of the boundary would be treated as ‘greenfield’ as effectively it would be included within the Settlement Boundary (‘built up area’) for Titchfield and therefore contradicts the purpose of including this land for ‘small scale development’. In addition, the proposed extension to the Settlement Boundary includes land to the</p>	Advise addressing points raised.	<p>Not met –</p> <p>Map 2 (page 18) in the TNP revises the proposed extension to the Defined Urban Settlement Boundary by omitting the land to the south of properties 5-21 Southampton Hill.</p> <p>However, the additional points raised by the LPA during the Pre-submission (Regulation 14) consultation have not been addressed, and further clarification and evidence is still required from the Forum to justify the extension to the Settlement Boundary for Titchfield.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>south of properties 5-21 Southampton Hill. This land is not part of the curtilage of any of the properties on Southampton Hill and including this land as part of the Settlement Boundary is effectively allocating a site for housing. The proposed extension in this case would allow for further housing within the Settlement Boundary for Titchfield. Therefore, housing development on this site would not be considered 'windfall' as it would allow housing to come forward on this site. The Council is unclear what the Neighbourhood Forum's intention is within the Pre-submission Plan as it lacks clarity. If it is the Forum's intention to allocate a site by amending the DUSB, then additional evidence should be provided to explain the rationale for including this site within the TNP. It would also not be in conformity with the ALP. Please also note that if the Forum submit the TNP under the 2018 NPPF (paragraph 122) there has been a change of emphasis in respect to garden land.</p>		
5.3 Strategic Gap (page 17)	<p>The first paragraph of this section makes the following statement 'In effect the gap represents a green jacket around the village'. This statement is unclear and confusing as to its meaning and implications.</p> <p>It is advised that further clarification is provided on policy CS22 in the Adopted Local Plan in relation to the Strategic Gap.</p>	Advise providing further clarification in relation to references made on the Strategic Gap.	<p>Partially Met –</p> <p>The statement referring to the gap as a 'green jacket' has been removed from the TNP.</p> <p>However, further clarification has not been provided in relation to Policy CS22 of the ALP as previously advised.</p>
7.1 Strategic Environmental Assessment (SEA) (page 19)	Reference is made to SEA in the first and second paragraph. Although this is useful information it is not understood how this relates to the plan in respect of the basic conditions. In addition, reference is made to the Forum having 'received the SEA' is incorrect. The Forum received a Screening Report and Appropriate Assessment, and a Screening Decision from the Council.	Advise that the section on SEA could be moved to the Basic Conditions Statement and explained more	<p>Partially Met –</p> <p>It is welcomed that the Forum have amended the reference to 'receiving the SEA' to the advised wording provided by the LPA.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
		<p>fully.</p> <p>In addition, the LPA advise that the statement in relation to receiving the SEA should be amended to 'The Council provided the Forum with a copy of the Screening Report and Appropriate Assessment, and a Screening Decision Notice'.</p>	<p>However, it is still advised that the information on SEA and Appropriate Assessment is moved to the Basic Conditions Statement and explained more fully.</p>
7.2 The Titchfield neighbourhood Plan, the National Plans and the FBC Plan (page 20)	<p>The first paragraph combines three separate quotes from the NPPF and a Resolution from the United Nations Assembly. Advise that these quotes are separated so they can be read more easily.</p> <p>In addition, the quotes from Paragraph 14 of the NPPF (text box on page 4 of the NPPF) are incorrect and should be amended. Furthermore, the quote from Paragraph 9 should refer to both Paragraph 9 and 10 of the NPPF.</p>	<p>Advise separating quotes so they are easier to read.</p> <p>Advise amending the quotes to accurately reflect the NPPF.</p>	<p>Partially Met –</p> <p>It is noted that the quotes from the NPPF and a Resolution from the UN Assembly have been separated and now read more clearly.</p> <p>However, the quote from paragraph 14 of the NPPF is still incorrect. Also, it is advised that the quote from Paragraph 9 of the NPPF should also refer to Paragraph 10 of the NPPF.</p>
Table.1. (pages 20 and 21)	<p>There are several policies within the table where either the policy reference is not consistent with the reference of the policy in the main body of the plan or the policy does not appear to be present in the TNP. Policy references should be reviewed and revised.</p>	<p>Advise amending the table so policy references in the plan are consistent.</p>	<p>Partially Met –</p> <p>There are still 2 policies that are not in the table but are included in the TNP – Policies HT1 and HT2. The table should</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>In addition, the Forum have made reference to chapters within the NPPF as indicators for achieving sustainable development but has not included chapters 3,5 or 13. An explanation of why these chapters have not been included should be provided. Furthermore, there are specific sections on plan-making and decision-taking, which makes specific reference to neighbourhood plans. Again, these should be referred to.</p>	<p>Advise that all policies in the TNP are cross referenced in the table.</p>	<p>be amended to be inclusive of all policies in the plan.</p> <p>Reference to Chapters 3, 5 or 13 are not included in the Submission TNP. It is advised that an explanation of why these chapters have not been included should be provided. Furthermore, there are specific sections on plan-making and decision-taking, which makes specific reference to neighbourhood plans. Again, these should be referred to.</p>
7.4 Support for FBC Local Plan (page 22)	<p>The LPA advise that further clarification and explanation should either be provided in this section in relation to how the TNP is in general conformity with the strategic policies of the Adopted Local Plan, or in the Basic Conditions Statement which should then be linked to the TNP.</p>	<p>Advise providing further clarification and explanation.</p>	<p>Not met.</p>
Table.2. (pages 22 and 23)	<p>There are several policies within the table where either the policy reference is not consistent with the reference of the policy in the main body of the plan or the policy does not appear to be present in the TNP. Policy references should be reviewed and revised.</p> <p>In addition, the table only refers to 5 policies in the Local Plan Part 1: Core Strategy (LP1). There appears to be no reference to any of the other strategic policies in the LP1 or any of the policies in the Local Plan Part 2: Development Sites and Policies (LP2).</p>	<p>Advise amending the table so policy references in the plan are consistent.</p> <p>In addition, the LPA advise that the plan should cross refer to strategic policies in the LP1 and LP2 where relevant. The Basic Conditions statement should include a more detailed</p>	<p>Partially Met –</p> <p>There are still 2 policies that are not in the table but are included in the TNP – Policies HT1 and HT2. The table should be amended to be inclusive of all policies in the plan.</p> <p>It is advised that policy titles should be provided for all policy references in the table.</p> <p>In addition, as previously advised the TNP should cross refer to strategic policies in the LP1 and LP2 where relevant. The Basic Conditions statement</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
		assessment of how the plan is in general conformity with the strategic policies of the Adopted Local Plan (LP1 and LP2).	should include a more detailed assessment of how the plan is in general conformity with the strategic policies of the Adopted Local Plan (LP1 and LP2).
Chapter 8 – The Structure of the Plan (page 25)	The last box on the page refers to aspirational tasks. It is noted that the TNP refers to the tasks as mainly aspirations identified by the Forum that relate to non-land use matter. However, the LPA advise that these tasks should be moved to a separate annex or companion document to the TNP.	Advise moving all tasks to a separate annex or companion document to the TNP.	Not met – It is advised that any tasks related to community aspirations is moved to a separate annex or companion document to the TNP.
9.1. Background and rationale (page 27)	<p>Whilst not a policy, the first paragraph of this section does not provide any clarity for potential planning applications in the Titchfield Neighbourhood Plan area. It is advised that further clarification is provided by making specific references to the NPPF and the ALP.</p> <p>The second paragraph refers to the historic environment in relation to Titchfield. This paragraph should be moved to Chapter 13 of the TNP.</p> <p>The fourth paragraph of this section repeats the penultimate paragraph in Chapter 3 – Titchfield Today (page 11). Suggest removing the text from Chapter 3. In addition, the Forum could include a link to Appendix 31 in this paragraph.</p> <p>Map 5 seems to be a copy of Map 6 on page 26 and could therefore be removed from the plan.</p>	Advise amending TNP.	<p>Partially met.</p> <p>The first paragraph has been deleted rather than providing further clarification in the TNP.</p> <p>The second paragraph has been moved to Chapter 13 of the TNP.</p> <p>It is advised that the paragraph referring to house prices should be removed from Chapter 3 as previously advised.</p> <p>It is noted that Map 6 has been deleted from the TNP.</p>
9.2 Meeting future housing	Update second paragraph to reflect the changes to national policy. I would refer you in particular to the	Advise updating second paragraph.	Not met.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
needs in Titchfield (page 27)	transitional arrangements in the NPPF published on 24 th July 2018. These arrangements are found in Paragraph 214 of the NPPF.		
Section 9.3 How many additional houses are need in Titchfield? - Section 9.6 Where will the new houses be built (pages 28 - 30)	<p>Section 9.3 – 9.6 provides details on the Housing Needs Assessment completed by AECOM for the TNP. Reference is made to Paragraph 20 of the AECOM report which states that,</p> <p>“in arriving at a final housing figure, we do not judge there is any justification to make an uplift to the figure beyond 262 dwellings for the Neighbourhood Plan period”.</p> <p>Following this statement there are a number of assumptions that are made in these sections as to how the housing requirement figure can be fulfilled. However, there is no reference to how this will be met until section 9.6 (page 30).</p> <p>Reference is made to a number of housing completions being counted towards the housing figure being identified for the Titchfield Neighbourhood Area in the AECOM report. However, the Titchfield Neighbourhood Plan covers the period 2018 – 2036. Therefore, any housing completions before 2018 cannot be counted towards meeting the requirement up to 2036. Further analysis should be included in an Appendix linked to this section to demonstrate that 10 dwellings would come forward through windfall development in the Titchfield Neighbourhood Plan area.</p> <p>In addition, the grey box on page 28 sets out the requirement for plan period, i.e. to 2036, not to 2034. The Forum should include an additional two years requirement to cover the TNP period.</p>	<p>The LPA advise that the Pre-submission plan should provide further justification in Sections 9.3-9.6 as to how windfall development will meet the housing requirement set out for the Titchfield Neighbourhood Plan area. This information should be supported by evidence.</p> <p>In addition, the LPA advise that the Forum should review the permissions referred to in terms of constituting part of the neighbourhood plan area housing figure over the plan period.</p>	<p>Partially Met –</p> <p>It is noted that the TNF have extended the TNP period to include completions from 2011 – 2018. The completions have been used in the Forum’s assessment for the justification to include windfall development in the TNP.</p> <p>However, the justification for including windfall in the TNP should be supported by robust evidence. The LPA remains concerned that this information has not been provided.</p> <p>Further information has been provided by the Forum in relation to the types of dwellings in Titchfield in comparison with Fareham in section 9.4 of the TNP.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>Furthermore, the LPA is concerned in respect of the reference to reviewing the TNP after 5 years. If, the Forum relies on this evidence from the AECOM Housing Needs Assessment, then it would need to be clear how the Pre-submission Plan meets housing need up until 2036.</p> <p>The LPA advise that these paragraphs are amended to provide an improved relation with Policies H.1 – H.3 to provide clarity as to what these policies are trying to achieve, and to provide justification and the rationale for including the policies in the TNP.</p>		
9.4 Types of dwellings in Titchfield (page 29)	<p>This section refers to 2011 census data in relation to the types of dwellings in the Titchfield Neighbourhood Plan area and make comparison to the rest of the Borough and national levels. However, there is no data provided in the TNP to illustrate this comparison.</p> <p>In addition, there is no information provided in this section to demonstrate that these properties are either rented or owner occupied. Further clarification should be provided in this respect.</p>	<p>Advise providing Borough and national information on types of dwellings.</p> <p>Advise providing clarification as to the split of rented/owner occupied housing.</p>	<p>Partially met –</p> <p>It is welcomed that additional data has been provided on the proportion of owner occupied, affordable and private rented dwellings in Titchfield and in the Borough.</p> <p>However, it is advised that further clarification should be provided in relation to the data on the mix of dwellings in the plan area. In addition, section 9.4 signposts the reader to data on national levels but this data appears to be missing.</p>
9.5 What sort of dwellings do we need in Titchfield (page 29)	Paragraph 1 of this section refers to ‘social housing’ and ‘affordable rented housing’. Social rent and affordable rent are two different terms, but are both forms of affordable housing. The 2018 NPPF provides up to date definitions of both.	Advise clarifying the types of affordable housing.	<p>Partially met –</p> <p>It is welcomed that section 9.5 now provides a definition of affordable housing.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
			However, it is advised that further clarification should be provided on the types of affordable housing referenced in the TNP.
9.6 Where will the new houses be built? (page 30)	<p>Reference is made to paragraph 5.46 of the Fareham Local Plan 2036 and the development opportunities which have been identified in Titchfield. The plan states that the quote is taken from the Draft Fareham Local Plan 2036 which is incorrect, the quote is taken from the Adopted Local Plan Part 1: Core Strategy (2011). The reference should be amended in this respect.</p> <p>Reference is made to Policy H6 - Brownfield Sites. However, Policy H6 does not appear to be in the TNP. In addition, paragraph 4 of the sections refers to a community consultation where preference was shown for brownfield rather than greenfield sites. A link to the relevant evidence base should be provided in this respect.</p> <p>In addition, the TNP should provide additional clarity in terms what appears to be a proposed extension to the Settlement Boundary. The proposed extension would allow for potential development within the boundary, which the LPA would not consider to be 'windfall' (Please see more detailed comments in relation to section 5.2 above).</p> <p>Furthermore, the last paragraph of the section is unclear and confusing. The housing allocation (H3) referred to in this paragraph is part of the Draft Fareham Local Plan 2036, and the site is not within the ward boundary for Titchfield. The paragraph should be amended to reflect this.</p>	Advise making suggested amendments.	<p>Partially met –</p> <p>It is welcomed that the reference to Policy H6 has been deleted.</p> <p>The LPA advises amending the reference to the Fareham Local Plan 2036 in paragraph 5.46 to the Adopted Local Plan Part 1: Core Strategy (2011). In addition, it is advised that further clarification should be provided in terms of what appears as a proposed extension to the Settlement Boundary (see comments in relation to section 5.2).</p> <p>Furthermore, it is advised that the last paragraph should be amended, as it is currently unclear and confusing.</p>
Aim (page 31)	The aim refers to 'the emerging plan 2036'. It is	Advise amending	Not met –

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	recommended that this is amended to 'Draft Fareham Local Plan 2036'. Also, this aim conflicts with Objective H1 and should be amended accordingly.	aim.	It is advised that the aim is amended accordingly.
Objective H.1. (page 31)	<p>The objective states 'New housing should be provided within the revised Urban Area Boundary'. This objective sounds like policy wording. It is recommended that the wording of the objective is reviewed and revised.</p> <p>In addition, the Objective refers to Policy H.3 and this is incorrect and should be Policy UAB.1.</p>	Advise amending Objective H.1	It is noted that objectives H1 and H2 have been switched.
Objective H.2 (page 31)	This objective refers to Policies H.5 and Policies H.6 neither of these appear in the TNP and reference to these policies should therefore be removed.	Advise removing references to Policies H.5 and H.6.	Partially met – The references to Policies H.5 and H.6 have been removed from the Objective. However, the Objective now refers to Policy H.3, which refers to local housing need and does not appear to correlate with Objective H.2. Also, this objective sounds like policy wording. It is recommended that the wording of the objective is reviewed and revised.
Objective H.4 (page 31)	<p>This objective sounds like policy wording. It is recommended that the wording of the objective is reviewed and revised.</p> <p>In addition, the objective refers to Policy H.4 this is not necessary. Consider removing the reference from the objective.</p>	<p>Advise amending Objective H.4.</p> <p>Advise deleting reference to Policy H4.</p>	<p>Objective H.3 has been deleted and the previous Objective H.4 has now been amended to Objective H.3.</p> <p>Partially met – it is advised that Objective H.4 is amended as the objective sounds like policy wording.</p>
Section 5.2 (page 16) and Policy UAB.1.	Policy UAB.1. reads as more of an objective/introductory text. The policy text also infers that the TNP will review the Urban Area Boundary. However, the TNP appears to be proposing an amendment to the Urban Area Boundary	The LPA advise that additional clarification to the policy should be	Not met – it is advised that additional clarification in relation to the policy context should be provided in the TNP.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
– Urban Area Boundary (page 31)	<p>within the Pre-submission Plan as previously mentioned. The policy is contrary to the strategic policies in the ALP and the 2012 NPPF. The policy should be accompanied by proportionate evidence and supporting text that provides justification and rationale for the change to the settlement boundary for Titchfield. In particular, the Council published a Settlement Boundary Review in October 2017. Chapter 4 of the Review provides a number of factors that were used in the assessment of boundaries in the Borough. Also, the reference to ‘page’ should be deleted.</p> <p>The windfall rate that is relied upon does not ‘cap’ site sizes, whereas Policy H1 does cap sites, to 10 dwellings. Further clarification should be provided as to whether a cap applies or not. Also, further evidence should be provided by the Forum to demonstrate that this capping would not restrict windfall.</p> <p>In addition, the Forum should note that the NPPF (2012) definition of previously developed land excludes, ‘land in built-up areas such as residential gardens’. This definition has been slightly amended in the 2018 NPPF.</p>	<p>provided in the TNP.</p> <p>Advise deleting the reference to ‘page’.</p>	<p>The reference to the policy has been amended to Policy DUSB.1</p> <p>It is noted that the TNP has provided a signpost to the site assessment sheets in Appendix 24. However, there is no justification to explain how the sites assessed during the plan preparation is relevant to the proposed review of the Settlement Boundary.</p> <p>In addition, the second bullet point of supporting text for Policy DUSB.1 also refers to further evidence but does not provide a link as to where this evidence is located. It is advised that further clarification is provided in this respect.</p>
Policy H1. – Windfall Development (page 32)	<p>The policy should be accompanied by proportionate evidence and supporting text that provides justification and rationale for the inclusion of Policy H.1 in the TNP. Policy H1 advocates a ‘maximum’ (up to 10 dwellings) dwelling number for small scale infill development. In line with the principles of the NPPF it would be beneficial if the policy was worded in a more positive manner to provide flexibility over the life of the neighbourhood plan. In addition, the term ‘as far as possible’ could not be applied to a planning application with precision.</p>	<p>The LPA advise that further justification and rationale should be provided for Policy H.1.</p>	<p>Not met –</p> <p>It is advised that further justification and rationale should be provided for Policy H.1 as advised previously.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	At this juncture, given the lack of proportionate evidence provided, it is unclear how this policy complies with the strategic policies of the ALP.		
Policy H.2. Affordable Housing (page 32)	<p>The spirit of this policy is noted; however, the LPA is concerned how this policy would operate in practice.</p> <p>It is suggested that the policy requirement is clarified. As it stands the requirement is unclear and as currently worded would not accord with the requirements of the PPG. The terms 'should' and 'appropriate' could not be applied to a planning application with precision.</p> <p>In addition, supporting text should be provided to explain the rationale behind the policy.</p> <p>As it currently stands, the TNP does not accord with the 2012 NPPF and detailed guidance in the PPG in relation to affordable housing requirements.</p>	The LPA advise addressing the issues raised.	<p>Partially met –</p> <p>The policy wording has been amended to provide further clarification.</p> <p>However, the revised policy wording is a repeat of Policy CS18 of the ALP. It is advised that the policy is amended to accord with the 2012 NPPF and detailed guidance in the PPG in relation to affordable housing requirements.</p>
Policy H.3. Local Need (page 32)	<p>It is not clear if the policy applies to market or affordable housing or both.</p> <p>The policy does not provide sufficient clarification as to the exact mix of units that are required on a new development site. The policy currently reads that all new housing should be 'smaller dwellings' which would impact upon development viability. The LPA is concerned that the Neighbourhood Forum has not drawn upon evidence in justifying or testing a proposed specified housing mix. It would be helpful for the Neighbourhood Forum to provide further justification and clear evidence on this policy requirement prior to the submission of the Neighbourhood Plan. Also, the term 'should' could not be applied to a planning application with precision.</p>	The LPA advise that additional clarification to the policy should be provided in the TNP.	<p>Partially Met –</p> <p>It is welcomed that the Forum have clarified that the policy applies to affordable homes.</p> <p>However, the LPA is still concerned that the Neighbourhood Forum has not drawn upon evidence in justifying or testing a proposed specific housing mix. Also, the term 'should' could not be applied to a planning application with precision.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>In addition, the consequences of this policy also need further clarification. Restricting the mix of new dwellings to those that are 'mainly smaller' dwellings could result in people being forced to move out of the Neighbourhood Plan Area. An Equalities Impact Assessment (EIA) should be completed on this policy in this respect.</p>		
<p>Policy H.4 – Quality Design and Local Character (page 32)</p>	<p>There is no evidence provided or supporting text to justify and explain the rationale of Policy H.4.</p> <p>It is suggested that the policy requirement is clarified. As it stands the requirement is unclear and as currently worded would not accord with the requirements of the NPPF and more detailed guidance in the PPG in relation to viability and design. In addition, the terms 'respects' and 'creates' could not be applied to a planning application with precision.</p> <p>Criterion c) of the policy text refers to 'public and private areas' and it is not clear as to what this refers to. The LPA would recommend providing further clarification in the policy text to define these terms. In addition, there are two criterion c's and two criterion d's and therefore, the policy criterion should be renumbered.</p> <p>In terms of the reference to 'views and vistas' and 'local landmark' in criterion d) it would be useful for the TNP to illustrate these views and vistas and local landmarks on a map.</p> <p>Further explanation is required in the policy text as to what constitutes 'green technologies' and 'local materials', and how this would not adversely impact on viability of a development.</p>	<p>The LPA advise that further clarity should be provided on the policy requirements in the supporting text that justifies and explains the rationale for the policy.</p> <p>Advise providing a map on a side of A4 that illustrates the views and vistas and local landmarks indicated in criterion d) of the policy.</p> <p>Advise renumbering the policy criterion.</p> <p>Advise providing a further explanation</p>	<p>Partially met –</p> <p>The LPA notes that several criteria for Policy H.4 have been deleted. The LPA remain concerned that there is no evidence or supporting text to justify the rationale of Policy H4 has been provided.</p> <p>In addition, the term 'acknowledges' in criterion a) of the policy text could not be applied to a planning application with precision.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	In addition, you may wish to consider what criterion g) adds to existing local policy prior to the submission of the neighbourhood plan.	of 'green technologies'.	
10.3 – Background (page 33)	<p>Clarification of the history of traffic problems and what has been carried out historically to resolve them would be pertinent to assist readers in understanding what has been completed previously, preferably more recently than the 1930's A27 works or 1960's South Street chicanes.</p> <p>Reference should also be made to the significant investment and enhancement to the A27 between Segensworth Roundabout and Titchfield Gyration (circa £15 million in the Titchfield area) with the aim of ensuring more reliable journey times on the A27 and reducing the need for motorists to seek alternative routes.</p>	<p>Advise providing further clarification and information on historical traffic problems and what has been carried out to resolve them.</p> <p>Advise adding reference to the upgrades and enhancements to the A27.</p>	<p>Partially met –</p> <p>It is welcomed that an additional sentence has been provided in the TNP to clarify the recent enhancements to the A27.</p> <p>However, it is advised that further clarification and information should be provided on historical traffic problems and what has been carried out to resolve them.</p>
10.4 – Where we are now (page 34)	<p>A summary of the issues and works undertaken recently should be included in this section, rather than just referencing Appendix 19 (link broken in the Plan document).</p> <p>There is a lack of connectivity within the plan document linking transport requirements and proposals for housing, focusing on the reasons behind the need for improvements to the transport links and how these can be facilitated through new development.</p> <p>Images within Appendix 19 are too small to be of use or legible. The text refers to pinch-points, lack of adequate crossing facilities and more, which should be noted and locations identified on a larger plan. Indication of where additional facilities could be located for the purpose of further review by the Highway Authority (Hampshire</p>	<p>Advise including a summary of the traffic issues and work undertaken recently in Section 10.4.</p> <p>Advise improving the quality and size (should be A4) of the images in Appendix 19.</p> <p>Advise providing information on where additional</p>	<p>Partially met –</p> <p>It is welcomed that additional information has been provided in section 10.4 on the areas where there are traffic issues and the main issues considered by the Forum.</p> <p>Additional information of the traffic issues has also been provided in Appendix 19, however, the issues around the lack of evidence of the data in terms of collection, methodologies, dates/times/durations and the results remain, and require clarification.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>County Council) should also be annotated on a Map in the plan.</p> <p>Appendix 19 also refers to traffic flows on Coach Hill undertaken by the Forum and TVT members, but make no reference to the day(s) or times at which this data was collected. It is therefore suggested that the Forum procure a traffic survey through the Highway Authority to accurately determine the traffic flows and movements through the village to enable informed decisions to be made in the future. The vehicle count data within Appendix 19 is not validated and no evidence of video recording methodology. Vehicle counts required as an appendix, to include who undertook the survey, how this was analysed, the dates and times of the survey. Results should be produced in a tabular format by date and time using 5 minute 'bins' for the count and carried out on multiple days at a neutral time of day, day of week, and month. In addition, pedestrian counts should be undertaken, to give an indication of the levels of demand. Identification of where pedestrians are currently trying to cross would be useful in a pictorial format (mapped). Details should be in an appendix to the TNP.</p>	<p>facilities could be located for review by the Highway Authority. This information should be annotated on a Map in the plan.</p> <p>Advise liaising with the Highway Authority to procure a traffic survey to accurately determine traffic flows and movements throughout the village.</p> <p>Advise undertaking pedestrian counts to provide an indication of the levels of demand. This should be included in a separate Appendix with maps to illustrate count locations.</p>	
10.5 – Pedestrians (page 34)	There is no evidence within the Plan or supporting documentation to support the claim of speeding vehicles, and traffic speed surveys should be undertaken to justify	Advise providing further evidence to substantiate the	Partially Met - No further evidence has been provided to

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>these comments.</p> <p>In reference to the narrow footpaths and crossing points, the TNP is seeking to keep the character and form of the village preserved and seeks development is appropriate and considers this. The narrow footpaths are a feature of the nature of the village. Wider footpaths, although able to cater for all pedestrians would be of detriment to the historic nature of the village and would have the impact of urbanising the area. The addition of numerous signalised or zebra crossing points would have the same effect. This should be recognised within the text of Policy GA1 (Pedestrian Safety) and wording to the effect of 'appropriate modifications and installation of footways and pedestrian crossing points shall only be considered where appropriate and in keeping with the character of the surrounding areas'. The locations of these crossings would need to be investigated in conjunction with new development.</p> <p>Furthermore, it is unclear what the relevance of the word count in relation to the HCC transport document and the word 'pedestrian' in terms of the context of the TNP.</p>	<p>claim made on the image in section 10.5.</p> <p>Advise adding the following supporting text to Policy GA1 – Pedestrian Safety.</p>	<p>substantiate the claims of 'speeding' through the village. Data should be sought to assess the speed of vehicles throughout the village and be presented as an appendix to the Plan.</p> <p>It is welcomed that the plan recognises that it is important to maintain the character of the village, but also now reflects the needs of pedestrians too.</p> <p>The modification to Policy GA1 is noted.</p>
10.6 - Parking	<p>With reference to the meeting with the Hampshire County Council (HCC) representative, FBC suggest the plan should avoid referring to unsubstantiated conversations with individuals. The Highway Authority must be able to comment on this statement.</p> <p>Reference is made to Fareham Borough being second in the county for car ownership, this statement should be supported by evidence through analysis of ONS data sets.</p>	<p>Advise adding date of the meeting with HCC to Section 10.6.</p> <p>Consider adding evidence to support the statement on car ownership.</p>	<p>Partially met –</p> <p>The reference to meeting with a representative of HCC has been deleted.</p> <p>However, it is advised that the statement in the first paragraph of section 10.6 should be supported by robust evidence.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
10.7 – Car Parks in the Plan Area (pages 35 and 36)	<p>The current parking facilities should be mapped for ease of identification and to assess their accessibility from the Village centre, and the number of spaces should be identified and totalled. This could be provided in a relevant Appendix to the TNP.</p> <p>From the information provided in the section there is a total of 242 off-street spaces within the listed car parks. In conjunction with the on-street provision in the village centre, an assessment is needed on the use of the parking facilities to determine any additional spaces needed or revision of restrictions to increase vehicle turnover, thereby allowing a greater footfall within the village.</p> <p>In addition, the fifth bullet point in this section refers to ‘a car park provided off Cartwright Drive to serve the Country park when the adjacent residential development is complete’. It might be useful to provide a planning application reference number.</p> <p>The final sentence of the section is not clear and should be rephrased.</p>	<p>Advise mapping the current parking facilities in the village centre.</p> <p>Advise providing an assessment of the use of the parking facilities to determine any need for additional spaces.</p> <p>Advise amending the final sentence to ‘Safety concerns have been raised where reduced road widths as a result of parking within the village, may have impacts on accessibility for emergency services’.</p>	<p>Not met -</p> <p>The LPA advise providing further clarification as advised previously.</p>
10.8 - Residents Parking (page 36)	<p>There is no FBC policy on the introduction of Residents Parking Schemes.</p> <p>The responsibility for the introduction/modification of on-street parking controls, including residential parking zones, lies with the highway authority, Hampshire County Council and future advice should be sought from them.</p>	<p>Advise contacting the Highway Authority (HCC) in respect of advice on the introduction/modification of on-street parking controls, including</p>	<p>Not met -</p> <p>No further information has been provided detailing the views of the Highway Authority or how the Plan would seek to address this.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
		residential parking zones.	
Section 10.10 Trains (page 36)	Clarification should be provided that the train stations listed are the nearest to the Titchfield Neighbourhood Plan area for accuracy.	Advise providing additional clarification.	Not met.
Section 10.12 – Cycling (page 37)	<p>The first sentence of the section states that ‘cycling in and around Titchfield is difficult and hazardous in most areas’ This statement should be quantified by sourcing accident data from the relevant authorities. The data can then be used to justify the statement regarding cyclists and pedestrians using the canal path. Potential cycle routes to key services and facilities should also be reviewed – schools, shops, etc.</p> <p>The shaded box in section 10.12 states that, “The NP is <i>not in favour</i> of cyclists using the canal path”. The neighbourhood plan should avoid the use of emotive language.</p> <p>In addition, it is not clear how Map 7 relates to the policies of the TNP further clarification should be provided in this respect. If the proposed cycle route is in aspiration this should be added in a companion document or annex to the plan.</p>	<p>Advise providing additional data on cycling in Titchfield to justify the statements in Section 10.12.</p> <p>Advising providing further clarification as to how Map 7 relates to the TNP.</p>	<p>Partially Met -</p> <p>The change to the first sentence has been made, however there is still a lack of detail on the levels of cycling currently being undertaken in the Plan area or the key destinations for both leisure and commuter cycling.</p> <p>Map 7 has been removed, in favour of Map 4.</p> <p>The statement “It is not safe to have speeding cyclists and walkers using the canal path at the same time” needs to be justified with evidence, this could include accident statistics over a 5-year period identifying the number of incidents occurring on the canal path. This can then be used to justify the statement, or conversely disprove it.</p> <p>The NP has recommended that a safe route is provided via Posbrook Lane, however the preceding text acknowledges that the Lane is narrow and vehicles travel at speed making it dangerous. This information is conflicting and confusing. The provision</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
			of cycling along the canal path would provide a safer, more direct route, and this should be considered.
10.14 – Transport aims, objectives, policies and tasks (page 39)	<p>The first paragraph of section 10.14 refers to Policy INF2 from the draft Fareham Local Plan 2036 but then does not provide any further information on this policy. It is suggested that this reference is deleted. The paragraph then refers to a quote from the Fareham Local Plan 2036. However, this quote is taken from paragraphs 4.46 and 4.47 of the Local Plan Part 1: Core Strategy (2011).</p> <p>The supporting text of the TNP seeks to limit the number of vehicles entering the village. However, the aim listed under section 10.14 seeks a traffic and parking environment. The aim is unrealistic and ultimately not achievable due to various polluting sources – cars, buses, delivery vehicles, residential borne pollutants such as open wood or coal-burning fires, businesses with extractors and combustion boilers or equipment. In addition, there is no mention of air quality in the supporting text to justify the aim.</p> <p>Revise the phrase ‘fit or disabled’ to read ‘all residents and visitors to the village’.</p> <p>The objectives and policies should be placed within the supporting text so that the objectives and policies can be seen to directly relate to the justification in the text. Suggest changing the title of this section as the policies and tasks are in section 10.12. The tasks listed in section 10.12 should be agreed with the Highways Authority (HCC). These tasks should be moved to a separate annex or document.</p>	<p>Advise deleting reference to Policy INF2. Amend source of quote to the Core Strategy.</p> <p>Advise amending the wording or deleting the aim as there is no mention of air quality in the supporting text to justify the aim.</p> <p>Advise amending the phrase ‘fit or disabled’ to ‘all residents and visitors to the village’.</p> <p>The LPA advise considering whether the policies and tasks are more appropriately located in Section 10.12 – Traffic Policies and Tasks</p>	<p>Partially Met -</p> <p>It is welcomed that the reference to Policy INF2 has been removed.</p> <p>The Aim has not been amended as recommended.</p> <p>No supporting evidence in the Plan is provided to justify Traffic Objective T.3</p> <p>Amendment to the text has been made and is welcomed.</p> <p>The objectives have not been moved to sit within the supporting text, which would provide justification to the Aims, or reference the aim throughout the text.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
		(page 40). Advise contacting the Highways Authority (HCC) to agree tasks listed in Section 10.12. Move these tasks to a separate annex or document.	
Traffic Objective T.2 (page 39)	It is not clear how Traffic Objective T.2 relates to the policies in Chapter 10, or indeed the neighbourhood plan.	Advise either adding a policy in relation to Objective T.2. or delete the objective.	Not Met - This objective has been amended to T.3, as noted above. Furthermore, there is no supporting text in the Plan that justifies the need for the objective. The new Traffic Objective T.2 could be combined with Objective T.1 due to the focus being on highway and pedestrian safety.
Section 10.12. Traffic Policies and Tasks (page 40).	There is already a section 10.12 – Cycling on page 37 of the plan. The section and subsequent section requires renumbering. In addition, the Tasks T.1 – T.6, Tasks T.2.1 – T.2.2 and PO.2. – PO.3 are predominantly the responsibility of the Highway Authority. Contact should be made in the first instance with the Highway Authority to consider whether these tasks can be agreed, and if so how these will be delivered and funded. Fareham Borough Council would welcome engagement in the discussions as the Local	Advise renumbering 10.12 – Traffic Policies and Tasks. Advise contacting HCC and FBC to agree Tasks T.1 – T.6.	Now Section 10.15 Not Met – There is no evidence provided by the Forum that they have discussed the tasks with the Highway Authority.

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	Planning Authority.		
Policy G.A.1 Pedestrian Safety (page 40)	<p>Further clarification should be provided so that the policy can be applied with precision and clarity. Remove 'seek to respond' and replace with 'maximise'.</p> <p>Consideration needs to be given into how this policy could be applied to planning applications. The policy also needs to be linked into the TNP and justified through the supporting text where funding opportunities and the locations of the need for interventions are identified.</p>	Advise addressing the points.	Not met.
Policy G.A.2 Cycle Links (page 40)	<p>The spirit of this policy is noted; however, the LPA is concerned how this policy would operate in practice, or if the approach is viable and deliverable. There is concern that requiring all development to provide cycle route to other affects may affect the viability of new development. The Forum have not provided any evidence to justify the policy requirements.</p> <p>Also, any new proposed cycle routes should be discussed with the Highways Authority (Hampshire County Council). Furthermore, there is no indication within the TNP of other areas, communities or infrastructure to which these new and improved cycle routes should link, for example schools, shops, tourist destinations etc.</p>	Advise providing further information to address the issues raised.	<p>Not Met -</p> <p>The text in 10.12 suggests routes to schools, shops etc, but does not elaborate on identifying the routes required to achieve this. Furthermore, there is no evidence of discussions with the Highway Authority to agree potential routes.</p>
Tasks T.2.1 – T.2.2.	The Council's Public and Open Spaces team have confirmed that the Council have no maintenance responsibilities in relation to the canal paths and recreational footpaths and these tasks should be amended to reflect this.	Advise amending wording as appropriate.	<p>Partially met –</p> <p>The reference to HCC and FBC in Community Aspirations T.2.1 (previously Task T.2.1) has been removed.</p> <p>It is advised that the reference to FBC should be removed from Community Aspiration T.2.2 (previously Task T.2.2).</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
10.13 Parking Objective 1 (page 41)	Add to the supporting text to demonstrate the need for additional parking provision and the extent of the required provision. The term 'adequate' in Parking Objective 1 should be quantified or deleted.	<p>Advise providing additional supporting text to demonstrate the need for additional parking provision and the extent of the provision required.</p> <p>Advise deleting the term 'adequate'.</p>	<p>Parking Objectives, policies and community aspirations have been amended from 10.13 to 10.16</p> <p>Community Aspiration T.7 should fall within this section as it is parking related.</p> <p>Not Met.</p> <p>No definition of adequate has been provided, nor has the levels of parking needed been assessed or evidenced in the Plan or Appendices to justify Parking Objective 1.</p>
Policy P.1 New Development Parking (page 41)	<p>The LPA advise that a revision should be made to the first line to read 'new development within the plan area' as this covers all development.</p> <p>The policy states that any new development within the Plan area must be completely self-sufficient in terms of off-road parking. This then goes on to state that 'wherever possible' they should include the maximum levels defined in the FBC parking standards. These two statements are contradictory. Suggest removing the 'must be completely self-sufficient' with 'must comply with the relevant Parking Standards SPD'. In addition, self-sufficiency of parking may not always be achievable or viable depending on the nature of the development and constraints of the location.</p> <p>Developments should have taken account of current FBC residential and non-residential parking standards, this may not always be maximum levels, again due to site viability</p>	<p>Advise replace 'any new, expanded, commercial or housing development' with 'new development'.</p> <p>Advise deleting 'must be self-sufficient' and replacing with 'must comply with either the Council's Non-Residential Parking Standards SPD or the Residential parking Standards SPD'.</p>	<p>Not Met</p> <p>It is welcomed that the Policy references the LPA Parking Standards SPD, this should also be included in the supporting text.</p> <p>The policy statement "New development within the Neighbourhood Plan Area <u>must comply</u> with the residential Parking Standards..." should be revised. It is suggested that the language used in stating '<u>must comply</u>' is too forceful as there may be occasions where the levels of parking defined in the SPD cannot be accommodated. Therefore, the sentence should be revised to read (for example), <i>New development within the Titchfield</i></p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	or site constraints.		<i>Neighbourhood Plan area should have regard to appropriate levels of parking provision in line with the adopted Residential Parking Standards SPD’.</i>
CE. Policy 1. – Loss of Retail premises (page 44)	<p>There is a lack of information as to how applicants will provide sufficient information to comply with the policy requirements. It is strongly advised that further information should be provided in the supporting text to justify the rationale behind this policy linking to relevant evidence.</p> <p>Also, CE. Policy 1. states that proposals that result in the loss of retail units in specific locations in Titchfield Village will be ‘resisted’. In line with principles of the NPPF (2012) it would be beneficial if the policy was worded in a more positive manner to provide flexibility over the life of the neighbourhood plan.</p> <p>As currently worded the policy does not support new or improved employment opportunities within the areas listed.</p> <p>In addition, a map which covers at least a side of A4, with a key should be included to support Policy CE.1 to provide clarity on the areas that the policy relates to.</p>	<p>Advise providing further justification and additional clarification as to what the applicant would need to do to comply with the policy requirements.</p> <p>Advise re-considering policy wording in light of paragraph 16 of the NPPF (2012).</p> <p>The LPA advise that the Forum may wish to include wording in CE. Policy 1 for the encouragement of new or improved employment opportunities.</p> <p>Advise providing a map, which covers a full A4 page, to</p>	<p>Not met –</p> <p>It is noted that the title of Policy CE.1 has been amended to ‘Conversion of Commercial Premises’, and the previous policy wording has been amended.</p> <p>The policy wording as amended is unclear and confusing and could not be applied with precision to a planning application. In addition, in line with principles of the NPPF (2012) it would be beneficial if the policy was worded in a more positive manner to provide flexibility over the life of the neighbourhood plan.</p> <p>The LPA is concerned that there is a lack of information as to how applicants will provide sufficient information to comply with the policy requirements. It is strongly advised that further information should be provided in the supporting text to justify the rationale behind this policy linking to relevant evidence.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
		provide clarity on the areas that Policy CE.1 applies to.	
CE. Policy 2. Accessibility (page 44)	<p>CE. Policy 2 is not in general conformity with a number of policies in the ALP, such as CS5. For example, CE. Policy 2 does not take into account for other transport forms and not focus on walking alone. Accessibility should include cycling, public transport, walking to key trip attractors including schools, shops, tourist destinations, etc.; and should not be based solely around the location on new development. New development should be planned to enable and facilitate access to local services and facilities as well as pedestrian, cycling and public transport routes.</p> <p>In addition, the policy refers to Planning Policy Guidance Note 13: Transport (2006) as providing defined walking distances in relation to the policy. The PPG13 was cancelled in 2012 and replaced by the NPPF (2012). Therefore, this source can no longer be used to provide a definition of walking distances. Furthermore, the definition of walking distance is unclear and confusing and could not be applied with confidence to a planning application. The Forum may wish to refer to the Council's Accessibility Study - http://www.fareham.gov.uk/PDF/planning/local_plan/DraftLocalPlanEvidenceBase/EV14-BackgroundPaper-Accessibility.pdf</p>	<p>The LPA advises that the Neighbourhood Planning Forum revisits this policy prior to the submission of the plan.</p> <p>Advise that the reference to PPG13: Transport is deleted and the Forum consider using a different source in defining walking distance.</p>	<p>Not met –</p> <p>The LPA remains concerned that Policy CE.2 is not in general conformity with a number of strategic policies in the ALP.</p> <p>It is advised that the amendments previously suggested are made and the reference to PPG13 is removed from the policy text.</p>
12.3 Care for the Environment (pages 45 and 46)	The first paragraph of the section makes reference to 'energy efficiency measures' and 'housing improvements'. Energy efficiency measures are covered by building regulations.	<p>Advise amending first paragraph.</p> <p>Advise adding the text as a separate</p>	<p>Partially met –</p> <p>The reference to sustainable storm water drainage has been deleted.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>The third paragraph makes reference to ‘a culture of a litter free area will be encouraged and support for the FBC vigilant approach to fly tipping should be adopted’. This is an aspiration rather than an objective of the plan and should be included in a separate annex or document to the plan.</p> <p>The explanation of SuDs is incorrect and should be amended from ‘sustainable storm water drainage’ to ‘Sustainable Urban Drainage System’</p>	<p>task, which could be included in a companion document or annex to the TNP.</p> <p>Advise amending the explanation of SuDS.</p>	<p>The fourth paragraph which refers to a ‘litter free area’ is an aspiration and it is advised that this should be included in a separate annex or document to the plan.</p>
12.4 Open spaces (page 46)	<p>The second paragraph of this section makes the following statement ‘These spaces are variously owned and maintained by <u>private individuals</u>’. This statement should be amended to ‘public and private bodies’.</p> <p>Reference is made to the open spaces and that they ‘could be protected under the Assets of Community Regulations 2012. This might be a future development after consultation with residents’.</p> <p>This is an aspiration rather than an objective of the plan and should be included in a separate annex or document to the plan.</p> <p>The Forum may wish to consider whether the open spaces listed in this section may be better included within the TNP as Local Green Spaces providing they fit within the criteria in the NPPF.</p>	<p>Advise amending statement to ‘public and private bodies’.</p> <p>Advise adding the text as a separate task, which could be included in a companion document or annex to the TNP.</p> <p>The LPA advise the Forum to include a Policy on Local Green Space in the TNP.</p>	<p>Partially met –</p> <p>It is welcomed that the statement in the second paragraph of this section now refers to ‘public and private bodies’.</p> <p>It is advised that the reference to spaces being protected under the Assets of Community Regulations 2012 should be moved to a separate annex or companion document to the TNP.</p> <p>It is noted that the Forum have referred to the spaces as being classified as Local Green Spaces. However, it is advised that the open spaces should have been assessed as to their suitability to be designated as a Local Green Space at an earlier stage of the neighbourhood plan process as previously discussed with the Forum.</p>
Environment Objective E.1	It is not clear how the objectives relate to policies in Chapter 12, or indeed in the TNP.	Advise amending or deleting	Partially met –

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
and Environmental Objective E.2 (page 47)	In addition, Environment objective E.1 sounds more like a project and could be added as a task in a companion document or annex to the TNP.	Objectives E.1 and E.2.	Objectives E.1 and E.2 from the Pre-submission TNP have been deleted. These objectives have now been replaced by a new objective (BE.1).
Policy E.1 – New Development (page 47)	<p>The policy text would benefit from a multi-criteria approach. A number of the policy areas covered may fit within the policy in the neighbourhood plan on design. A different title may also be suitable, as “New Development” is quite broad and could cover a number of policy issues. In addition, the policy does not provide sufficient clarity so that it can be applied to a planning application. For instance, the policy text does not clarify how the impacts listed will be ‘assessed’ or ‘considered’. Strong consideration should be given to providing supporting text and evidence to justify the rationale for the policy.</p> <p>Furthermore, it is not clear how the policy relates to the Objectives in Chapter 12, or in the TNP.</p>	<p>The LPA advise the Forum to consider criterion-based policy or separate the issues covered into different policies.</p> <p>Advise providing further justification and evidence to explain the rationale behind the policy.</p>	<p>Partially met –</p> <p>Policy E.1 on New Development has been deleted from the TNP and replaced by Policy BE.2. (Water, Energy and Flood Risk).</p> <p>The LPA remains concerned that the policy does not provide sufficient clarity so that it can be applied to a planning application. For instance, the policy text does not clarify how the impacts listed will be ‘assessed’ or ‘considered’.</p> <p>In addition, the reference to 'supporting the production of a Biodiversity Mitigation and Enhancement Plan (BMEP)' is a community aspiration rather than a policy requirement. It is advised that this part of the policy is moved to a companion document or annex to the TNP.</p>
Task E.1 (page 47)	<p>Reference is made to SSSI. This is incorrect and should be amended to ‘SSSI’ (Site for Special Scientific Interest).</p> <p>Reference is also made to the Solent and Brent Geese Strategy 2010 which is due to be updated in 2018 and does not reflect current planning policies or the new site</p>	<p>Advise amending the reference to ‘SSI’ to ‘SSSI’.</p> <p>Advise making reference to the</p>	<p>Partially met –</p> <p>Task E.1 has been separated into two separate policies: Policy NE.1 (Special Protection Areas) and Policy NE2 (Non-Statutory Sites and Initiatives).</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>classification system currently used by Natural England and LPAs. A more updated document is the 'Solent Waders & Brent Goose Strategy 2018: Interim Project Report: Year one (October 2017)'. Therefore, the LPA suggests that a reference is made to the Interim Report, new classification system, 2017 current use mapping and the new (draft) Mitigation Guidance which have been considered since March 2018 for decision making by Natural England and Fareham Borough Council.</p> <p>The note under Task E1 states that '<i>leaving the EU may result in changes to these regulations</i>'. It is recommended that the specific 'regulations' are stated as for instance Ramsar sites are protected under the Ramsar Convention which is not relevant to the EU and SSSI sites are only protected under national law and not European legislation. In addition, this statement is irrelevant as remaining EU Regulations will be transposed into new UK Regulations.</p>	<p>updated Interim Project Report, classification system, current use mapping and new (draft) Mitigation Guidance.</p> <p>Advise providing specific reference to the relevant EU regulations.</p>	<p>In relation to Policy NE.1 it is welcomed that the reference to SSSI has been amended.</p> <p>Policy NE1 is titled 'Special Protection Areas' but also refers to a SSSI and NNR and Ramsar, which do not fall into the category of 'Special Protection Areas'. Therefore, it is advised that this is changed to 'Statutory Designated Sites' to avoid the policy title giving the impression that it is only relevant to SPA's (Special Protection Areas).</p> <p>Policy NE.2 (Non-Statutory Sites and Initiatives) is currently unclear and could not be applied to a planning application with precision. It is advised that additional clarification is provided as to what the applicant would need to do to comply with the policy requirements.</p> <p>There is a lack of information as to how applicants will provide sufficient information to comply with the policy requirements for Policies NE.1 and NE.2. It is strongly advised that further information should be provided in the supporting text to justify the rationale behind this policy linking to relevant evidence.</p>
12.8 Open	It is unclear, what this section adds to the TNP. The	Advise including a	Not met –

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
Spaces (page 48)	Forum may wish to consider whether the open spaces listed in Section 12.4 may be better included within the TNP as Local Green Spaces providing they fit within the criteria in the NPPF	Policy on Local Green Space in the TNP.	<p>The LPA notes that Policy OS1 (Open Spaces) has been added to the TNP since the Pre-Submission consultation.</p> <p>There is a lack of information as to how applicants will provide sufficient information to comply with the policy requirements. The LPA strongly advises that further information should be provided in the supporting text to justify the rationale behind this policy, which is linked to relevant evidence.</p> <p>In addition, community aspirations OS2 – OS4 have been included in the Submission TNP. It is advised that these are moved to a separate annex or companion document to the TNP.</p>
Policy EN.1 Energy Efficiency (page 48)	<p>The policy reads more like an objective and does not provide sufficient clarity so that it can be applied to a planning application. The policy may fit better as a separate criterion within Policy H.4 of the TNP. Strong consideration should be given to providing supporting text and evidence to justify the rationale for the policy. Is the policy relevant to all new housing development or all development?</p> <p>In addition, it is not clear how Policy EN.1 relates to Objective EN.1 or indeed the aim listed under section 12.7.</p>	<p>Advise adding the moving the policy and including it as a separate criterion in Policy H.4 of the TNP.</p> <p>Advise providing further justification and evidence to explain the rationale behind the policy.</p>	<p>Not met -</p> <p>It is noted that Policy EN.1 has been amended to Policy BE.1.</p> <p>The LPA remains concerned that the policy reads more like an objective and does not provide sufficient clarity so that it can be applied to a planning application. In addition, further justification and evidence should be provided to explain the rationale behind the policy.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
			There are a number of community aspirations (BE1 – BE4) that have been added to the plan since the Pre-submission consultation. These should be included in a separate annex or companion document to the TNP.
12.9 Aims, objectives and task (page 49)	<p>It is not clear whether the last box on the page is an aim, objective or task. Further clarity should be provided in this respect.</p> <p>In addition, any tasks in this section should be included in a companion document or annex.</p>	Advise providing further clarification as to whether the last box on the page is an aim, objective or task.	<p>Partially met -</p> <p>It is noted that the last box on the page has been deleted from the TNP.</p> <p>However, it is advised that any community aspirations in this section should be included in a companion document or annex.</p>
Chapter 12 – Historic Titchfield (page 51)	<p>There appears to be two Chapter 12's in the TNP. This chapter should be renumbered to 13.</p> <p>It is recommended that the supporting text within this chapter makes reference to the existing Conservation Area Appraisals.</p>	<p>Advise amending to Chapter '<u>13</u>'</p> <p>Advise making reference to the relevant Conservation Area Appraisals.</p>	<p>Partially met –</p> <p>It is welcomed that the chapter has been renumbered.</p> <p>Chapter 13 refers to the Titchfield Conservation Area Appraisal. However, there is also a Conservation Area Appraisal for Titchfield Abbey, which falls within the Designated Neighbourhood Area.</p>
13.5 The Great barn (page 52)	<p>The first paragraph of this statement refers to the Barn as being built in the early 14th century. The Historic England heritage listing for the monastic barn of Titchfield Abbey has the Barn as being built in the 15th century - https://historicengland.org.uk/listing/the-list/list-</p>	Advise making the suggested amendments.	<p>Partially met –</p> <p>It is welcomed that the reference to the Barn being 'acquired by FBC' has been removed.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>entry/1094235 The paragraph should be amended for accuracy.</p> <p>In addition, the second paragraph of the section notes that the Barn was 'acquired by FBC'. This sentence should be deleted as the Barn has never been within the ownership of FBC.</p>		<p>However, the TNP still refers to the Barn as being built in the early 14th century. It is advised that the paragraph is amended for accuracy.</p>
13.11 Titchfield carnival (page 54)	<p>This section of the TNP goes beyond the remit of planning and would be better placed as a task or project in a companion document or annex to the TNP.</p>	<p>Advise including section 13.11 in a companion document or annex.</p>	<p>Partially met –</p> <p>It is welcomed that section 13.11 on the Titchfield Carnival has been amended to Community Aspiration HT.5.3. However, it is advised that all community aspirations in Chapter 13 should be moved to a companion document or annex to the TNP.</p>
13.13 A wayfarer map - and 13.14 Publications (page 54)	<p>These sections of the TNP goes beyond the remit of planning and would be better placed as a task or project in a companion document or annex to the TNP.</p>	<p>Advise including sections 13.13 - 13.14 in a companion document or annex.</p>	<p>Partially met –</p> <p>It is welcomed that section 13.13 on the Wayfarer Map has been amended to Community Aspiration HT.5.6. It is also welcomed that section 13.14 has been amended to Community Aspiration HT HT3.2. However, it is advised that all community aspirations in Chapter 13 should be moved to a companion document or annex to the TNP.</p>
Objective HT.5 (page 55)	<p>This objective goes beyond the remit of planning and would be better placed as a task or project in a companion document or annex to the TNP.</p> <p>In addition, further clarity should be provided in relation to</p>	<p>Advise including objective HT.5 in a companion document or annex.</p>	<p>Not met –</p> <p>It is advised that Objective HT.4 (previously HT.5) is moved to a companion document or annex.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	the terms 'presentation' and 'promotion' as the sentence as currently read is unclear.		
Policy HT.1 Preserving Historic Environment (page 55)	<p>The policy refers to 'Development proposals that fail to preserve', consideration should be given as to how this policy wording would accord with paragraph 16 of the NPPF. Furthermore, the scope of the policy as it currently stands is unclear. For instance, the word 'significance' is associated with heritage assets in the NPPF, and some heritage assets have 'significance' but are not designations. Further clarification should be provided in the policy text.</p> <p>Further information to justify and explain the rationale behind the policy should be provided in the supporting text of the Historic Titchfield section in the neighbourhood plan.</p> <p>In addition, it is not necessary to provide a source or reference for a policy, this should be deleted.</p>	<p>Advise amending the wording of the policy so it provides a more positive approach and consider the wording in light of the relevant section of the NPPF (pages 54-57).</p> <p>Advise moving reference to the NPPF to the introductory text of the section where relevant.</p>	<p>Partially met –</p> <p>The policy wording has been amended in line with Historic England's comments on the plan.</p> <p>It is welcomed that the reference/source in the policy has been deleted.</p> <p>However, the LPA remains concerned that further information to justify and explain the rationale behind the policy should be provided in the supporting text to the TNP.</p>
Policy HT. 2 Archaeological Assessment (page 55)	<p>The requirement for an archaeological assessment to be provided for all new development is onerous. Any requirement for an archaeological assessment is set out on Hampshire County Council's website - http://documents.hants.gov.uk/sold-services/sharedexpertise-capabilitystatement-Archaeology.pdf Hampshire Archaeology are notified of applications where their planning constraint maps show an archaeological alert and so are assessed on a case by case basis. It is unnecessary to include this as a policy in the TNP and as such this policy should be either be deleted or amended to meet the above requirements.</p> <p>In addition, the term 'merited' could not be applied to a planning application with precision.</p>	Advise making the recommended amendments.	<p>Not met -</p> <p>It is advised that the policy should be deleted or amended to meet the requirements previously commented on by the LPA during the Pre-submission consultation.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
Tasks HT.2 – HT 5.4 (pages 56 and 57)	<p>If the Forum wish to pursue Tasks HT2.2 and HT 5.1 it is suggested that they contact FBC. In addition, the Forum should note that any aspirations related to non-land use matters should be set out in a companion document or annex as stated in the PPG.</p> <p>Further clarification should be provided on all tasks listed within Chapter 12 – Historic Environment in terms of how these will be delivered.</p>	Advise making suggested amendments.	<p>Not met -</p> <p>It is advised that all community aspirations should be set out in a companion document or annex to the TNP. Also, further clarification should be provided on how these aspirations will be delivered.</p>
Appendix 18 – The History of Titchfield	There are a number of claims and statements made within this Appendix about the history of people, places and events. The Council’s Conservation Officer considers that there should be rigorous evidence to support these claims.	Advise providing evidence to support the claims/statements in Appendix 18.	Not met.
Appendix 35 – Natural Environment	<p>Reference is made to the Solent and Brent Geese Strategy 2010. There is a more recent document that has been published (see comments on Task E.4 above) ‘Solent Waders & Brent Goose Strategy 2019: Interim Project Report: Year one (October 2017)’. Therefore, the LPA suggest that a reference is made to inform of the Interim Report, new classification system, 2017 current use mapping and the new (draft) Mitigation Guidance which have been considered since March 2018 for decision making by Natural England and Fareham Borough Council.</p> <p>Page 3, Paragraph 4 of Appendix 35 refers to ‘seroline’ to be changed to ‘serotine’. The use of ‘pipistrelle’ and ‘long-eared’ should be re-considered. Pipistrelle is a general term used and there are 3 species of pipistrelles including common, soprano and Nathusias. Similarly, long-eared is a general term and there are 2 species including brown and grey long-eared bats. Therefore, long eared and brown long-eared bats cannot be counted as two different species; similarly, pipistrelle and soprano pipistrelle cannot</p>	<p>Advise making reference to the updated Interim Project Report, classification system, current use mapping and new (draft) Mitigation Guidance.</p> <p>Advise amending ‘seroline’ to ‘serotine’.</p> <p>Consider amending reference to the types of bat species.</p> <p>Advise amending</p>	<p>Partially met -</p> <p>It is noted that Appendix 35 now provides further clarification on the Solent Waders and Brent Goose Strategy.</p> <p>It is welcomed that the reference to amphibians has been amended.</p> <p>However, the LPA advises amending the references to the types of bat species.</p>

Policy/ Section	Issue	Options/Potential Changes Required to TNP	Not met/ Partially met/Comments
	<p>be counted as two types of bats.</p> <p>Page 3, Paragraph 5 of Appendix 34 refers to 'Protected amphibians and reptiles' to be changed to 'Protected/notable' as common frog and common toad do not receive the same level of protection as reptiles and great crested newts (not protected against killing/injuring or habitat destruction).</p>	<p>'protected amphibians and reptiles' to 'protected/notable'.</p>	

Annex 1 – General observations and suggestions

Pre-submission Titchfield Neighbourhood Plan		Not met/Partially met/Comments
Evidence	<p>A general issue that has been identified by the LPA is the lack of appropriate evidence which could be linked to the supporting text for the policies of the TNP.</p>	<p>Not met –</p> <p>The LPA remains concerned that there are still several policies in the TNP that are not supported by appropriate evidence.</p>
Content	<p>It is considered that the flow of the TNP could be improved to aid clarity and</p>	<p>Not met.</p>

	overcome disjointedness.	
Paragraph Numbering	It is recommended that for ease of reference that paragraph numbers are inserted in the TNP prior to submission. This will ensure the plan is clearer for the reader and may ensure that comments received for consultation on the plan are in relation to the relevant areas.	Not met.
Use of Capital Letters	There should be consistency throughout the neighbourhood plan in terms of the use of capital letters, such as Country Park.	Not met
The use of Aims, Objectives, Policies and Tasks	<p>The use of aims, objectives, policies and tasks within the TNP without any supporting wording to provide additional clarification is confusing.</p> <p>Policies should be positively worded to ensure accordance with paragraph 14 of the NPPF. Avoid the use of statements in policies.</p> <p>It is suggested that a short vision statement (couple of sentences) is included in the TNP, which sets out the key policies in achieving this vision, which could be used in determining planning applications and demonstrates conformity with the strategic policies of the ALP.</p> <p>The PPG sets out that those aspirations that deal with 'non-land use matters should be clearly identifiable and set out in a companion document or annex'. Therefore, the LPA advises that 'tasks' identified by orange boxes in the plan should be moved into a companion document or separate annex to the TNP. In terms of the tasks listed throughout the plan, further</p>	<p>Partially met –</p> <p>It is noted that Chapter 6 of the TNP includes a set of vision statements and the policies relevant to the achieving these statements.</p> <p>However, the LPA still remains concerned that the aims, objectives, policies and community aspirations in the TNP lack supporting text to provide additional clarification.</p>

	<p>explanation could be included on the current status of these projects and/or how these will be delivered by the Forum.</p>	
Photos, Images and Maps	<p>Improve the resolution of some of the photos, images, and maps in the Plan. In addition, all maps should have a key provided and should cover a full size of A4 to provide clarity and precision. This will aid ease of referencing. The maps should be referenced to the supporting text and explained accordingly. All maps, images and photos in the TNP should have titles to clearly define what the map is illustrating and a figure. Furthermore, these should all have sources to provide a reference as to where the photos, maps and images were obtained, and should be clearly linked to the main body of the report.</p>	Not met.
Typos and Grammar	<p>There are several typos throughout the neighbourhood plan, these should be reviewed and amended prior to the submission of the plan.</p> <p>In addition, several sentences within the TNP are unclear and confusing and should be revisited prior to submission of the plan.</p>	Not met – there are still typos prevalent in the TNP. It is advised that these are amended.
Glossary of Terms	<p>The references to FBC and TVT are acronyms rather than glossary terms and should be moved to the front of the TNP.</p> <p>In addition, the Forum may wish to check some of the terms against the definitions in the NPPF.</p>	Not met.
Appendices		
Typos	<p>There are several typos throughout the appendices, these should be reviewed and amended prior to the submission of the</p>	Not met.

	plan.	
Relevance	There are a number of appendices that do not relate to the TNP or land use matters. Further explanation should be provided as to why these appendices have been included or they should be removed from the plans evidence base.	Not met.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 07 January 2019

Portfolio:	Policy and Resources
Subject:	Financial Forecasts and Budgets
Report of:	Director of Finance and Resources
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report provides an update on the Council's 5-year financial forecasts and makes recommendations regarding the General Fund capital programme, revised revenue budget for 2018/19, fees and charges and the revenue budget for 2019/20. It also proposes an invest to save approach to bridging the forecasted funding gap.

Executive summary:

This report gives the Executive the opportunity to consider the Council's 5-year financial forecasts as set out in the Medium-Term Finance Strategy (MTFS), capital programme, revised service budget for 2018/19, fees and charges for 2019/20 and proposed service budgets for 2019/20.

Revised General Fund Revenue Budget 2018/19

The revised general fund revenue budget for 2018/19 amounts to £11,172,900 for service budgets with other budgets totalling -£2,732,400 giving an overall position of £8,440,500 which shows no change from the base budget for 2018/19.

General Fund Revenue Budget 2019/20

The proposed general fund budget for 2019/20 totals £10,888,600 for service budgets along with -£2,222,200 for other budgets giving an overall position of £8,666,400 which is an increase of £225,900 against the original budget for 2018/19.

Capital Programme and Resources 2018/19 to 2022/23

The revised capital programme amounts to £39,229,000, and there are capital resources totalling £41,483,000 over the programme period. Whilst a surplus of capital resources exists, there are likely to be emerging spending requirements that require new resources to be accumulated now so that the Council can meet its future commitments.

5-Year Financial Forecasts

The 5-Year financial forecasts for 2018/19 to 2022/23 is predicting a funding shortfall by 2020/21. An Opportunities Plan has been drawn up to address the

shortfall and build in some capacity for future pressures and uncertainties. However, the Plan requires investment of approximately £600,000 over a 2-year period to resource the projects identified to deliver the required savings.

Recommendation/Recommended Option:

It is recommended that the Executive:

Financial Forecasts (MTFS)

- (a) approves the Medium-Term Finance Strategy for the period 2018/19 to 2022/23, as set out at Appendix E to the report; including the adoption of the Opportunities Plan and the allocation of funding of £600,000 during 2019/20 and 2020/21, required to deliver the Plan.
- (b) approves the change to the Council's Council Tax Exemption Policy, as part of the Opportunities Plan, as outlined in paragraph 12.
- (c) agrees to submit the updated Pay Policy, annexed to the Medium-Term Finance Strategy at Annex C, to Council for approval;

Revenue Budgets

- (d) approves the revised 2018/19 general fund revenue budget, amounting to £8,440,500, as set out in Appendix A and B to the report;
- (e) approves the proposed fees and charges for 2019/20, as set out in Appendix D to the report;
- (f) approves the base 2019/20 general fund revenue budget amounting to £8,666,400, as set out in Appendix A and B to the report;

Capital Programme

- (g) approves the capital programme for the period 2018/19 to 2022/23, amounting to £39,229,000 as set out at Appendix C to the report;

Contract Variation

- (h) notes the variations that have been made to the contract sum awarded to LDA Design Consulting Limited, for the Placemaking Strategy work for Welborne Garden Village, as outlined in paragraphs 23-26.

Reason:

The proposed budgets and capital programme will continue to support delivery of the Council's services and corporate priorities whilst taking account of the continuing financial pressures.

The Medium-Term Finance Strategy forecasts a funding shortfall by 2020/21. An Opportunities Plan has been developed to address this and build in capacity for future pressures and uncertainties.

Cost of proposals:

As detailed in the report.

Appendices:

- A: General Fund Revenue Budget Summary 2018/19 and 2019/20
- B: Detailed Draft Revenue Budgets by Service Portfolio 2018/19 and 2019/20
- C: Capital Programme 2018/19 to 2022/23
- D: Proposed Fees and Charges for 2019/20
- E: Medium Term Finance Strategy 2018/19 to 2022/23 and Opportunities Plan

Background papers: None

Reference papers:

Report to Executive 5 February 2018 - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018-19

Report to the Executive 9 July 2018 – General Fund and Housing Revenue Outturn 2017-18

Report to the Executive 5 November 2018 – Finance Monitoring Report 2018-19

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 January 2019
Subject:	Financial Forecasts and Budgets
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. This report provides an update on the financial forecasts for the next 5 years and makes recommendations on how the projected funding gaps can be mitigated.
2. It also brings together the revenue and capital spending plans for the Council's services for the rest of the current year and for next year.

MEDIUM TERM FINANCE STRATEGY

3. The Medium-Term Finance Strategy, attached to this report as **Appendix E**, sets out the broad principles on which the management of the Council's finances are based and provides background information regarding the level of resources, the revenue budget and capital programme.
4. The Council's main priorities are to produce sustainable spending plans, maintain adequate reserves and to continue to minimise increases in the net revenue budget, such that increases in Fareham's proportion of the council tax does not exceed the prevailing inflation rate. Consequently, strict budget guidelines must be maintained.
5. The document focuses on the various issues that will impact on the Council's financial position, now and in the future. In the light of these issues, the current financial position has been reviewed and the projected position in future years, up to 2022/23, examined.
6. Based on existing spending plans and taking account of the known variations and revenue budget pressures in future years, the projected revenue budget for the life of the strategy through to 2022/23 would indicate a funding gap of £175,000 by 2020/21, even if Council Tax is increased by £5 each year.
7. There are also a number of spending priorities, potential pressures and uncertainties for which no provision has been made in the projections which could cause a widening of the funding gap. Members are reminded that due to the gearing effect any increase in spending has a significant increase on the amount that has to be met from Council Tax payers. For example, an increase in spending of 1%, increases the Council Tax by 8%.

Opportunities Plan

8. An Opportunities Plan, as summarised below, has therefore been developed which consists of a number of projects that have been identified to either reduce expenditure, increase income or safeguard the Council from future expenditure increases.

Summary of Opportunities Plan		
Project Grouping	Number of Projects	Potential Savings (£)
1. Service changes already in progress		356,600
2. Good Practice Projects	3	None expected
3. Projects achievable within current resources	6	336,000
4a. Projects needing resources to be led by Head of Service	7	510,000
4b. Projects needing resources to be led by Project Team	9	320,000
5. The 'B List' of projects to do as resources allow	18	Not costed
	43	1,522,600

9. Savings to budgets from the Plan that have already been made or that are considered achievable within current resources, totalling **£568,700** have already been built into the budget forecasts for 2018/19 to 2020/21.
10. However, it is recognised that the majority of the projects in the plan are not deliverable within current resources and budgets. This Strategy therefore recommends an 'Invest to Save' approach to achieving the rest of the Opportunities Plan, in which funds are allocated to establishing a small project team for a two-year fixed term to lead on or assist Heads of Service in the delivery of their projects. The cost of this, coupled with other costs such as commissioning external consultants, is estimated to be **£600,000** for the two years.

Council Tax Exemptions

11. One opportunity highlighted in the Plan, is to make some minor changes to the Council Tax Exemptions policy to bring the Council in line with other Councils in Hampshire. The proposed changes are:
- decrease the period that 100% council tax discount is applied for class c properties (empty of people and furniture) from 6 months to 1 month. There are approximately 4,000 properties of this type currently in the borough;
 - decrease the period that 100% council tax discount is applied for class a properties (empty of people and furniture and undergoing major repairs and structural changes) from 1 year to 3 months. There are approximately 130 properties of this type each year in the borough;
 - increase the council tax charge for properties that have been empty in excess of 24 months from 150% to 200%. There are approximately 50 properties of this type currently in the borough.
12. These changes are estimated to generate an increase in Fareham's share of the Council Tax of approximately £40,000. It would also help support the Council's aim in its Housing Strategy to maximise occupancy of empty properties in the Borough.

GENERAL FUND REVENUE BUDGETS

Revenue Budget 2018/19

13. The base net revenue budget set for 2018/19 set was £8,440,500, a reduction of £176,200 on the previous year. This was part funded by a council tax increase of £5 which is the maximum allowable by the Government before a local referendum is needed.
14. Additional budget provision totalling £335,900 was carried forward for incomplete projects from 2017/18; this was fully financed from underspending in 2017/18.
15. The overall revised budget remains the same as the base budget at £8,440,500. The budget reflects known changes that have occurred during the current financial year and as a result the service budgets have increased by £403,500.
16. Other budgets, such as investment income, contributions to capital, and movement in reserves, have been reduced by an equivalent amount, and the revised budget remains as £8,440,500. Further information of how this is spread across portfolios is provided in Appendices A and B.

Revenue Budget 2019/20

17. The revenue budget for 2019/20 has been prepared as detailed in the Medium-Term Finance Strategy, as attached to Appendix E to this report. The proposed General Fund budget for 2019/20 totals £10,888,600 for service budgets along with - £2,222,200 for other budgets giving an overall position of £8,666,400 which is an increase of £225,900 against the original budget for 2018/19. This detailed in Appendices A and B.
18. The budget takes into account the predicted level of core funding resources that will be available for the year and builds in provisions for expected increases and decreases in expenditure and income in the year.
19. The budget also takes into account decisions made by the Executive during the year and the opportunities and pressures arising in the Council's key services.
20. Each year, the Council reviews the fees and charges for the services it provides. The fees and charges for the Council's Services and the proposed charges for 2019/20 are set out in Appendix D, for member approval. Increases in income expected to arise for the new charges have been built into the revenue budget for 2019/20.

Welborne

21. Delivery of the Welborne development is now budgeted to be funded from existing budgets, developers' contributions and grant funding from Homes England. There has been no need to make any further allocation from reserves.
22. As approved by the Executive on 5 February 2018, some of the grant funding has been used to commission strategies and studies to help progress and deliver Welborne.

23. One of these Commissions was for the development of a Placemaking Strategy and action plan to give a clear understanding of how a sense of place will be built from the outset and embedding a contemporary vision of the established Garden City principles. This was originally tendered and awarded to LDA Design Consulting Limited, contract dated 16 April 2018, at a value of £74,750.
24. Shortly after the consultants started work it became clear that the Master Developer was commissioning the production of a Delivery Strategy, which would supercede the Council's need for a separate placemaking strategy. However, it was critical that the Council's principles and interests were represented in the Strategy and that the Strategy embedded important placemaking principles. As a result, the contract with LDA Design Consulting Limited was varied to extend LDA's work on the Delivery Strategy until the end of February 2019 at an additional cost of £36,000 to allow them to work with the Master Developer to achieve this aim. They have been extremely successful in developing the relationship between the Council, themselves and the Master Developer, enabling a process whereby sensitive issues are being successfully resolved and most importantly, trust is engendered.
25. In addition, a further piece of work has been identified to support placemaking and the planning process. The Master Developer intends to submit a suite of design codes for approval by the Local Planning Authority, starting with a Strategic Design Code for the whole development. This approach is endorsed by Homes England. The Development Management team have no experience of using Design Codes to manage development and as a result the contract with LDA Design Consulting Limited has been further varied to allow for them to support the Local Planning Authority in the process. Their role will be to train FBC staff on design codes and work with the Master Developer to produce the Strategic Design Codes ensuring again that placemaking is embedded. This work is estimated to cost £40,000 and will be completed by June 2019.
26. As the value of these two variation orders cause the original contract sum to increase by the greater of 10% or £50,000, under the Council's new Procurement and Contract Rules, this is required to be reported to the Executive Committee.

GENERAL FUND CAPITAL PROGRAMME

27. The General Fund capital programme for the period 2018/19 to 2022/23 has been revised to take account of new schemes and re-phased schemes.
28. The programme now totals £39,229,000 and is summarised in the following table with the details set out in Appendix C:

	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Total £'000
Health & Public Protection	100	0	0	0	0	100
Streetscene	107	574	0	0	158	839
Leisure & Community	348	378	100	100	600	1,526
Housing	1,098	500	500	500	529	3,127
Planning & Development	63	0	0	0	0	63
Policy & Resources	8,195	18,008	6,000	0	1,371	33,574
TOTAL	9,911	19,460	6,600	600	2,658	39,229

29. An additional £3 million has been earmarked for the Civic Offices Improvement Programme. Work is progressing well with the Civic Offices asset management plan and a separate report will be presented to the Executive outlining future asset management improvements.
30. A new £50,000 play area at Fareham College has been added to the programme which will be fully funded from developer contributions.
31. The rolling programme schemes for CCTV Refurbishment, Car Parks Surface Improvements, Vehicle and Plant Replacement and ICT Development have been reviewed and updated to reflect actual spending plans.
32. Assuming that the Council is able to continue making a revenue contribution of £1,125,000 p.a. to fund the capital programme for the next 5 years, there would be unallocated funds available for future asset replacement schemes amounting to £1,371,000.
33. Resources available, including borrowing, to fund the capital programme amount to £41,483,000 over the programme period, and therefore by 2022/23 there should be a small surplus of £2,254,000.
34. However, while the condition of the Council's assets is generally good, there is a growing need to make a significant investment over the coming years in order to maintain the assets and meet future service needs. Despite the current surplus of capital resources (compared to the approved programme), the asset reviews suggest that there are insufficient resources in the future.
35. Consequently, there is a need to continue accumulating additional resources to meet the future capital demands. The Executive has previously agreed to set aside £500,000 from the revenue budget each year for this purpose. Capital resources will also be supplemented with any non-specific windfall income received during the year.

RISK ASSESSMENT

36. In considering the budgets and forecasts, there are a number of risks and uncertainties as set out in Section 6.3 in the Medium-Term Finance Strategy.
37. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure. A detailed assessment of need has been carried out, following guidance from the Chartered Institute of Public Finance and Accountancy (LAAP77), which indicates that this is an appropriate level to retain and should not be reduced. The budgets proposed will allow the Spending Reserve to be maintained at the required level.
38. Delivery of the Opportunities Plan, aims to address the shortfalls forecast across the next 5 years plus build in some spare capacity for pressures not yet built in.
39. The Government's expectation and associated funding levels indicate that they believe that Fareham will continue to raise council tax by up to £5 in all the years covering the 4-year settlement deal.

40. While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period, future spending requirements could give rise to a very significant shortfall. It is therefore imperative that capital reserves are replenished whenever possible in order to meet the future spending needs.

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)

GENERAL FUND REVENUE BUDGET SUMMARY 2018/19 AND 2019/20

a) Revised Budget 2018/19

	Budget 2018/19 £	Revised 2018/19 £	Variation Base to Rev £
<u>Committees</u>			
Planning Committee	565,100	597,800	32,700
Licensing and Regulatory Affairs Committee	501,500	522,500	21,000
Executive - Portfolio Budgets			
- Leisure and Community	2,222,700	2,610,200	387,500
- Housing	1,082,500	1,110,300	27,800
- Planning and Development	170,200	52,400	-117,800
- Policy and Resources	-989,100	-736,300	252,800
- Health and Public Protection	2,182,300	2,111,200	-71,100
- Streetscene	5,034,200	4,904,800	-129,400
SERVICE BUDGETS	10,769,400	11,172,900	403,500
Capital Charges	-2,232,900	-2,390,300	-157,400
Capital Financing Costs			
- Use of Housing Capital Receipts	-60,000	-165,000	-105,000
- Direct Revenue Funding	1,125,000	1,125,000	0
Minimum Revenue Provision	680,900	700,000	19,100
Interest on Balances	-459,900	-463,900	-4,000
Portchester Crematorium	-150,000	-150,000	0
New Homes Bonus	-962,000	-962,000	0
Contribution to(+)/from(-) Reserves	-270,000	-426,200	-156,200
OTHER BUDGETS	-2,328,900	-2,732,400	-403,500
NET BUDGET	8,440,500	8,440,500	0

b) Base Budget 2019/20

	Budget 2018/19 £	Budget 2019/20 £	Variation Base to base £
<u>Committees</u>			
Planning Committee	565,100	485,700	-79,400
Licensing and Regulatory Affairs Committee	501,500	516,800	15,300
Executive - Portfolio Budgets			
- Leisure and Community	2,222,700	2,413,400	190,700
- Housing	1,082,500	1,153,900	71,400
- Planning and Development	170,200	-108,500	-278,700
- Policy and Resources	-989,100	-775,500	213,600
- Health and Public Protection	2,182,300	2,133,400	-48,900
- Streetscene	5,034,200	5,069,400	35,200
SERVICE BUDGETS	10,769,400	10,888,600	119,200
Capital Charges	-2,232,900	-2,390,300	-157,400
Capital Financing Costs			
- Use of Housing Capital Receipts	-60,000	0	60,000
- Direct Revenue Funding	1,125,000	1,125,000	0
Minimum Revenue Provision	680,900	905,700	224,800
Interest on Balances	-459,900	-515,900	-56,000
Portchester Crematorium	-150,000	-150,000	0
New Homes Bonus	-962,000	-820,900	141,100
Contribution to(+)/from(-) Reserves	-270,000	-375,800	-105,800
OTHER BUDGETS	-2,328,900	-2,222,200	106,700
NET BUDGET	8,440,500	8,666,400	225,900

**DETAILED DRAFT REVENUE BUDGETS BY SERVICE PORTFOLIO
2018/19 AND 2019/20**

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
<u>Committees</u>			
Planning Committee	565,100	597,800	485,700
Licensing and Regulatory Affairs Committee	501,500	522,500	516,800
Executive - Portfolio Budgets			
Leisure and Community	2,222,700	2,610,200	2,413,400
Housing	1,082,500	1,110,300	1,153,900
Planning and Development	170,200	52,400	-108,500
Policy and Resources	-989,100	-736,300	-775,500
Health and Public Protection	2,182,300	2,111,200	2,133,400
Streetscene	5,034,200	4,904,800	5,069,400
NET EXPENDITURE	10,769,400	11,172,900	10,888,600

SUBJECTIVE ANALYSIS

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Employees	9,921,400	9,901,000	10,365,700
Premises-Related Expenditure	2,400,100	2,468,500	2,533,800
Transport-Related Expenditure	1,122,800	1,156,400	1,161,200
Supplies and Services	5,923,600	7,097,200	5,773,400
Third Party Payments	1,401,700	1,450,100	1,446,400
Transfer Payments	19,371,200	17,687,100	17,687,100
Support Services	3,178,800	3,192,300	3,242,100
Capital Charges	2,785,800	3,330,400	2,732,800
GROSS EXPENDITURE	46,105,400	46,283,000	44,942,500
Government Grants	-19,798,100	-19,318,400	-18,180,000
Other Grants & Reimbursements	-2,187,500	-2,514,800	-2,021,300
Customer & Client Receipts	-7,355,400	-7,473,400	-7,732,400
Rents	-5,867,000	-5,660,900	-5,966,600
Recharges to other Accounts	-127,600	-142,600	-153,600
GROSS INCOME	-35,335,600	-35,110,100	-34,053,900
NET EXPENDITURE	10,769,800	11,172,900	10,888,600

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2019/120

PLANNING COMMITTEE

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Planning Advice	253,100	253,900	243,300
Enforcement of Planning Control	123,900	124,400	126,000
Appeals	52,400	204,600	56,400
Processing Applications	135,700	14,900	60,000
	<u>565,100</u>	<u>597,800</u>	<u>485,700</u>

LICENSING AND REGULATORY AFFAIRS COMMITTEE

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Hackney Carriage and Private Hire Vehicles	-2,900	1,600	2,700
Licensing	-35,400	-40,800	-39,900
Health and Safety	145,600	144,700	146,700
Election Services	394,200	417,000	407,300
	<u>501,500</u>	<u>522,500</u>	<u>516,800</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2019/120

LEISURE AND COMMUNITY PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Community Grants	317,900	405,300	323,200
Community Development	158,100	157,300	167,700
Outdoor Sport and Recreation	559,500	562,600	557,000
Countryside Management	136,900	188,800	187,600
Ferneham Hall	508,000	500,500	444,400
Fareham Leisure Centre	536,800	527,100	527,500
Holly Hill Leisure Centre	-260,900	-68,500	-65,500
Community Centres	266,400	272,600	271,500
Westbury Manor Museum	0	64,500	0
	<u>2,222,700</u>	<u>2,610,200</u>	<u>2,413,400</u>

HOUSING PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Housing Grants and Home Improvements	96,600	203,100	38,500
Housing Options	57,200	45,000	45,800
Homelessness	387,000	285,000	420,700
Housing Advice	379,700	372,800	436,900
Housing Strategy	162,000	204,400	212,000
	<u>1,082,500</u>	<u>1,110,300</u>	<u>1,153,900</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2019/20

PLANNING AND DEVELOPMENT PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Parking Strategy	-2,064,600	-1,962,100	-1,950,800
Flooding and Coastal Management	113,700	113,700	113,300
Public Transport	46,800	46,800	36,500
Transportation Liaison	13,800	14,000	0
Building Control	216,500	201,900	198,800
Tree Management	120,900	122,000	142,000
Sustainability	52,000	52,100	46,900
Conservation & Listed Building Policy	32,600	32,700	30,300
Local Plan	1,638,500	1,431,300	1,274,500
	<u>170,200</u>	<u>52,400</u>	<u>-108,500</u>

POLICY AND RESOURCES PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Housing Benefit Payments	-77,600	-114,100	-114,100
Housing Benefit Administration	446,900	380,900	464,100
Democratic Representation and Management	1,088,800	1,073,200	1,091,500
Commercial Estates	-555,000	-551,600	-371,500
Investment Properties	-3,290,100	-3,038,200	-3,339,600
Solent Airport and Daedalus	-675,100	-681,700	-634,200
Public Relations, Comms and Consultation	440,700	468,400	497,700
Unapportionable Central Overheads	179,600	175,600	175,600
Corporate Management	670,000	734,000	628,600
Economic Development	87,100	111,400	67,100
Local Land Charges	-133,900	-125,800	-122,600
Local Tax Collection	829,500	831,600	881,900
	<u>-989,100</u>	<u>-736,300</u>	<u>-775,500</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2019/120

HEALTH & PUBLIC PROTECTION PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Pest Control	44,300	38,400	39,500
Dog Control	24,300	24,100	24,500
Food Safety	138,300	137,300	139,500
Air Quality and Pollution	195,100	195,500	202,400
Community Safety	330,200	322,900	329,500
Emergency Planning	56,200	56,000	56,700
Clean Borough Enforcement	108,200	93,000	88,900
On-Street Parking	4,100	-14,900	-34,800
Off-Street Parking	1,281,600	1,258,900	1,287,200
	<u>2,182,300</u>	<u>2,111,200</u>	<u>2,133,400</u>

STREETSCENE PORTFOLIO

	Base Estimate 2018/19 £	Revised Estimate 2018/19 £	Base Estimate 2019/20 £
Cemeteries & Closed Churchyards	-4,300	-17,600	-15,900
Community Parks and Open Spaces	534,300	531,200	532,700
Allotments	21,500	17,700	20,400
Street Cleansing	964,500	957,700	993,300
Public Conveniences	261,200	257,400	254,000
Household Waste Collection	960,400	965,000	987,500
Trade Refuse	-78,800	-77,400	-103,100
Recycling	740,200	698,900	689,700
Garden Waste Collection	356,000	355,700	349,900
Street Furniture	105,500	105,500	105,700
Grounds Maintenance	1,173,700	1,110,700	1,255,200
	<u>5,034,200</u>	<u>4,904,800</u>	<u>5,069,400</u>
TOTAL	<u>10,769,400</u>	<u>11,172,900</u>	<u>10,888,600</u>

APPENDIX C

CAPITAL PROGRAMME 2018/19 to 2022/23

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
	£'000	£'000	£'000	£'000	£'000	£'000
PUBLIC PROTECTION						
Night Time Closure of Multi-Storey Car Parks	100.0					100.0
PUBLIC PROTECTION TOTAL	100.0	0.0	0.0	0.0	0.0	100.0
STREETSCENE						
Bus Shelters	12.0	319.5				331.5
Holly Hill Cemetery Extension	20.0	254.5				274.5
Play Area Safety Equipment & Surface Replacement	75.0				157.9	232.9
STREETSCENE TOTAL	107.0	574.0	0.0	0.0	157.9	838.9
LEISURE AND COMMUNITY						
Buildings						
Ferneham Hall Major Repairs Programme	27.0				500.0	527.0
Westbury Manor Museum Remodelling	27.8					27.8
Community Buildings Review	130.2	50.0				180.2
Whiteley Community Centre Refurbishment		50.0				50.0
Burridge Village Hall Overflow Parking	12.0					12.0
	197.0	100.0	0.0	0.0	500.0	797.0
Play Schemes						
Funtley Recreation Ground Play Area	52.0					52.0
Warsash Recreation Ground Play Area	25.0					25.0
Play Area Improvement Programme		200.0	100.0	100.0	100.0	500.0
Fareham College Play Area		50.0				50.0
	77.0	250.0	100.0	100.0	100.0	627.0
Other Community Schemes						
Town Centre Christmas Lights	50.0					50.0
Footpath Improvements	24.0	11.8				35.8
Allotment Improvements		16.3				16.3
	74.0	28.1	0.0	0.0	0.0	102.1
LEISURE AND COMMUNITY TOTAL	348.0	378.1	100.0	100.0	600.0	1,526.1
HEALTH AND HOUSING						
Disabled Facilities Grants	932.6	500.0	500.0	500.0	500.0	2,932.6
Home Improvement Loans	165.0					165.0
Empty Homes Strategy					28.9	28.9
HEALTH AND HOUSING TOTAL	1,097.6	500.0	500.0	500.0	528.9	3,126.5
PLANNING AND DEVELOPMENT						
Hill Head Coastal Protection Phase 2	39.4					39.4
Car Parks Surface Improvements	23.9					23.9
PLANNING AND DEVELOPMENT TOTAL	63.3	0.0	0.0	0.0	0.0	63.3

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
	£'000	£'000	£'000	£'000	£'000	£'000
POLICY AND RESOURCES						
Replacement Programmes						
Vehicles and Plant Replacement Programme	1,025.3	520.0	500.0			2,045.3
ICT Development Programme	202.6	150.0				352.6
Asset Replacement Programme (Unallocated)					1,370.9	1,370.9
	1,227.9	670.0	500.0	0.0	1,370.9	3,768.8
Operational Buildings						
Civic Offices Improvement Programme	70.0	683.2	3,000.0			3,753.2
Depot Refurbishment Works		220.0				220.0
	70.0	903.2	3,000.0	0.0	0.0	3,973.2
Property Developments						
Commercial Property Acquisition	5,110.0					5,110.0
Daedalus Schemes	1,749.3	8,400.0	2,500.0			12,649.3
Daedalus Innovation Centre Phase 2	37.5					37.5
Town Centre Hotel		8,035.0				8,035.0
	6,896.8	16,435.0	2,500.0	0.0	0.0	25,831.8
POLICY AND RESOURCES TOTAL	8,194.7	18,008.2	6,000.0	0.0	1,370.9	33,573.8
GENERAL FUND TOTAL	9,910.6	19,460.3	6,600.0	600.0	2,657.7	39,228.6



Fees and Charges 2019/20

FAREHAM
BOROUGH COUNCIL

General Notes

1. Fees and Charges are normally reviewed by the Council on an annual basis to apply for the whole of the Financial Year (1 April to 31 March), but it sometimes proves necessary to amend charges at other times during the year.
2. The charges shown in this book are those which apply from 1 April 2019.
3. VAT where charged will be at the prevailing rate, which is currently 20%.
4. **VALUE ADDED TAX – LETTING OF SPORTS FACILITIES - EXEMPTION**

VAT exemption is available for the provision of a series of lets to Schools, Clubs, Associations or Organisations representing affiliated clubs or constituent associations (such as local league) subject to the following guidelines:

- a. The series consists of 10 or more sessions.
- b. Each session is for the same sport or activity.
- c. Each session is at the same place.
- d. The interval between each session is at least a day and not more than 14 days. Letting for every other Saturday afternoon fulfils this condition but there is no exception for intervals longer than 14 days which arise through closure e.g. for public holidays.
- e. The series must be paid for as a whole, and there is written evidence to that effect.
- f. The person to whom the facilities are let has exclusive use of them during the sessions.
- g. The hirer has no right to amend or cancel a booking

Fees and Charges for Services	Page
Beach Huts	<u>3</u>
Building Control Partnership	<u>3</u>
Cemeteries and Burial Grounds	<u>4</u>
Clean and Tidy Borough	<u>7</u>
Elections	<u>8</u>
Housing	<u>9</u>
Land Charges	<u>10</u>
Licensing and Fees	<u>11</u>
Markets and Town Centre	<u>17</u>
Parking Charges	<u>18</u>
Planning Services	<u>20</u>
Public Protection	<u>21</u>
Waste Collection and Disposal	<u>25</u>
Sports and Leisure	<u>26</u>
Miscellaneous Charges	<u>28</u>



BEACH HUTS

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Residents	Inclusive of VAT	496.00	507.00	2.20
Non-Residents	Inclusive of VAT	992.00	1,014.00	2.20



BUILDING CONTROL PARTNERSHIP

Building Control Partnership fees are available on application to the Head of Building Control. Fees will not be published due to commercial sensitivity.



CEMETERIES AND BURIAL GROUNDS

The charges below are either currently exempt, or not subject to VAT.

Resident Fees

Resident fees are charged when the person to be interred lived in the Borough of Fareham prior to their death.

Persons residing in Care and Nursing homes outside the Borough are also classed as residents if they lived in the Borough of Fareham prior to moving to Care and Nursing Homes.

Non-Resident Fees

Non-resident fees are charged when the person to be interred did not live in the Borough prior to their death. Fees in relation to the purchase of the 30 year lease will also apply.

Non-residents fees are charged when a person wishes to reserve a grave and lives outside the Borough at the time of their application to purchase the 30 year lease.

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
ASHES (CREMATED REMAINS) AREA				
Interment				
a) Burial of ashes into a cremation plot	Resident Non-resident	190.00 380.00	200.00 400.00	5.26
b) Purchase of 30 year lease (area selected by Council)	Resident Non-resident	205.00 410.00	215.00 430.00	4.88
c) Purchase of 30 year lease (area chosen by customer where possible)	Resident Non-resident	305.00 610.00	320.00 640.00	4.92
Memorials				
d) Application to place a flat memorial tablet	Resident Non-resident	48.00 48.00	50.00 50.00	4.17
e) Application to add a further inscription onto an existing tablet	Resident Non-resident	33.00 33.00	35.00 35.00	6.06

BURIAL AREA				
Interment				
f) Burial of a body into a new grave	Resident Non-resident	785.00 1570.00	825.00 1650.00	5.10
g) Re-open an existing grave for second burial	Resident Non-resident	595.00 1,190.00	625.00 1,250.00	5.04
h) Application to scatter ashes	Resident Non-resident	61.00 122.00	65.00 130.00	6.56
i) Burial of ashes into grave at cremation depth	Resident Non-resident	190.00 380.00	200.00 400.00	5.26
j) Burial of ashes into grave at burial depth	Resident Non-resident	345.00 690.00	362.00 724.00	4.93
k) Burial of a body into a child's grave (Children under 16 years)	Resident Non-resident	No Charge No Charge	No Charge No Charge	No Charge
Exclusive right of burial (30 year lease)				
l) Purchase of 30 year lease (area selected by Council)	Resident Non-resident	600.00 1,200.00	635.00 1,270.00	5.83
m) Purchase of 30 year lease (area chosen by customer where possible)	Resident Non-resident	835.00 1,670.00	880.00 1,760.00	5.39
n) Purchase of 30 year lease (Child's grave)	Resident Non-resident	278.00 278.00	290.00 290.00	4.32
Memorials				
o) Application to place a headstone for ten years	Resident Non-resident	168.00 168.00	172.00 172.00	2.38
p) Renewal of the application to place a headstone	Resident Non-resident	25.00 25.00	25.00 25.00	0.00
q) Application for additional inscription on headstone and re-erection	Resident Non-resident	126.00 126.00	126.00 126.00	0.00
r) Application to place a fixed memorial vase	Resident Non-resident	48.00 48.00	50.00 50.00	4.17
s) Application to add a further inscription onto an existing fixed memorial vase	Resident Non-resident	34.00 34.00	35.00 35.00	2.94

MISCELLANEOUS				
t) Hire of Chapel at Wickham Road Cemetery	Resident	115.00	120.00	4.35
	Non-resident	115.00	120.00	
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	Resident	58.00	62.00	6.90
	Non-resident	58.00	62.00	
v) Administration fee for making arrangements directly with Council (ashes only)	Resident	63.00	66.00	4.76
	Non-resident	63.00	66.00	
w) To undertake the arrangements for funerals under the Public Health Act	Resident	420.00	450.00	7.14
	Non-resident	420.00	450.00	
x) Burial out of hours	Resident	At Cost	At Cost	
	Non-resident	At Cost	At Cost	
y) Exhumation	Resident	At Cost	At Cost	
	Non-resident	At Cost	At Cost	
z) Purchase of commemorative bench and plaque	Resident	1,415.00	1,485.00	4.95
	Non-resident	1,415.00	1,485.00	



CLEAN AND TIDY BOROUGH

The charges shown are currently not subject to VAT.

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Litter and Fouling				
Dropped litter – Fixed Penalty Notice	Enforcement Policy	80.00	150.00	87.50
Public Space Protection Order – Fixed Penalty Notice	Enforcement Policy	100.00	100.00	NIL
Highways – Damage to Street Furniture				
Offender charged at cost plus a 10% administration charge				
Shopping Trolley Collection				
Shopping Trolley Collection		92.00	96.00	4.35



ELECTIONS

The charges shown are currently not subject to VAT.

Returning Officer's fees and disbursements: as determined by Hampshire Election Fees Working Party; available on request to Head of Democratic Services.

Registration of Electors (Statutory)

Item	Data	Printed
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register*	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)
*Notes <ol style="list-style-type: none">1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.2. Packing and carriage costs will also apply where relevant.3. A request for the same part of the register in both printed and data form will be treated as two separate requests.		



HOUSING

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Sales of Council Houses				
Maximum legal and administration fees in connection with granting a service charge loan	Statutory Charge	100.00	100.00	NIL
Recharge of Officer time in agreeing any consent to freeholders	Fee per occurrence	100.00	100.00	NIL
Repairs to Council Houses				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	50.00	50.00	NIL
Rechargeable works	These will be assessed individually at the time the work is carried out.			
Sheltered Accommodation for the Elderly – Guest Room Charges				
Single occupancy per night	Inclusive of VAT	9.00	9.25	2.78
Per couple per night	Inclusive of VAT	13.00	13.25	1.92
Collingwood Court per room	Inclusive of VAT	23.00	23.50	2.17
Sylvan Court per room	Inclusive of VAT	23.00	23.50	2.17
Homelessness				
Bed & Breakfast charges	100% cost recovery from the homeless of Hotel/Bed & Breakfast charges ineligible for Housing Benefit made straight to the Council.			
Storage of furniture	Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.			
Other				
Second mortgage enquiry forms	Inclusive of VAT	68.00	70.00	2.94
Care Line Service - Telephone link for assistance (private sector)	Tariff available on application to Sheltered Housing Manager			



LAND CHARGES

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Local Land Charges 1 Search Fees (not subject to VAT) Official Certificate of Search in the whole or any part of the register				
First parcel of land – paper search	Fee per occurrence	32.00	32.00	0.00
First parcel of land – electronic search	Fee per occurrence	32.00	32.00	0.00
Each additional parcel	Fee per occurrence	10.50	10.50	0.00
Other Local Land Charges Fees (not subject to VAT)				
Registration of a light obstruction notice	Fee per occurrence	70.00	70.00	0.00
Filing Lands Tribunal certificate	Fee per occurrence	2.50	2.50	0.00
Filing light obstruction judgement etc.	Fee per occurrence	7.00	7.00	0.00
Inspection of rule 10 documents	Fee per occurrence	2.50	2.50	0.00
Office copy register entry	Fee per occurrence	1.50	1.50	0.00
Office copy plan or document	Discretionary			
CON29R Official Enquiries – Part I				
First parcel of land	Fee per occurrence Inclusive of VAT	158.40	158.40	0.00
Each additional parcel	Fee per occurrence Inclusive of VAT	36.60	36.60	0.00
CON29O Official Enquiries – Part II				
First parcel of land	Fee per occurrence Inclusive of VAT	27.60	27.60	0.00
Each additional parcel	Fee per occurrence CON29O element inclusive of VAT £36.60 LLC1 element not subject to VAT £10.50	47.10	47.10	0.00
Common Registration Searches	Fee per occurrence	27.60	27.60	0.00



LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

Gambling Act 2005

Charges available on application to Head of Environmental Health.

Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late-night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The Fees have been set by the Government and are detailed below:

Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band	Variation Fee £
£0 - £4,300	A	20.00
£4,301 - £33,000	B	60.00
£33,001 - £87,000	C	80.00
£87,001 - £125,000	D	100.00
£125,001 and over	E	120.00

Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2019/20 £
Statutory – Additional Fees are as follows:	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	80.00	90.00	12.50
Skin Piercers	Persons	70.00	75.00	7.14
Street Trading Consent	12 months	1,800.00	1,850.00	2.78
Street Trading Consent	6 months	1,000.00	1,020.00	2.00
Street Trading Consent	3 months	550.00	560.00	1.82
Street Trading - Tables and Chairs	New	300.00	300.00	0.00
Street Trading - Tables and Chairs	Renewal	185.00	185.00	0.00
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	140.00	7.69
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	40.00	42.00	5.00
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	170.00	170.00	0.00
Home (Domestic) Animal Boarding Establishment Licences		120.00	125.00	4.17
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise		150.00	NEW
	Additional Dog Boarding Franchise property applied for		50.00	NEW
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	120.00	125.00	4.17
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	180.00	180.00	0.00
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,850.00	1,900.00	2.70
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,850.00	1,900.00	2.70
Sex Shops/Establishments	Initial Fee	1,850.00	1,900.00	2.70
Sex Shop/Establishment	Renewal Fee	1,850.00	1,900.00	2.70
Scrap Metal Dealer	New Application	260.00	260.00	0.00
Scrap Metal Dealer	Application Renewal	145.00	145.00	0.00
Mobile Collector	New Application	145.00	145.00	0.00

Mobile Collector	Application Renewal	105.00	105.00	0.00
Variation of Licence		138.00	138.00	0.00
Replacement Licence		23.00	23.00	0.00
Advice to commercial premises	Charge per hour or part thereof	47.00	47.00	0.00

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 1)	185.00	185.00	0.00
Temporary Transfer	(Note 2,3)	185.00	185.00	0.00
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	0.00
Private Hire Operators Licence	3 years	455.00	455.00	0.00
Private Hire Operators Licence	5 years	825.00	825.00	0.00
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	0.00
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	0.00
Private Hire Drivers Licence	1 Year	60.00	60.00	0.00
Private Hire Drivers Licence	3 Years	155.00	155.00	0.00
Dual Drivers Licence	1 Year	85.00	85.00	0.00
Dual Drivers Licence	3 Years	200.00	200.00	0.00
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 1)	25.00	25.00	0.00
Knowledge Test				
Per Test		23.00	50.00	117.39
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	0.00
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		23.00	23.00	0.00

Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
<p>Notes</p> <ol style="list-style-type: none"> 1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%. 2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes. 3. This charge has been set at a level to cover the cost of administering transfers. 	



MARKETS AND TOWN CENTRE

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Fareham Market Inclusive of VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.00	2.00	0.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.50	2.50	0.00
Additional Markets	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.00	0.00
Portchester Market Not currently subject to VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.00	0.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.50	1.50	0.00
Fareham Town Centre Charges Inclusive of VAT				
Flower Basket	Per Basket, supply, install and maintenance	36.00	36.00	0.00
Pitch Hire Standard Pitch	up to 10ft or 3.05 m	35.00	35.00	0.00
Pitch Hire Larger Pitch	up to 20ft or 6.1m	70.00	70.00	0.00
Commercial Exhibitions Monday and Saturdays	Up to 40ft or 12.19m	210.00	210.00	0.00
Commercial Exhibitions All other dates	Up to 40ft or 12.19m	150.00	150.00	0.00
Podium Hire	Commercial organisations	60.00	60.00	0.00
Podium Hire	Non-profit organisations	0.00	0.00	0.00



PARKING CHARGES

The charges shown are inclusive of VAT

Shopping Centre Multi-Storey Car Parks	Current Fee
Fareham Shopping Centre and Osborn Road	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Inner Shopping Centre Car Parks	Current Fee
Ferneham Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only)	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Market Quay	Current Fee
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours

Outer Shopping Centre Car Parks	Current Fee
Bath Lane; Holy Trinity Church; Lysses; Malthouse Lane; Osborn Road West; Trinity Street; Youth Centre	
Monday – Saturday Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
Sunday & Bank Holiday	No Charge

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Full Day					
One Month	13.00	30.00	50.00	60.00	70.00
Quarterly	35.00	80.00	110.00	150.00	170.00
Half Yearly	65.00	140.00	200.00	270.00	300.00
Annual	110.00	230.00	340.00	470.00	520.00

Half Day (up to 5 hours)					
One Month	10.00	20.00	30.00	40.00	45.00
Quarterly	20.00	50.00	70.00	90.00	100.00

Half Yearly	40.00	80.00	120.00	160.00	180.00
1cf ¹ Annual	70.00	140.00	200.00	280.00	310.00

Penalty Charge Notices (not subject to VAT)	Current Fee
	£70.00
	£50.00

Notes

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off-street location without displaying a valid pay and display ticket/permit.
3. The charges are reduced by 50% provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner.



PLANNING FEES

Planning Fees are set by central government and are updated from time to time. The current fees apply from 17 January 2018 and can be found on planningportal.co.uk or the fee will calculate when you fill in your application online.

Alternatively the current fees are available on application to the Head of Development Management.



PUBLIC PROTECTION

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Dog Control				
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	Statutory Charge Not subject to VAT	25.00	25.00	NIL
Dog Kennelling fees	Per dog up to 7 days Not subject to VAT	68.00	110.00	61.76
Private home check visit	Inclusive of VAT	31.00	32.00	3.23
Housing Act Enforcement charges are not currently subject to VAT				
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice			
Inspection and/or sampling of private water supplies/distribution networks	Charge to be actual cost to the Council			
Out of Hours Service	Charge to be actual cost to the Council			
Immigration Service Assessment of Premises Condition	Inclusive of VAT	115.00	115.00	0.00
Licensing of Houses in Multiple Occupancy				
5 people	Not subject to VAT	840.00	840.00	0.00
6 – 10 people	Not subject to VAT	1,050.00	1,050.00	0.00
11 – 15 people	Not subject to VAT	1,260.00	1,260.00	0.00
16 – 20 people	Not subject to VAT	1,470.00	1,470.00	0.00
More than 20 people	Not subject to VAT	1,680.00	1,680.00	0.00

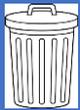
	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Food Safety				
Export Health Certificates		84.00	86.00	2.38
Issue of Certificate for Unsound Food	Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.	200.00	210.00	5.00
Transportation of Unsound Food Charges are inclusive of VAT				
First hour (min 1 hour)	Plus disposal of unsound food.	145.00	150.00	3.45
Subsequent whole hours	Plus disposal of unsound food.	72.00	75.00	4.17
Transport and disposal	Charged at cost to the Council			
Charges for training courses available on application to the Head of Environmental Health				
Pest Control Domestic Premises charges include materials and are also inclusive of VAT For Persons in Receipt of one or more of the following benefits the treatment is free of charge:-				
<ul style="list-style-type: none"> • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Income Support • Pension Credit (Guarantee) • Universal Credit (maximum award) 				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	30.00	32.00	6.67
All other insects (including wasps)		70.00	73.00	4.29
Rodents		60.00	63.00	5.00
Pest Control Commercial Premises charges include materials and are also inclusive of VAT				
Rodents and insects	first 15 minutes	76.00	80.00	5.26
Rodents and insects	each additional 15 minutes or part thereof	19.00	18.00	-5.26
CCTV				
Access to CCTV footage	Inclusive of VAT	78.00	80.00	2.56

Pollution Reduction – Environmental Protection Act 1990				
Charges available on application to the Head of Environmental Health				
Out of hours service charges based on actual cost to the Council				
Local Authority Environmental Permit – Part B				
LAPPC Charges for 2014/15 onwards not subject to VAT				
Type of charge	Type of process	2014/15 Fee		
Application Fee	Standard process (includes solvent emission activities)	£1,579		
	Additional fee for operating without a permit	£1137		
	PVRI, SWOBs and Dry Cleaners	£148		
	PVR I & II combined	£246		
	VRs and other Reduced Fee Activities	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile plant**	£1,579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
Annual Subsistence Charge	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1,111(+£149)*		
	Standard process High	£1672 (+£198)*		
	PVRI, SWOBs and Dry Cleaners L/M/H	£76	£151	£227
	PVR I & II combined L/M/H	£108	£216	£326
	VRs and other Reduced Fees L/M/H	£218	£349	£524
	Mobile plant, for first and second permits L/M/H**	£618	£989	£1,484
	for the third to seventh permits L/M/H	£368	£590	£884
	eighth and subsequent permits L/M/H	£189	£302	£453
	Late payment Fee	£50		
	* The additional amounts in brackets must be charges where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra £99 to the above amounts.			

Pollution Reduction – Environmental Protection Act 1990		
Charges available on application to the Head of Environmental Health Out of hours service charges based on actual cost to the Council		
Local Authority Environmental Permit – Part B		
LAPPC Charges for 2014/15 onwards not subject to VAT		
Type of charge	Type of process	2014/15 Fee
Transfer and Surrender	Standard process transfer	£162
	Standard process partial transfer	£476
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£75
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£45
Temporary transfer for mobiles	First transfer	£51
	Repeat following enforcement or warning	£51
Substantial change	Standard process	£1,005
	Standard process where the substantial change results in a new PPC activity	£1,579
	Reduced fee activities	£98

** Not using simplified permits

Local Authority Environmental Permit – Part B				
LAPPC mobile plant charges for 2014/15 onwards (not using simplified permits) not subject to VAT				
Number of permits	Application fee 2014/15	Subsistence fee 2014/15		
		Low	Med	High
1	£1579	£618	£989	£1,484
2	£1579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453



WASTE COLLECTION AND DISPOSAL

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Abandoned Vehicles Refuse Disposal (Amenity) Act 1978				
The charges shown are currently not subject to VAT				
Removal of vehicle from motorway	Statutory Charge	150.00	150.00	0.00
Removal of vehicle from elsewhere	Statutory Charge	150.00	150.00	0.00
Storage (per 24 hours or part)		26.00	27.00	3.85
Disposal		65.00	68.00	4.62
Domestic Bulky Waste (The charges shown are currently not subject to VAT)				
Single Item		37.00	39.00	5.41
Half Load		82.00	86.00	4.88
Full Load		145.00	152.00	4.83
Collection of fridges/freezers		19.00	20.00	5.26
Trade Waste				
Trade waste charges for both residual and recycling are available on application to the Trade Waste team. Charges made for waste collected outside the borough of Fareham will be subject to standard rated VAT.				
Domestic Garden Waste Collection				
The charges shown are currently not subject to VAT				
First Sack	Free of charge			
Roll of 25 single use sacks	Subsequent sacks	26.00	28.00	7.69
Roll of 5 single use sacks	Subsequent sacks	6.00	6.50	8.33
Domestic Waste and Recycling - Developers				
The charges shown are inclusive of VAT				
240 litre (standard bin for individual houses) Refuse / Recycling		36.00	38.40	6.67
340 litre (communal bin only permitted for flats) Refuse / Recycling		60.00	64.00	6.67
1100 litre (large communal bin, only permitted for flats) Refuse		379.20	404.60	6.67
Domestic Waste and Recycling - Residents				
The charges shown are currently not subject to VAT				
240 litre (standard bin houses) Refuse		30.00	32.00	6.67
Recycling bins		FREE	FREE	0.00



SPORTS AND LEISURE

Outdoor Sport and Recreation

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Football, Rugby and Hockey, casual games per match - (Notes 1 and 2)				
Senior	Per match	79.00	83.00	5.06
Junior	Under 18	32.00	33.00	3.13
Mini Soccer	Per match	21.00	22.00	4.76
Mini Soccer	Per half day pitch	43.00	45.00	4.65
Training Sessions – 2 hours	Juniors half charge	46.00	48.00	4.35
Football Tournament (Note 1)				
Football Tournament	Per tournament	315.00	330.00	4.76
Cricket, casual games per match - (Notes 1 and 2)				
Senior	Per match	84.00	88.00	4.76
Junior	Under 18	31.00	32.00	3.23
Evening games	Senior	68.00	71.00	4.41
Evening games	Junior	28.00	29.00	3.57
Tennis Courts – per court, per hour – (Notes 1 and 3)				
Senior		9.80	10.30	5.10
Junior	Under 18	4.40	4.60	4.55
Notes				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. Clubs not resident in Borough pay double casual rate.				
3. Tennis Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs				

	Notes	Fee 2016/17 £	Fee 2018/19 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Bowls – Seasonal Charges - (Note 1)				
Fareham Bowling Club	6 rinks & clubhouse	6,400.00	6,700.00	4.69
Crofton Community Association	6 rinks & clubhouse	6,400.00	6,700.00	4.69
Bowls – Fees - (Note 2)				
Green Fees		5.00	5.25	5.00
Hire of Woods		1.90	2.00	5.26
Hire of shoes	Not applicable at Portchester or Priory Park	1.90	2.00	5.26
Notes				
1. Public to have use of at least one rink at each green				
2. Retained by clubs. Max charge per player per hour				
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Miscellaneous Charges				
Hire of open space of land for local shows etc.	Note 3			
Hire of recreation grounds for local shows etc.	Notes 1 and 2			
Commercial hiring	Note 3			
Charitable hiring	Note 4	88.00	92.00	4.55
Use of changing facilities	Note 1	45.00	47.00	4.44
Rounders	Note 1	77.00	81.00	5.19
Notes				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring.				
3. At a rate to be determined by the Head of Streetscene on an individual basis proportionate to the estimated income derived from the event.				
4. Charge can be waived at the discretion of the Head of Streetscene.				

Ferneham Hall

Charges will be available on application to the Ferneham Hall General Manager.

MISCELLANEOUS CHARGES

	Notes	Fee 2018/19 £	Fee 2019/20 £	% Increase
Letting of Council Chamber and Committee Rooms				
Collingwood Room	Per hour	67.00	70.00	4.48
Pulheim Room	Per hour	26.00	27.00	3.85
Vannes Room	Per hour	26.00	27.00	3.85
Council Chamber	Per Hour	110.00	115.00	4.55
Conference Room A and B (Floor 8)	Per Hour	21.00	22.00	4.76
Notes				
<ol style="list-style-type: none"> Commercial Organisations only. The hourly charges for room hire below apply when the building is already in use for Council business and are currently exempt from VAT. Additional charges may be levied to recover the cost of preparing rooms, moving furniture, the use of equipment, etc. These charges would be subject to VAT. The following additional charges, to be added when the building is not being used for Council business, after 6.30 pm - per hour £70.00 plus VAT. 				
Printing and Copying				
Charges are available on application to the Head of HR and ICT.				
General Charges				
Responding to solicitors/consultants enquiries	Inclusive of VAT - Per Question	75.00	80.00	6.67
Responding to other detailed enquiries	At the discretion of the Direction of Planning and Regulation			
Copies of Statutory Register		75.00	80.00	6.67
Attendance at court as a witness	Charge based on the cost to the Council			
Sponsorship of Roundabouts – subject to VAT				
Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.				

FAREHAM

BOROUGH COUNCIL



Medium Term Finance Strategy

2018/19 to 2022/23

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1. OVERVIEW OF THE MEDIUM TERM FINANCIAL STRATEGY (MTFS)

1.1 PURPOSE

Fareham has a long history of prudent financial management which has been the subject of favourable comments from the Council's external auditors over many years.

The main focus of prudent financial management is the Council's Medium Term Finance Strategy, the overall objective of which is to structure and manage the Council's financial resources, revenue and capital, to ensure that they match and support the direction of the Council's objectives.

The Strategy must ensure that the requirement to set a balanced budget is fully met and that the Council is able to respond to year-on-year changes and short-term service delivery issues.

The Council has adopted as a corporate priority in the Corporate Strategy for 2017-2023 to "continue to work within a balanced and sustainable budget, recognising the reduction in Government funding". To meet these requirements the Medium Term Finance Strategy is supported by a strategic and long-term approach to corporate and service planning.

1.2 FUNDAMENTAL PRINCIPLES

There are a number of fundamental principles that are followed by the Council and which form the basis of the Medium Term Finance Strategy and which are key to the Council's approach to financial management. These are summarised in the table below.

Table 1 – The Fundamental Principles of FBC Financial Management

RESERVES

- **Major Repairs and Renewals (MRR) Fund:** A MRR fund will be maintained to cover emergency capital expenditure on Council Assets. The minimum balance will be **£1million**.
- **Spending Reserve:** A spending reserve will be maintained to cover unforeseen changes in revenue expenditure or income. The minimum balance will be **5% of gross expenditure**.
- The levels of these reserves to be maintained will be reviewed each year.
- These reserves should not be used to meet on-going, unsustainable levels of revenue expenditure but any surpluses on the reserves can be used for one-off projects.
- All decisions regarding the use of any significant reserve will take account of the effect on the revenue budget from a reduction in investment interest.

USE OF RESOURCES

- “Windfall” or one-off revenue resources will only be used to increase capital resources or to meet one-off revenue expenditure.
- Capital receipts from the sale of assets will be used to meet future corporate priorities rather than be retained for use on the service that has relinquished the asset.
- CIL receipts will be used to meet future community infrastructure projects in accordance with the priorities of the council.
- New Homes Bonus funding will be used to support day-to-day service delivery
- In determining the use of funds for capital investment, there should be a bias towards:
 - Investing in land & property that will generate a long term source of income;
 - Projects that support economic or employment growth;
 - Projects that support or secure further housing delivery.

CAPITAL EXPENDITURE

- All new potential capital schemes will only be considered if they make a clear contribution to the Council’s objectives and priority actions, or support the Council’s Asset Management Plan.
- The following factors need to be considered before a decision is made to include a new scheme in the capital programme:
 - On-going operational costs associated with the scheme;
 - Whole life costing implications of the scheme;
 - Cost of servicing the debt if the scheme is financed by borrowing;
 - Loss of investment interest if internal resources are used.
- Where new capital schemes are included in the capital programme there will be a need to ensure that the necessary resources are in place to meet the full capital costs and the on-going revenue costs.
- Efforts will be made to secure external (non-borrowing) sources of funding capital schemes. Internal capital resources will only be released to fund schemes once external sources of funding (such as developers’ contributions, lottery grants, etc.) have been explored and rejected.
- Capital schemes will normally be financed by internal resources or external contributions. Borrowing will only be considered where there is a sound economic business case (e.g. for spend to save schemes) whereby borrowing costs are wholly offset by long term net revenue income or savings.
- New schemes will be subject to prioritisation as set out in the Council’s Capital Strategy.
- Resources allocated to particular capital projects but subsequently not required are returned to meet future corporate priorities rather than be retained for use by that service.

REVENUE EXPENDITURE

- Budget setting guidelines are maintained and approved by the Executive each year as part of this Strategy.

- New revenue spending plans will only be considered if they make a clear contribution to the Council's objectives and priority actions or to meet new statutory responsibilities and are affordable.
- All significant new revenue spending plans are considered together for inclusion at the time of Council Tax setting and are subject to a prioritisation process.
- No new revenue spending plans are included in the revenue budget without the necessary resources to meet the full capital costs and the on-going revenue costs being in place. This is particularly important because of the implications for the Council Tax of even modest increases in expenditure.

TRANSPARENCY AND OPENNESS

- It is Council policy to be transparent in the decision making process and provision of information about the Council's activities is available through the website. To this end, budgetary plans and historical spending information (including payments to third party suppliers) is published on the Council's website.
- Under the Localism Act 2011 the Council is required to prepare and publish a pay policy statement which forms part of this Strategy.

PARTNERSHIP AND AGENCY WORKING

- The Council will seek to work with partners to achieve more for less and actively pursue the achievement of the Council's priorities.
- Any deficits arising from services provided on behalf of other agencies (such as the on-street parking service), may be held on the Council's balance sheet but should be fully offset by an equivalent contribution to the spending reserve, to protect the Council's long term finances.

2. REVENUE POSITION

2.1 CORE FUNDING RESOURCES

The Council's core funding comes from 4 main sources:

- Central Government Grants
- Business Rates
- New Homes Bonus
- Council Tax

These are largely governed by Central Government Policy. The autumn statement in October 2018 heralded "the end to austerity" with short term spending increases announced for several areas ahead of the 2019 Spending Review. Areas being targeted include highways, education and social care. The Housing Revenue Borrowing Cap was also lifted and extra money was allocated to the Housing Infrastructure Fund.

Local Government Settlement

As part of the Statement councils were offered a 4-year settlement deal in order to give some certainty around the levels of funding through to 2019/20. Fareham chose to accept the deal on offer. The Council is therefore approaching its last year of its settlement.

The Government is carrying out a [Fair Funding Review](#) for local government, which will inform the basis of distributing resources to Councils beyond 2019/20.

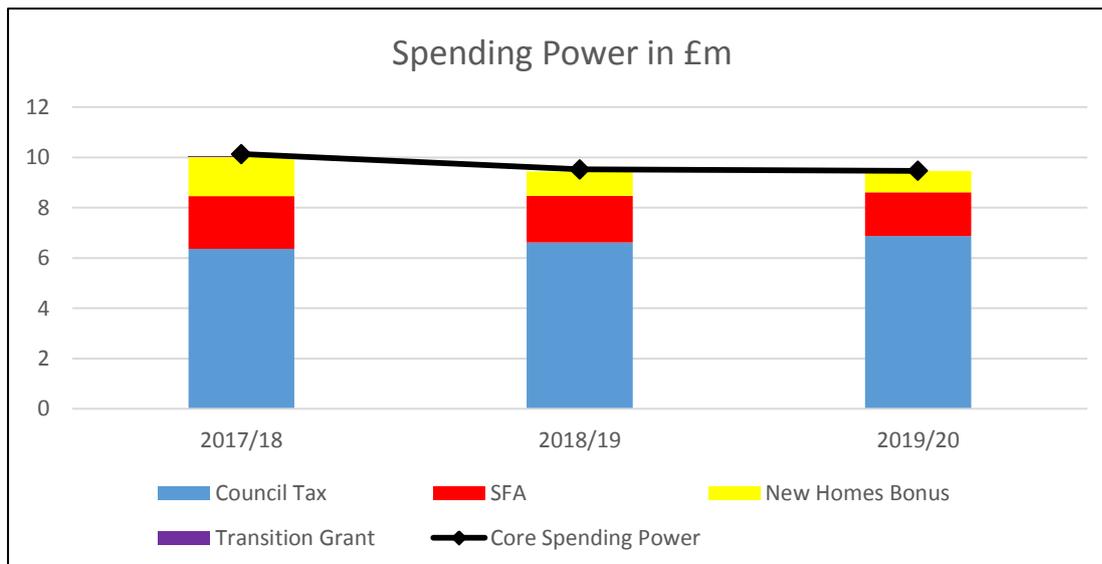
How this affects Fareham Borough Council is determined by the Government's assessment of the funding needs of the borough, as discussed below.

FBC Spending Power

Spending power is defined by central government as a gauge of how much money a Council needs to provide its services. The spending power calculation takes into account a number of factors and the graph below shows how Fareham's spending power has reduced over the last 3 years of the current settlement arrangement.

For 2019/20 Fareham's spending power will be the 9th lowest out of all 201 district councils, due to a combination of lower than average New Homes Bonus per head and a lower Council Tax income, as discussed further below.

The graph also shows how significant the Government sees Council Tax as a funding source for the Council.

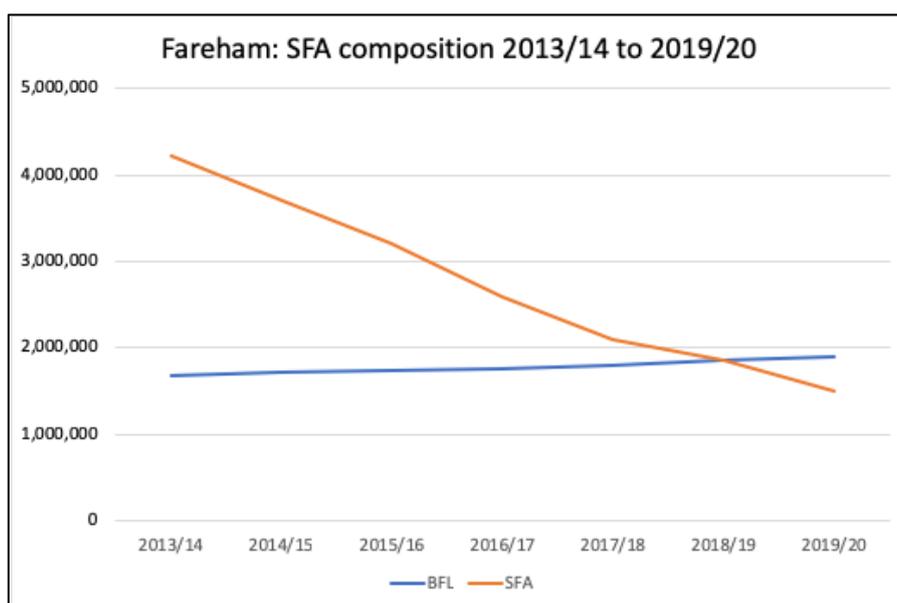


SFA (Settlement Funding Assessment)

The SFA consists of the Revenue Support Grant (RSG) and the local share of Business Rates. At a national level this is the total RSG and Estimated Business Rate Aggregate for the year.

In 2013/14 the Government introduced a **Baseline Funding Level (BFL)** for each Council based on the previous 2 years net rates collections. This takes into consideration factors such as the level of deprivation, sparsity and density. This is then used to allocate the total SFA across each Council in the form of Revenue Support Grant (60%) and retained business rates (40%).

As of 2018/19 Fareham’s SFA (perceived need) is below its baseline funding level which means the Council is perceived to receive too much money to run its services. This therefore affects how much Revenue Support Grant the Council will get and how much business rates it can retain.



Revenue Support Grant (RSG)

The Revenue Support Grant is the element of government funding that councils receive directly to provide their services. Since 2017/18 Fareham has not received any RSG from central government. Currently Fareham is in a position where its spending assessment is lower than its allocation in the funding formula meaning The Council should be paying money to the government money (negative subsidy).

The negative subsidy was a small amount in 2018/19 of just over **£30,000** and was written off by the government so no payment was required. In 2019/20 this amount increases to approximately **£400,000**. However, the government have confirmed that this payment will also not be required but will be absorbed centrally from foregone business rates.

It is then anticipated that under the Fair Funding Review negative subsidy will be removed as part of the funding reset.

Transition Grant

The Transition Grant was received in the first 2 years of the 4-year settlement and was given to authorities, like Fareham, whose funding had dropped the most from the previous funding arrangements. This is no longer available.

BUSINESS RATES

From April 2013, some business rates started to be retained locally by the billing authority. The amount depends on the difference between the council's assessed funding level (Baseline Funding Level) and the amount of rates that are collectable in the area (Business Rates Baseline).

Fareham currently collects around **£37 million** of business rates. Of this 50% (£18.6m) is paid to Central Government with 9% (£3.3m) and 1% (£0.37m) paid to the County Council and the Fire Authority respectively. The remaining 40% (£14.8m) is Fareham's initial share of the rates collected.

However, in order that authorities don't benefit from keeping too much of the rates collected there is then a series of tariffs and top-ups that are returned to the central pot for further redistribution, with a safety net threshold to prevent the tariff being too severe. Fareham is currently calculated as having the 3rd lowest needs of the 325 authorities and so has to pay a tariff to reflect its Baseline Funding Level. Once the tariff is paid to the central pot, Fareham retains around **£1.8 million (5%)** of the rates collected.

The government has been consulting on a potential 75% business rates retention scheme from 2020/21 and to this end has introduced a pilot scheme in which groups of councils can bid to keep 75% of the business rates locally if they work together in a pooled scheme which will provide learning information for the government. Hampshire Councils placed a bid to be a pilot scheme in 2019/20 but were unsuccessful.

NEW HOMES BONUS

The New Homes Bonus (NHB) was introduced in April 2011 with local authorities being rewarded for increased housing development in their area as it was seen that house building was not sufficient to meet demand. It is a non-ring-fenced grant.

The scheme commenced with council's receiving the equivalent Band D Council Tax for each additional property plus an extra £350 per affordable property. The total amount for each area for each year is split between district council (80%) and county council 20%. This amount would be received for 6 years.

In 2017 the scheme changed with a cap being introduced where the government would only pay for increased development above the cap of 0.4% of total dwellings. This baseline has been confirmed again for 2019-20. There was also a reduction in the term for payments being received, from 6 years down to 4 years (for payments from 2014/15 onwards) with a transition of 5 years for payments already in the system for financial years 2012/13 and 2013/14.

Fareham initially used this extra money to fund capital schemes in line with the policy that was introduced. In 2017/18 the whole of the NHB received in year (£1.5m) was used to support council revenue services.

The Government's position on NHB is not clear but it is anticipated that changes will be introduced that result in a much reduced payment to the Council.

The current payments are £1,590.55 per property with an affordable homes premium of £350 per unit. For 2018/19 Fareham received money from 96 units above baseline and 85 affordable units generating **£962,000** of NHB, which is its lowest payment for 8 years, due to two high years in dropping out of the calculation.

This will continue to drop over the course of the Strategy period if the scheme continues in the current format. The table below shows how NHB has been made up and changed since 2011.

Table 2 – New Homes Bonus Calculations to Date

Year of Payment

	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21	2021 / 22
Cumulative Payments											
Payments for Year 1	£226,565	£226,565	£226,565	£226,565	£226,565	£226,565					
Payments for Year 2		£431,134	£431,134	£431,134	£431,134	£431,134					
Payments for Year 3			£435,038	£435,038	£435,038	£435,038	£435,038				
Payments for Year 4				£323,199	£323,199	£323,199	£323,199				
Payments for Year 5					£232,066	£232,066	£232,066	£232,066			
Payments for Year 6						£415,783	£415,783	£415,783	£415,783		
Payments for Year 7							£168,091	£168,091	£168,091	£168,091	
Payments for Year 8								£146,095	£146,095	£146,095	£146,095
2018/19: Total Payments								£962,034			

COUNCIL TAX

In 2017/18 the government allowed councils to increase Council Tax whereas during the previous few years it had been encouraging councils to freeze Council Tax in order to help tax payers during the recession.

Fareham has the 5th lowest Band D Council Tax for a district council when parish precepts are taken into account and is currently 19% below the national average. Government policy now allows an increase of either 3% or £5, whichever is the greatest, each year. However, this can penalise Fareham for having a low Council Tax as the maximum increase that can be approved each year, outside of a referendum, is £5. In comparison, the largest Band D for a district council stands at £352 which would see an increase of £10.56 in their Council Tax using the policy, resulting in the gap between the average authority and Fareham continuing to grow

The Council Tax for Fareham forms around 75% of its spending power showing that there is a significant reliance on it to fund the net spend. Fareham's Council Tax has risen by £5 per year for the first 3 years of the 4-year settlement and government expectation is that this will continue into year 4 of the settlement. The Council Tax for a Band D property currently stands at £155.22 which was approved by the Full Council on 23 February 2018. Of the gross expenditure budget of **£46,105,000** (net budget £8,440,500) for council services in 2018/19, £6,613,195 (**14%**) was budgeted to be met by Council Tax payers.

This Medium Term Finance Strategy assumes that there will be an increase of **200** band D equivalent properties per year which will generate some additional Council Tax even if no increase in the rate is approved each year.

FAIR FUNDING REVIEW (FFR)

During the early part of 2019/20 there will be a Fair Funding Review (FFR) to look at how the funding for councils is distributed, as the current system is considered to be outdated and unfair. The results of this review will impact on the funding from 2020/21 onwards.

As well as the FFR coming in for 2020/21 there will also be a "reset" of the business rates system. This will allow tariffs and top-ups to be recalculated in order that new settlement figures can be issued to authorities in the provisional settlement in the latter part of 2019.

How Fareham BC will fair under the FFR is still unclear but the assumption being used is that this will not result in any significant increases in core funding.

AFFECT ON THE MEDIUM TERM FINANCE STRATEGY



Currently we are predicting a reduction in core funding, outside of Council Tax, of at least **£500,000** over the next 5 years.

2.2 OTHER FUNDING SOURCES

Specific Government Grants

These amounts received from Central Government relate to specific services and will be paid to match expenditure or projects. Grants expected in the 2018/19 and 2019/20 financial years include; pollution, benefits, housing advice, homelessness and Council Tax administration.

Financial Investments

This element of income comes from investments of surplus cash and through the Council's cash management opportunities. Interest rates have been below 1% since March 2009 which has meant that returns on investments have been low. Also, the amount the council has to invest has reduced due to increased capital spending in recent years.

The Council has taken numerous steps to protect its investment portfolio, by spreading risks, using highly rated commercial institutions or Government bodies and investing for short periods. Consequently, however, the rates of return are limited.

The Council is always looking at different opportunities to increase investment income and has recently invested in a longer term pooled property fund. Other funds are also being considered including a strategic bond fund and a multi asset income fund. These funds are in line with the Council's investment strategy and offer potentially enhanced investment returns whilst diversifying opportunities and risks.

We are therefore predicting a slightly higher income from financial investments in the next few years.

Property Investments

In 2013 the Executive agreed a Corporate Property Investment Acquisition Strategy where the council would purchase commercial sites to bring in rental income that was at a higher rate than from financial investments. Since 2013 £26 million has been invested in various properties in and outside of the borough and this currently brings in over **£1.8 million** in rent which is at a far greater return than investing in the money markets.

It is anticipated that further purchases bringing in additional income of **£300,000** per annum will take place during 2020/21 and the income will continue to grow.

However, income from property investments is sensitive to any downturns in the economy.

Partnership Contributions

Any surplus from Portchester Crematorium Joint Committee(PCJC) is distributed among the four councils who constitute the joint committee. It is anticipated that over the period of the Strategy this amount will increase from £150,000 to £160,000 per annum. The amount received from PCJC is a non-ring fenced contribution and is used to keep the overall Council Tax at an acceptable level.

Fees and Charges Income

The Council reviews the fees and charges for its services annually and the proposed fees and charges for each Committee and Executive portfolio are reviewed by the Executive and Licensing and Regulatory Committee and approved by Full Council.

The approach taken to reviewing fees and charges for 2019/20 is as follows:

- **New Fees and Charges** - There have been no new fees added.
- **Statutory Fees** - Some fees and charges are set by statute and therefore are not under the Council's control.
- **Discretionary Charges where no increase is proposed** - There are some charges where there are no increases proposed, that are at the discretion of the Council. Many of these, such as market pitch fees have not been increased as it is believed that higher charges would be detrimental to the service or its users.

Car parking has been budgeted for in line with the Fareham Town Centre Parking Strategy and the proposed charges have not been increased for 2019/20. The charges have been at the current level since they were set in October 2010.

- **Discretionary Charges increasing** – Some discretionary charges are proposed at a level to achieve an increase in income that is deemed to be realistic. In most cases, an increase of around **5%** is proposed.

In particular, the following changes are highlighted:

- **Dropped litter – Fixed Penalty Notice.** This charge is showing a large increase. The fixed penalties range from £100 to a maximum of £150 and it is proposed to go to the maximum figure as a deterrent to dropping litter.
- **Domestic Bins** - Charges for domestic bins have increased after remaining static for a number of years. The majority of these bins are purchased by developers and the charge represents the cost, storage and transportation of the bins. This has been budgeted to increase income by £1,000.
- **Dog Control Kennelling Fees** – It is proposed to increase the fees charged to dog owners for Kennelling fees up to £110 (62%) to bring them in line with Gosport kennelling charges and to help make a contribution to kennelling costs incurred where an owner cannot be found.

2.3 GENERAL CHANGES IN EXPENDITURE

Service Budgets Added or Deleted

There have been no new service budgets included in this Strategy, and the following service budgets have now been amalgamated or deleted:

- Registered providers and Home energy conservation have been merged into the Housing Strategy area.
- The Development Control service for Hampshire County Council has been deleted as this service has been moved back to the County Council.
- Environmental Improvements have been combined with Conservation and the Listed Building Service.
- Public Relations, Communications and Consultation now includes Neighbourhood Working.

Pay Awards

The Pay Policy for 2018/19 was approved by the Executive in January 2018. The Pay Policy Statement for 2019/20 is attached at [Annex 2](#).

The rising cost of employment in future years reflects the cost of an assumed **2%** pay award and other pay movements such as meeting the requirements of the National Living Wage.

Pension Provisions

During 2016, the triennial pension fund valuations took place and concluded that the contributions needed to increase, so that the fund liabilities could be met. This review contained a 20-year plan to close the gap between liabilities and assets which involved some large increases in contributions in the early years.

It is anticipated that by the next valuation in March 2019 there will be a levelling off of the contributions as the funding gap has closed since 2016.

Capital Financing Costs

The proposed budget for 2019/20 provides for a revenue contribution to capital of **£1.1 million**, which includes a contribution of £500,000 towards future capital commitments. The remaining amount provides for ICT, vehicle purchases, CCTV renewals and car park improvements.

Depreciation / Capital Charges

Many services provided by the council will attract depreciation and capital charges that reflect the use of the assets over the period of their useful life. The depreciation charge is set against the service but an entry is made to adjust the charge so there is no overall impact on the Council Tax payers.

2.4 SERVICE OPPORTUNITIES AND PRESSURES

Key Services

There are a number of services where the costs and/or income directly correlate with service activity, some of which would have a notable impact on the Council's overall financial position if a significant variation in activity arose. These are classified as "major" or "demand led" services and account for almost £15 million of gross expenditure and £14 million of gross income.

Special arrangements are in place to track financial performance of these services and the other major services, and to take action where there is a significant deviation from plans.

Key Services with a positive effect on the budget:

- **Trade Waste Collection** - The trade waste service continues to grow with additional income being received as the customer base grows. Additional budget of **£40,000** has therefore been built into the budgets for 2019/20.
- **Ferneham Hall** – In July 2018, the Executive considered the proposals for the future development and operation of Ferneham Hall in line with the corporate priority to "bring the Ashcroft Arts Centre and Ferneham Hall together into a new and exciting single arts and entertainment venue". One of the financial aims for the proposal is to halt the escalation of the operating costs. Some budget reductions have already been built into the 2019/20 budgets which includes a reduction in overheads during the period of closure in 2020.

Key services under pressure:

- **Planning Applications** – Planning applications have seen an increase in income during the year, partly due to the change in government policy to allow a 20% increase in planning charges since January 2018, and partly due to an increase in planning applications for housing following the loss of the Cranleigh Road appeal. However, this has also resulted in an increase in employee costs consultants' costs and legal fees dealing with the applications and appeals.
- **Shopping Centre** - The assumed income from the Council's interest in Fareham shopping centre has been reduced by £250,000, to reflect the current lease arrangements and occupancy levels.
- **Car Parking** – The trend of reduced car park income in the town centre has continued. Estimated parking income has therefore been reduced by **£104,000** in the budgets for 2019/20.
- **Other Waste Collection Services** - The cost of refuse collection continues to rise, particularly the disposal cost of waste to Hampshire County Council which also affects the trade waste service. The rest of the waste services continue to be affected as the number of properties to be collected from increases.

- **Homelessness** - The homelessness service continues to face pressures due to demands on the service. There are also issues with housing demand and the housing shortage is regularly raised both locally and nationally.

Other Priorities and Pressures

Examples of other spending requirements or income reductions which have been built into the budgets include:

- £43,800 spending on additional legal services resources
- £30,000 spending on parking security patrols
- £25,800 loss of income from Hampshire County Council towards community safety
- £25,000 loss of income from Hampshire County Council for operating the barriers on the Bus Rapid Transit route
- £15,400 spending on improvements to Holly Hill Leisure Centre

3. CORPORATE PRIORITIES

3.1 Corporate Strategy 2017-2023

The latest Corporate Strategy was adopted by the Council in December 2017 and updated in December 2018. It contains 6 priorities linked to 33 projects.

Table 3 – Priorities and Projects in the Corporate Strategy

Priority 1	Providing Housing Choices	WELBORNE HOUSING
		LOCAL PLAN
		HOUSING STRATEGY
Priority 2	Protect and Enhance the Environment	DAEDALUS FIELDS & VERGES
		ABBEY MEADOWS
		COLDEAST WOODLAND
		COASTAL DEFENCE
		RECYCLING
Priority 3	Strong and Safe and Inclusive Communities	WELBORNE COMMUNITY
		HOLLY HILL CEMETERY
		COMMUNITY SAFETY
		AIR QUALITY
Priority 4	Maintain and Extend Prosperity	TOWN CENTRE
		DAEDALUS INNOVATION CENTRE
		PORTCHESTER DC
		DAEDALUS SWORDFISH PARK
		STUBBINGTON BYPASS
Priority 5	Leisure Opportunities for Health and Fun	WESTBURY MANOR MUSEUM
		FERNEHAM HALL
		COLDEAST SPORTS & PLAY
		STUBBINGTON ALLOTMENT
		CAMS ALDER
Priority 6	A dynamic, prudent and progressive Council	BALANCED BUDGET
		SYSTEMS THINKING
		CIVIC OFFICES
		COUNCIL OWNED LAND & BUILDINGS
		PROPERTY INVESTMENTS
		PARTNERSHIPS

The financial resources needed to deliver the projects are contained with the General Fund Revenue and Capital budgets, and the Housing Revenue Account Revenue and Capital budgets. We are currently developing a costing and financing plan to make the finances earmarked to deliver the Strategy more visible.

3.2 Welborne Garden Village

The Welborne Garden Village is a key project to achieving priorities in the Corporate Strategy.

The Council's [Welborne Delivery Strategy](#) was approved by the Executive in July 2016 to secure comprehensive development of the area by implementing strategies for land assembly and procuring a development partner. This Strategy was successful and land ownership issues were resolved and the comprehensive development of the site is progressing. The development partner procurement process was terminated by the Council in October 2017.

The resources needed to implement the Delivery Strategy were funded from existing budgets plus the following:

- **£228,570** of Capacity Funding awarded by Homes England in 2016/17.
- Revenue reserves (General Fund Reserve and the Working Balances Reserve) totalling **£730,000** between 2015/16 and 2017/18. Other earmarked reserves of £680,000 have now been released for other use.
- Internal borrowing totalling **£1,890,000** used to purchase and repair 3 cottages in the development area. They have been added to the Council's estate investment portfolio and have been generating income since May 2017.

Since October 2017, the Council has been working closely with the Master Developer to bring forward the new community with exemplar placemaking as well as new housing delivery as key objectives. This is being funded from existing budgets and by drawing down on additional grant funding from Homes England; to date this has been **£275,000** Capacity Funding in August 2017 and **£220,000** Garden Towns and Villages Funding in March 2018. Further Capacity Funding for 2018/19 is anticipated.

The Council also bid for **£10 million** of New Housing Infrastructure (Marginal Viability Funding) in September 2017, to go towards the costs of the Junction 10 works in the scheme, which was provisionally awarded. A clarification process is currently underway to finalise award of these funds.

3.3 Solent Airport and Daedalus

Solent Airport and development of the Daedalus site is another key project to achieving priorities in the Corporate Strategy.

Since the purchase of Daedalus from the Homes and Community Agency and the adoption of the Council's Vision for Daedalus in 2015, the site has become the largest employment site in the area. It is now arguably the premier centre of excellence for aviation, aerospace, marine and advanced engineering businesses in the south.

The number of businesses located at the site continues to grow and this is mainly due to investment by Fareham Borough Council. To date the Council has invested over **£20 million** in the site including building an innovation centre which was extended due to demand for space, new hangars and general infrastructure works to improve access to and from the site. There is another **£8 million** planned spend during the life of the Medium Term Finance Strategy.

As well as creating business and employment opportunities there will be a large community space known as Daedalus Common that will provide many benefits for the local community to enjoy.

The business opportunities are creating rental income for the council of over **£2 million** per annum although there are also operating costs required to run the site of just under **£2 million** that includes repayment of the borrowing used to fund the projects.

Budgets set for 2019/20 include a projected revenue surplus of **£450,000**, some of which will be needed to fund the cost of borrowing (Minimum Revenue Provision) for the Capital works. By 2020/21 it is anticipated that a surplus would be available to make a contribution of **£200,000** to the General Fund.

4. CAPITAL POSITION

4.1 CAPITAL PROGRAMME

The Council has adopted as a corporate priority the need to maximise the value gained from assets that are owned by the Council. The Medium Term Finance Strategy demonstrates how the Council's capital programme supports its corporate priorities and sets the framework for developing the capital investment programme to deliver these priorities.

The Council agrees a rolling five-year programme each year consistent with the Medium Term Finance Strategy and the resources available along with any impact on the revenue budgets.

Each review of the Council's Medium Term Finance Strategy includes a review of the capital programme for non-housing services, the latest being by the Executive on 5 February 2018 when the programme for the years 2017/18 to 2021/22 was approved.

The capital programme for the duration of the Strategy has been amended to take into account carry forwards from 2017/18 and now totals **£39.2 million**. The phasing of the programme and mains schemes on the programme are summarised below

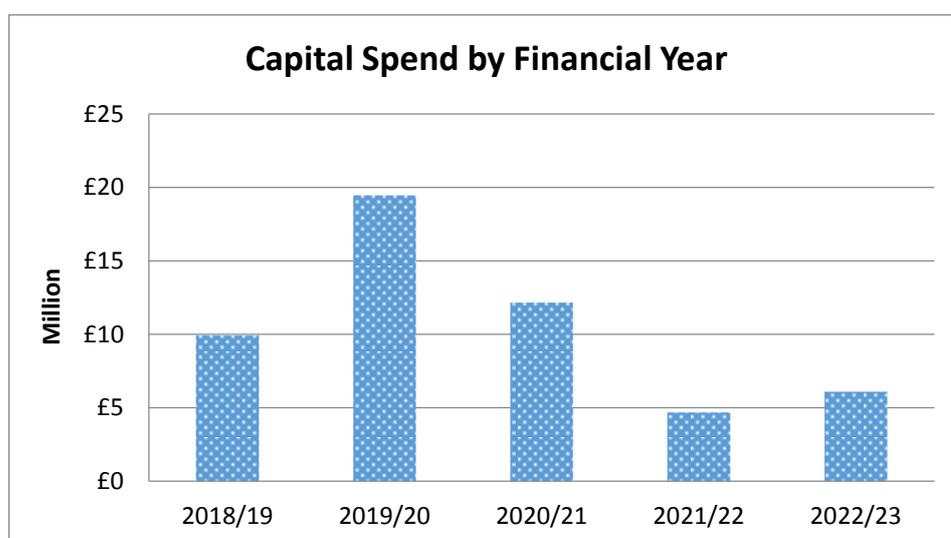


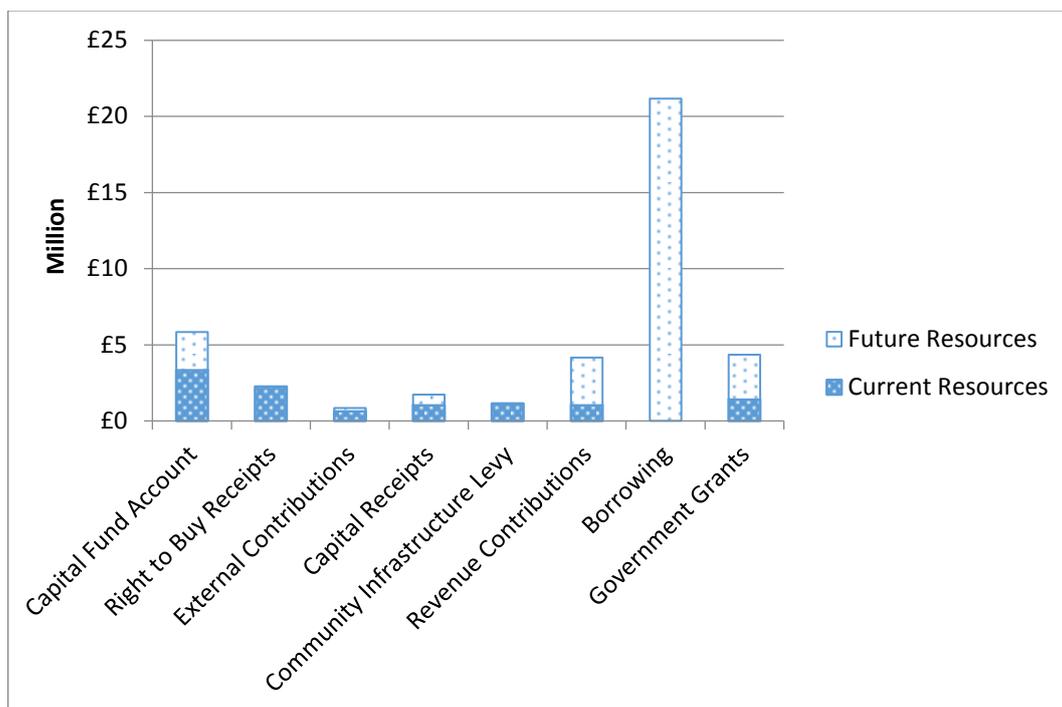
Table 4 – Main Schemes in the Capital Programme

Schemes	£000s
Daedalus	12,687
Town Centre Hotel	8,035
Commercial Property Acquisition	5,110
Asset Replacement Programme (ICT, Vehicles etc.)	3,793
Civic Offices Improvements	3,753
Disabled Facilities Grants	2,933

The phasing of the detailed programme will be considered in detail during the budget process to ensure it realistically reflects the latest forecast for capital expenditure.

4.2 CAPITAL RESOURCES

The Council's current and future financial resources that are available to finance the capital programme are:



Resources of **£41.5 million** are estimated to be available over the life of the capital programme and therefore there should be a surplus of resources of approximately **£2.3 million** in 2022/23.

The forecast surplus of resources is limited and relies partly on resources that have not yet been secured (such as future capital receipts as well as continued revenue contributions towards capital investment), totalling **£9.5 million**.

In the event that these resources do not materialise, other funding options will need to be investigated including borrowing, reliance on external funding or the programme scaled back.

It must also be borne in mind that the implications of some of the Council's priority actions and emerging capital spending pressures have not yet been quantified. Costs associated with approved schemes also remain provisional until tenders have been received.

Spending pressures in this respect include repair and refurbishment or replacement works to Council assets (for example, community and leisure facilities, car parks, civic buildings, etc.) that have yet to be added to the capital programme.

4.3 MINIMUM REVENUE PROVISION

Where the Council finances capital expenditure from borrowing (debt), it must put aside resources to repay the borrowing in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP).

Borrowing costs (MRP and interest charges) for schemes funded by debt will be covered by revenue generating assets.

The budget provision reflects the capital costs relating to commercial property purchases and construction works at Daedalus including the Innovation Centre Phase 2 and new general aviation and business hangars.

5. PROPOSED BUDGET 2019/20

5.1 THE BUDGET SETTING PRINCIPLES

In addition to the fundamental principles on which the Council's Medium Term Finance Strategy is based, the Council adopts for each financial year a set of budget setting principles that form the framework for budget preparation.

It is proposed therefore that the following budget guidelines be adopted:

- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or predictable, or the Council is legally obliged to accept.
- The revenue resources available to the Council will determine the spending plans for the year, taking account of any measures to reduce the net cost in the year.
- Fees and charges to be increased to achieve a realistic increase in income wherever possible and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers.
- New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities.
- Full weight to be given to the Council's overall position and future Council Tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

5.2 BASE BUDGET 2019/20

The proposed base budget for 2019/20 has been built up using the principles and assumptions laid out in this Medium Term Finance Strategy. A summary of the budget, compared to 2018/19 is summarised in the table below:

Table 5 – Proposed Revenue Budget for 2019/20

	Budget 2018/19 £	Budget 2019/20 £	Variation Base to base £
<u>Committees</u>			
Planning Committee	565,100	485,700	-79,400
Licensing and Regulatory Affairs Committee	501,500	516,800	15,300
Executive - Portfolio Budgets			
- Leisure and Community	2,222,700	2,413,400	190,700
- Housing	1,082,500	1,153,900	71,400
- Planning and Development	170,200	-108,500	-278,700
- Policy and Resources	-989,100	-775,500	213,600
- Health and Public Protection	2,182,300	2,133,400	-48,900
- Streetscene	5,034,200	5,069,400	35,200
SERVICE BUDGETS	10,769,400	10,888,600	119,200
Capital Charges	-2,232,900	-2,390,300	-157,400
Capital Financing Costs			
- Use of Housing Capital Receipts	-60,000	0	60,000
- Direct Revenue Funding	1,125,000	1,125,000	0
Minimum Revenue Provision	680,900	905,700	224,800
Interest on Balances	-459,900	-515,900	-56,000
Portchester Crematorium	-150,000	-150,000	0
New Homes Bonus	-962,000	-820,900	141,100
Contribution to(+)/from (-) Reserves	-270,000	-375,800	-105,800
OTHER BUDGETS	-2,328,900	-2,222,200	106,700
NET BUDGET	8,440,500	8,666,400	225,900

5.3 CONTRIBUTIONS TO AND FROM RESERVES

These represent:

- a) one-off items in the budget that are funded from reserve accounts that the Council holds;
- b) decisions made to increase the value of specific ear-marked reserves; or
- c) areas where there are excess funds and a transfer is made into reserves.

The cost of these activities will be included in the service, and accounting regulations require the funding of the activities to be shown separately from the service cost. The table below specific contributions to and from reserves.

Table 6 – Budgeted Transfers from and to Reserve in 2019/20

	'000s
Transfer to Reserves	51
Funding from Reserves	
S106 Money to fund grounds maintenance work	- 47
Homelessness Fund	- 40
Town Centre Christmas Lights	- 15
Whiteley Fund	- 71
Civic Quarter Regeneration Funding	- 225
Welborne Grant Funding	- 28
Total Due from Reserves	- 375

In addition, as [discussed above](#), the proposed budget for 2019/20 provides for a revenue contribution to capital (**RCCO**) of **£1.1 million**.

The value of the **Spending Reserve** as at 31/03/18 was £2,383,100 which exceeds the minimum threshold of 5% of gross expenditure for 2018/19 (£46.1 million). Proposals on the use of the additional surplus arising will be developed for consideration in February, alongside the consolidated draft budget for 2019/20.

5.4 COUNCIL TAX 2019/20

The net revenue budget proposed for 2019/20 of £8,666,400 can mostly be funded from the collection fund as summarised below. However, there is currently a projected shortfall which may need to be met by a Council Tax increase in 2019/20.

Table 7 – Projected Funding of the 2019/20 Net Revenue Budget

	£'000
Net Budget Requirement	£8,666
Retained Business Rates	-£1,790
Council Tax at current level	-£6,613
Additional Council Tax for new properties	-£48
Total Available from the Collection Fund	-£8,451
Projected Shortfall	£215

6. FIVE YEAR FORECAST

6.1 OVERALL REVENUE POSITION

Table 8 – Financial Projections 2019/20 to 2022/23

	2018/19 R	2019/20	2020/21	2021/22	2022/23
	000s	000s	000s	000s	000s
Gross Expenditure on Services					
Base Budget	£46,105	£46,105	£46,627	£46,696	£46,986
Changes for Spend Pressures and Opportunities	£26	£522	£69	£290	£290
Revised Budget	£46,131	£46,627	£46,696	£46,986	£47,276
Gross Income from Services					
Base Budget	-£33,493	-£33,186	-£33,588	-£33,638	-£33,688
Changes for Income Pressures and Opportunities	£378	-£402	-£50	-£50	-£50
Revised Budget	-£33,115	-£33,588	-£33,638	-£33,688	-£33,738
NET COST OF SERVICES	£13,016	£13,039	£13,058	£13,298	£13,538
Contribution to capital spend - RCCO	£1,125	£1,125	£1,125	£1,125	£1,125
Provision to repay borrowing (MRP)	£700	£906	£1,113	£1,146	£1,179
Accounting Adjustments	-£2,479	-£2,374	-£2,390	-£2,390	-£2,390
TOTAL NON SERVICE BUDGETS	-£654	-£343	-£152	-£119	-£86
NET BUDGET REQUIREMENT	£12,362	£12,696	£12,906	£13,179	£13,452
SOURCES OF FUNDING					
Revenue Support Grant	£0	£0	£0	£0	£0
Business Rates & Collection Fund Balance	-£1,827	-£1,792	-£1,608	-£1,637	-£1,666
New Homes Bonus	-£962	-£821	-£576	-£545	-£537
TOTAL CORE FUNDING	-£2,789	-£2,613	-£2,184	-£2,182	-£2,203
Income from Financial Investments	-£464	-£516	-£516	-£516	-£516
Income from Property Investments	-£1,843	-£2,150	-£2,357	-£2,390	-£2,423
Contributions from Partnerships / other orgs	-£150	-£150	-£160	-£160	-£160
TOTAL OTHER FUNDING SOURCES	-£2,457	-£2,816	-£3,033	-£3,066	-£3,099
Use of Ear Marked Reserves	-£503	-£391	-£391	-£391	-£391
COUNCIL TAX REQUIREMENT	£6,613	£6,876	£7,298	£7,540	£7,759
Projection of Retained Council Tax at current level	£6,613	£6,613	£6,661	£6,692	£6,723
Additional Council Tax for new properties	£0	£48	£31	£31	£31
Council Tax available at no increase	£6,613	£6,661	£6,692	£6,723	£6,754
Projected shortfall with no increase		-£215	-£605	-£816	-£1,004
Council Tax available with £5 increase per year		£6,876	£7,123	£7,372	£7,624
Projected shortfall with £5 increase per year			-£175	-£167	-£135

The Five-Year Forecast indicates that there continues to be a number of spending pressures facing the Council over the coming years as core funding sources are expected to fall whilst unavoidable costs increase. Although the Council has been successful in making significant savings for a number of years now, the projections indicate that further reductions will be necessary to produce a balanced budget for the period from 2020/21 onwards.

Last year's predictions were for a shortfall of approximately a £524,000 by 2021/22. Since then further savings have been made/are in progress including **£568,700** from the new Opportunities Plan (groups 1-3) below which have been built into the budgets for 2018/19 to 2020/21. The highest funding gap now showing across the 5 years is **£167,000**. There are also a number of pressures, risks and uncertainties, including delivery of some of the Corporate Priorities, for which no provision has been made in the budgets.



It should be noted that the way that the financial information is shown in the Five Year Forecast table above differs from the Net Budget figures used for the budget setting tables. This is because the sources of funding have been moved together to make their impact clearer. In the budget figures some of these appear in the Service income and Other budget income lines.

6.2 SENSITIVITY ANALYSIS

The Council has been committed to minimising increases in the overall net budget and Council Tax increases. This has proven successful in restricting the proportion of gross expenditure on general fund services that has to be met by Council Tax payers, currently **14%**.

Because the proportion is so low, the Fareham element of the Council Tax (around 10%) is very sensitive to even minor increases in expenditure. An increase in gross expenditure of 1% (approximately £½m) would result in an increase in the amount to be met by Council Taxpayers of 7.8%. The following table highlights the gearing effect that additional expenditure has on the Council Tax.

Table 9 – Gearing Effect of Additional Spend on Council Tax

	£M	% Increase
Current Spending	46.1	
Significance of an extra £500,000 in spending		+1.1%
Council Tax Payers	6.4	
Significance of spending an extra £500,000		+7.8%

For each pressure, an assessment has been made about the possible variation above and below the "most likely" position. This allows the sensitivity of the projected totals to change. As more information becomes available about the individual pressures, the projections can be updated and made more certain.

6.3 RISKS AND UNCERTAINTIES

The budget projections indicate the susceptibility of the Council's revenue budget to changes in the level of expenditure and income caused by factors outside the control of the Council. It is clear that even a small variation in funding, expenditure or income would have a significant impact on the Council's revenue budget position.



This is why one of the fundamental principles contained in the MTFS is to maintain a minimum spending reserve equivalent to 5% of gross revenue expenditure.

In considering the budget forecasts, there are also a number of other issues that need to be borne in mind, as set out below:

- The full impact of the Fair Funding Review on the Council's core funding sources is not known.
- The funding needs of the Council's corporate priorities have not been fully costed and built into the budgets.
- There is a level of uncertainty surrounding the current economic climate.
- Demand for Council services remains volatile in some services, and this may be heightened due to economic changes.
- While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period, future spending requirements could give rise to a shortfall. It is therefore imperative that capital reserves are replenished whenever possible in order to meet the future spending needs.

There are also significant pressures that have not yet been built into the forecasts. These include:

- **Land Charges Income** – As part of the Queen's speech in June 2014 it was announced that the land charges function would be centralised and run by the Land Registry in order to support the delivery of digital services. The timetable for this is not clear but would result in a loss of income for the Council of approximately **£123,000**.
- **Universal Credit** – The long-term ambition for the government is for the housing benefits system to be replaced by Universal Credit administered centrally. This was introduced in Fareham in November 2018 and will be implemented gradually over time. The migration of benefit claimants to Universal Credit will have a financial impact to the Council particularly in relation to the service team and overhead costs.

Conversely any housing growth in the borough above 200 new properties a year with bring in additional income through Council Tax.

6.4 THE OPPORTUNITIES PLAN

The Council aims to develop its efficiency plans well in advance of need to ensure that they are sufficiently reliable before being included in budgets, and to allow the full consequences of such changes to be considered and consulted upon where appropriate.

Work has therefore been undertaken during 2018 by all Senior Managers and Heads of Services to generate ideas to close the predicted funding gap in 2020/21, and build in capacity to cover future pressures and areas of spending growth.

Over 132 ideas were generated; they were then reviewed further and prioritised for delivery between 2018/19 and 2020/12 as part of the new Opportunities Plan, as summarised in the table below.

Table 10 - Summary of Opportunities Plan		
Project Grouping	Number of Projects	Potential Savings (£)
1. Service changes already in progress		356,600
2. Good Practice Projects	3	None expected
3. Projects achievable within current resources	6	336,000
4a. Projects needing resources to be led by Head of Service	7	510,000
4b. Projects needing resources to be led by Project Team	9	320,000
5. The 'B List' of projects to do as resources allow	18	Not costed
	43	1,522,600

Current predictions are that the Opportunities Plan would address the projected funding gap for the next 5 years, with some spare capacity for pressures not yet built in. However, it is recognised that the majority of the projects in the plan are not deliverable within current resources and budgets.

This Strategy therefore recommends an 'Invest to Save' approach to achieving the Opportunities Plan, in which reserves, or savings already made, are invested into establishing a small project team for a two-year fixed term to lead on or assist Heads of Service in the delivery of their projects. The cost of this, coupled with other costs such as employing an additional surveyor, using external consultants and legal, is estimated to be **£600,000** for the two years.

7. CONCLUSION

The Council has a long history of prudent financial management, of achieving efficiency savings while providing a wide range of excellent services.

The projections set out in this report give a broad indication of the anticipated level of expenditure, based on the latest information available about the Government's funding intentions. This is predicting a funding gap by 2020/21 even if Council Tax is increased by £5 each year. There also a number of budget pressures and uncertainties, both revenue and capital, which do not currently feature in the forecasts.

By having the Opportunities Plan in place, if adequately resourced, the Council would be able to meet its budget position for the next five years. The position from 2020/21 onwards will also become clearer when future government spending plans are released.

In the meantime, there will be a continued need to focus on the need to identify where capacity can be created through the delivery of more efficient services to meet demand, while protecting, as far as possible, services to the public, and delivering the priorities set for the Borough.

ANNEX 1

BUDGET RESPONSIBILITIES

Responsibility for budgets rests formally with the Full Council but there are arrangements in place as part of the Constitution that delegates certain responsibilities to the Executive, the committees and to officers.

The timetable for the financial planning and budget process is:

Stage	Detail	
1	Consultation with residents and business representatives (incl. Chambers of Commerce, Federation of Small Businesses, the Institute of Directors, Business Solent and Solent Local Enterprise Partnership)	Continual
2	Member approval of corporate objectives and priority action plan	November
3	Member review of Medium Term Finance Strategy Member consideration of revised revenue budget for current year, base budget for next year, the capital programme and fees and charges.	January
4	Member consideration of new capital schemes and revenue growth items Member review of Capital Strategy (new) Member confirmation of capital programme Member confirmation of overall revenue budget for next year Member setting of the Council Tax	February
5	Outturn position for the General Fund and Housing Revenue Account revenue and capital budgets for the <u>previous year</u> . Member approval of carry forward of any revenue and capital expenditure programmes into current year. Member approval of financing arrangements for any capital programme overspends.	July
6	Six monthly monitoring against current year budgets	October / November

Full Council

The Full Council has the general responsibility for setting the Council's policy and budget framework. The Full Council must ensure the following:

- Corporate strategies are approved in accordance with the projected resources of the Council;
- Approved revenue budgets, capital programmes and Council Tax levels are in accordance with the Council's Medium Term Finance Strategy;
- Supplementary estimates are only approved after consideration of the Council's overall financial position.

The Executive

The Executive has general responsibility for making decisions on Council services within the policy and budget framework. The Executive must ensure the following:

- Detailed estimates of expenditure and income for all services and committees, and the proposed Council Tax levels are prepared within the context of the council's Medium Term Finance Strategy for approval by Full Council;
- Expenditure is only incurred if it forms part of the approved service revenue budget or capital programme;
- Any decision to reallocate revenue or capital budgets from one service to another does not exceed the virement rules;
- The overall revenue budget and capital programme are not exceeded.

The Committees

The Committees have general responsibility for carrying out non-Executive functions within the powers delegated to them by Full Council. The Committees must ensure the following:

- Detailed fees and charges along with estimates of expenditure and income for committee services are submitted to the Executive for approval by Full Council;
- The committee revenue budgets are not exceeded.

Employees

All budgets are allocated to a named manager who has the authority to spend the approved budget. Financial regulations also form part of the Constitution and these set out the scheme for the authorisation of expenditure.

Expenditure can only be incurred within the revenue and capital budgets approved by the Council.

Officers can delegate their power to incur expenditure but only within the limits of their own delegated powers.

The limits given to any individual employee are in accordance with the schedule of limits set out in the financial regulations. All employee powers to incur expenditure should be officially documented and authorised in a form approved by the Statutory Chief Finance Officer.

The Council's financial regulations are available to all employees on the corporate filing system giving detailed guidance on:

- The responsibilities of employees
- Financial reporting
- Revenue and capital budgets
- Budgetary control and virements.

FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT FINANCIAL YEAR 2019 - 20

1. Purpose

This Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2019-20, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

Pay	includes base salary, charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.
Chief Officers	refers to the following roles within the Council: Statutory Chief Officers: <ul style="list-style-type: none"> • Chief Executive Officer, as Head of Paid Service • Managing Director of Fareham Housing, as Monitoring Officer • Director of Finance & Resources, as Section 151 Officer Non Statutory Chief Officers: <ul style="list-style-type: none"> • Director of Planning & Regulation
Deputy Chief Officers	Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.
Lowest paid employees	refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.
Employee who is not a Chief Officer	refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and Remuneration Levels

3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of HR and ICT and endorsed by the Chief Executive Officer.

The Chief Executive Officer, as Head of Paid Service, has delegated power to update the pay policy in line with establishment changes.

3.2 Responsibility for decisions on pay structures

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

3.3 Pay scales and grading framework

With effect from 1 April 2016 the National Living Wage(NLW) came into force which guaranteed those aged 25 and over a minimum hourly rate of £7.20, furthermore it is anticipated that the minimum will rise to around £9 per hour by 2020. As at 1 April 2019 the rate will increase to £8.21 per hour.

The National Minimum Wage still applies to those under 25 but Fareham's pay scales are not aged biased.

The **mainstream pay structure** for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme. The pay structure from 1 April 2018 consists of a pay spine of 44 points, comprising 11 grades containing 5 spinal column points with the exception of grade 1. Grade 1 is the lowest grade and 11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The **Chief Executive's** pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for **Chief Officers and Heads of Service** was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2018 is appended to this Statement (at [Annex A](#)).

3.4 Pay Awards and National Pay Awards

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. With effect from April 2018 a 2 year pay deal was agreed taking the pay award through to 31 March 2020.

If there is an occasion where the Council believes that the National Pay Settlement would distort the local pay structures alternative proposals will be developed, discussed with the trade unions and brought to Elected Members for formal approval.

4. Remuneration – level and element

4.1 Salaries of Chief Officers and Deputy Chief Officers

“Chief Officers” are identified at 2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £112,374 to £130,063.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £79,735 to £91,580.

“Deputy Chief Officers” who are Heads of Service are all paid within the Council's pay structures and will be paid a salary within grade ranges £52,806 to £79,735.

Typically Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade 1 mindful of the need to meet the National Living Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of HR and ICT.

4.4 Other pay elements – Statutory Officers

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Chief Officer, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

Expenses: The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

Elections: The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Democratic Services, the Head of Leisure and Corporate Services and the Director of Finance and Resources as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972.

Professional Subscriptions: The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

Benefits in kind are benefits which employees receive from their employer during their employment which are not included as part of their salary. Fareham has a technology scheme and car leasing scheme that employees have a choice to sign up for in lieu of salary. These benefits are reportable to HMRC and taxed accordingly.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme (LGPS).

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

The government has commenced the process to enforce a cap on exit payments of £95,000 with the likely implementation date to be early 2019 following consultation that has taken place during 2016 and 2017.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be

demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with HR Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the median earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The median average pay has been calculated on all taxable earnings for the financial year 2018-19, including base salary, allowances, etc.

Highest paid employee	£130,063
Median earnings for remainder of workforce	£23,721
Ratio	5.48

ANNEX A (to the Pay Policy Statement)

Fareham Borough Council - Pay Scales as at 01/04/2018

Chief Executive Grades & Salary		Directors Grades & Salary	
Spinal Column Point	Annual Salary	Spinal Column Point	Annual Salary
1	£112,374	1	£79,735
2	£116,797	2	£82,296
3	£121,219	3	£85,281
4	£125,642	4	£88,374
5	£130,063	5	£91,580

Senior Management Grades & Salary scales								
Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary
	1	£70,223		1	£60,896		1	£52,806
	2	£72,681		2	£63,104		2	£54,723
1	3	£75,224	2	3	£65,393	3	3	£56,707
	4	£77,474		4	£67,765		4	£58,764
	5	£79,735		5	£70,223		5	£60,896

Local Pay Scales					
GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2018)	GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2018)
1	3	£16,394			
	4	£16,495			
	5	£16,765			
2	5	£16,765		26	£31,246
	6	£17,007		27	£32,185
	7	£17,681	7	28	£33,157
	8	£18,039		29	£34,155
	9	£18,619		30	£35,173
3	9	£18,619		30	£35,173
	10	£19,078		31	£36,231
	11	£19,722	8	32	£37,312
	12	£20,282		33	£38,435
	13	£20,667		34	£39,492
4	13	£20,667		34	£39,492
	14	£21,398		35	£40,583
	15	£22,142	9	36	£41,691
	16	£22,916		37	£42,839
	17	£23,721		38	£43,894
5	18	£24,492		38	£43,894
	19	£25,286		39	£45,009
	20	£26,110	10	40	£46,135
	21	£26,963		41	£47,283
	22	£27,768		42	£47,867
6	22	£27,768		42	£47,867
	23	£28,603		43	£48,951
	24	£29,461	11	44	£50,049
	25	£30,345		45	£51,174
	26	£31,246		46	£52,328

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 07 January 2019

Portfolio:	Policy and Resources
Subject:	Capital funding for the construction of industrial/ business units at Faraday Business Park, Daedalus.
Report of:	Director of Finance and Resources
Corporate Priorities:	A Dynamic, prudent and progressive Council

Purpose:
To obtain the approval of the Executive to fund the construction of new industrial/ business units at Faraday Business Park, in line with the adopted Daedalus vision and capitalising on the interest shown by potential occupiers.

Executive summary:
The Daedalus Vision and Outline Strategy was adopted in October 2015;

Objective 1 of the strategy included “to unlock the potential of the airfield’s land and infrastructure assets through new commercial development,....”.

Objective 3 of the strategy included “To ensure that the airfield is financially sustainable in the medium to long term.”

Objective 4 of the strategy included “To further improve the infrastructure and facilities at the airfield, by enhancing its quality and making it more attractive to visitors and to new business”.

Faraday Business Park has proven to be an attractive and popular location. Further potential occupiers have expressed interest in locating on Faraday but in the main have felt unable or unwilling to fund or undertake the construction of a building. To capitalise on success to date and ensure the ongoing development of the location it is therefore proposed that several industrial/ business units are built speculatively by the council to accommodate this interest, thus increasing the number of businesses on site and rental income generated.

This paper seeks approval of £5.0m of capital to construct new industrial/ business units on Faraday Business Park in line with the adopted strategy. This capital will be funded via prudential borrowing.

Additional electricity infrastructure may be required dependent on occupier’s demands. Funding for this infrastructure, if required, will form part of a separate paper to the Executive.

Recommendation/Recommended Option:

It is recommended that the Executive agrees that:

- (a) funding of £5.0m is approved to construct new industrial/ business units at Faraday Business Park, and
- (b) appointment of a contractor for the development is delegated to the Director of Finance & Resources following consultation with the Executive Leader.

Reason:

To fund the further development of Daedalus in line with the adopted Vision.

Cost of proposals:

The capital budget for the proposed scheme is budgeted at £5.0 million.

Appendices:

A: Proposed perspective views

B: Proposed overall site plan

C: Confidential – Lambert Smith Hampton’s Report

Background papers:

Reference papers: Daedalus vision and outline strategy

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 January 2019
Subject:	Capital funding for the construction of industrial/ business units at Faraday Business Park, Daedalus.
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

BACKGROUND

1. Fareham Borough Council purchased Daedalus airfield and associated sites from the Homes and Communities Agency in March 2015.
2. The Vision and Outline Strategy for Daedalus was adopted by Fareham Borough Council in October 2015. The vision states “Our vision is for Daedalus to become a premier location for aviation, aerospace engineering and advanced manufacturing businesses, creating many skilled employment opportunities for local people, which is underpinned by a vibrant and sustainable airfield. Building on the existing general aviation uses, the airfield will be an attractive destination for visiting aircraft and will offer the hangars, facilities and service to attract more corporate and commercial aviation activities, allowing it to be self-sustaining in the medium term and contribute positively to the local community”. The Vision and Outline Strategy incorporated six objectives.
3. The capital funding requested in this paper will provide new commercial development in accordance with objectives 1, 3 and 4 of the Vision and Outline Strategy.
4. Objective 1 “To unlock the potential of the airfield’s land and infrastructure assets through new commercial development, providing clusters for aviation, non- aviation and skills/ innovation activity, thereby increasing private sector investment and contributing positively to the creation of skilled jobs in the Solent Enterprise Zone.”
5. Objective 3 “To ensure that the airfield is financially sustainable in the medium to long term.”
6. Objective 4 “To further improve the infrastructure and facilities at the airfield, by enhancing its quality and making it more attractive to visitors and to new business”.
7. Faraday Business Park has proven to be a successful location. Occupiers include; Proptech, UTP, CETC 1.0 and IFA2. Further potential occupiers have expressed interest in locating on Faraday but in the main have felt unable or unwilling to fund or undertake the construction of a building. To capitalise on success to date and ensure

the ongoing development of the location it is therefore proposed that several industrial/business units are built speculatively by the council to accommodate this interest, thus increasing the number of businesses on site and rental income generated.

8. Working with the Council's property advisors demand has been identified for industrial/business units on both a leasehold and sale basis. There is currently a lack of institutional standard grade A industrial units primarily in the size range of 10,000sq. ft to 20,000sq. ft available within the borough.
9. Existing businesses seeking to expand are having to look at locations outside of the borough, whilst potential new occupiers are being frustrated by the lack of quality stock available.
10. The Councils design consultants have designed a grade A specification scheme of approximately 55,000 sq. ft with the flexibility of providing units of either 10,000 or 20,000 sq. ft. There could therefore be between three and five occupiers.
11. A planning application has been submitted for this scheme.
12. Initial soft marketing by the councils retained agents has identified several potential occupiers who have expressed interest in up to 30,000 sq. ft of this scheme. Discussions are ongoing with the aim of securing pre-let agreements.

Design/Cost

13. The scheme, as shown in Appendices A & B has been presented to and agreed by the Daedalus members working group. The scheme has been designed to be market leading with a flexibility of unit size to cater for a large section of the market and ensure an element of future proofing.
14. The Council's design team estimated the capital cost of the scheme as £5.0m. This is in line with similar schemes in the area, and consistent with recent projects undertaken by the Council.
15. The capital cost includes offices at ground and first floor level. It is proposed that the office content is delivered to individual tenants' bespoke requirements through separate fit out contracts.
16. A full site investigation has been undertaken and has found no particularly abnormal issues to resolve.
17. Additional electricity infrastructure may be required dependent on occupier's demands. Funding for this infrastructure, if required, will form part of a separate paper to the Executive.

Timetable/ Risk

18. The initial programme shows receipt of planning consent in March 2019, with a start on site of April 2019 and phased Practical Completion from January 2020.
19. Any development represents a risk. These risks can include: construction risks, supply chain risks, or a change in economic position that may affect the take up of space and holding costs whilst tenants are sought. Officers will continually monitor and mitigate risk throughout the development period. Mitigation could include some or all of the following;

20. Risks can be managed through the early letting of a building contract once planning permission is secured. To achieve this, certain elements of the procurement will run concurrent with the planning application.
21. The design of the scheme will be kept under review to ensure delivery to budget.
22. One or more of the proposed buildings could be excluded from any construction contract if officers feel the market has taken a significant downturn.
23. All financial modelling has been undertaken with the most prudent of assumptions.
24. As this proposal represents further significant investment by the Council in Daedalus it is proposed that the Daedalus Member Working Group be asked to oversee delivery of the project.

Funding/ Payback Period

25. The capital for this project will be funded through prudential borrowing. Using the most prudent advice from the council's agents on; term, annual rentals, incentives and the phased letting period the proposed development will provide a payback period of less than 12.5 years.
26. There may opportunity to sell completed units to businesses which will reduce this payback period.

Conclusion

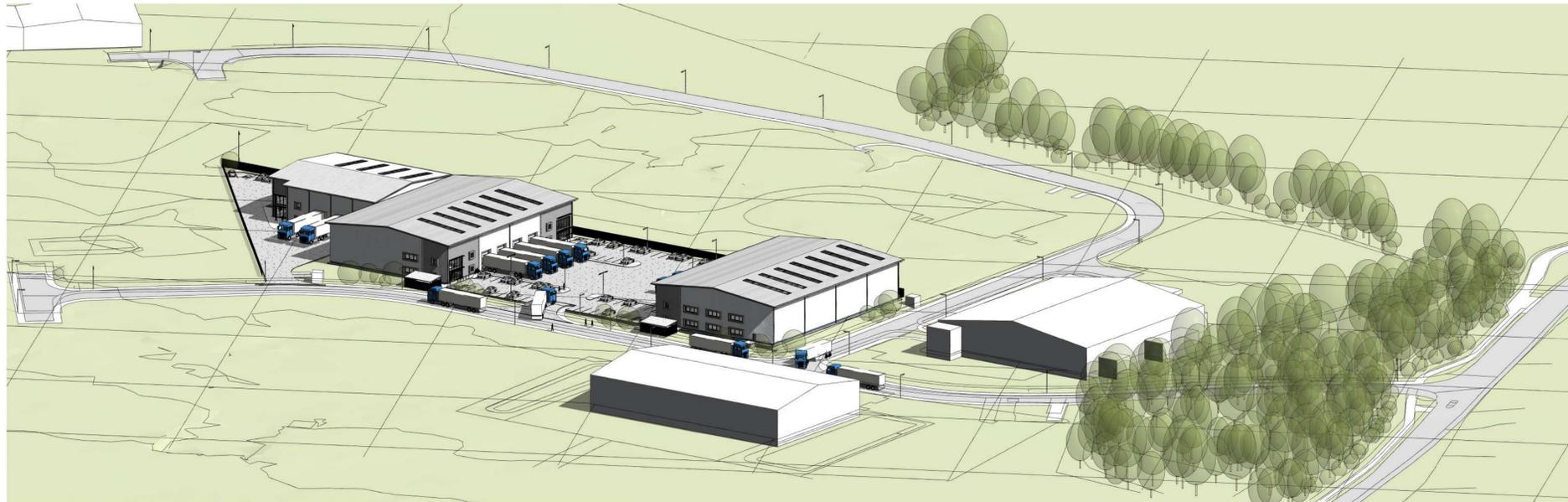
27. The Council's Vision for Daedalus is to provide a thriving employment-led development, and this proposal would continue the delivery of this Vision through the development of speculative commercial business units. The scheme has been designed having taken account of current market demand and, if approved, could be available for occupation from January 2020.

Enquiries: For further information on this report please contact Grant Hobday. (Ext 4320)

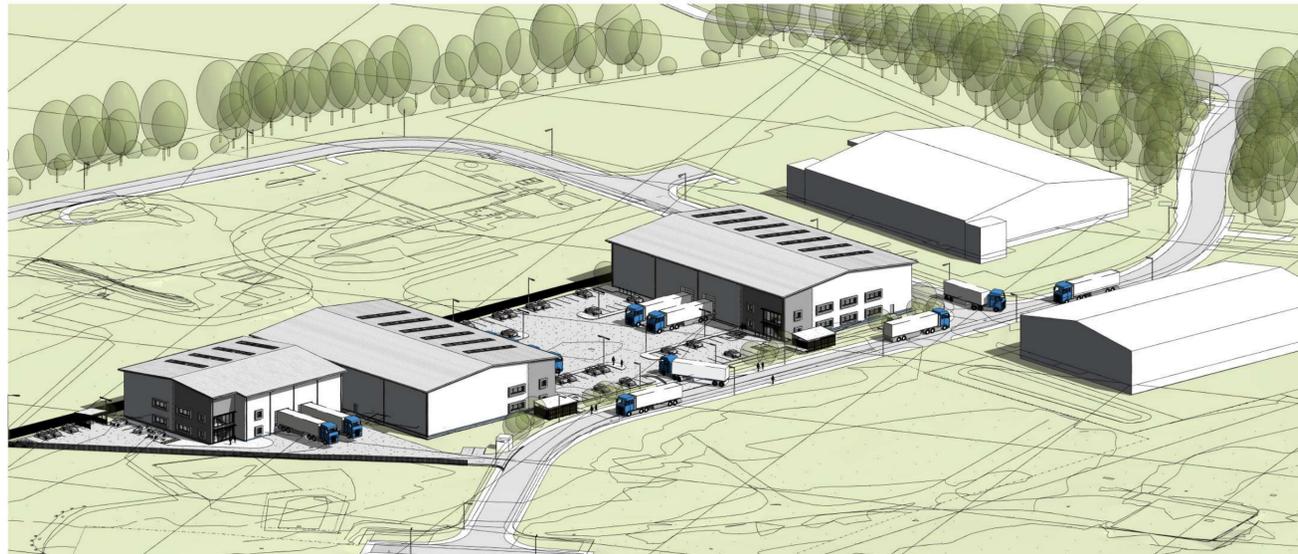
Notes:
 Lewis & Hickey accept no responsibility for any costs, losses, claims howsoever arising from these drawings, specifications and related documents unless there is full compliance with the client and any authorised user of the following:
 1. All boundaries, dimensions and levels are to be checked on site before construction and any discrepancies are to be reported to the Architect / Designer.
 2. Partial Service: Any discrepancies with site or other information is to be advised to the Architect / Designer and direction or approval is to be sought before the implementation of the detail.
 3. Block and site plans are reproduced under license from the Ordnance Survey.
 4. Do not scale this drawing.
 5. For the purpose of coordination, all relevant parties must check this information prior to implementation and report any discrepancies to the Architect / Designer.

Revisions:

Rev.	Date	Description
1	19/11/18	Amended as per comment re'vd 15/11/18.



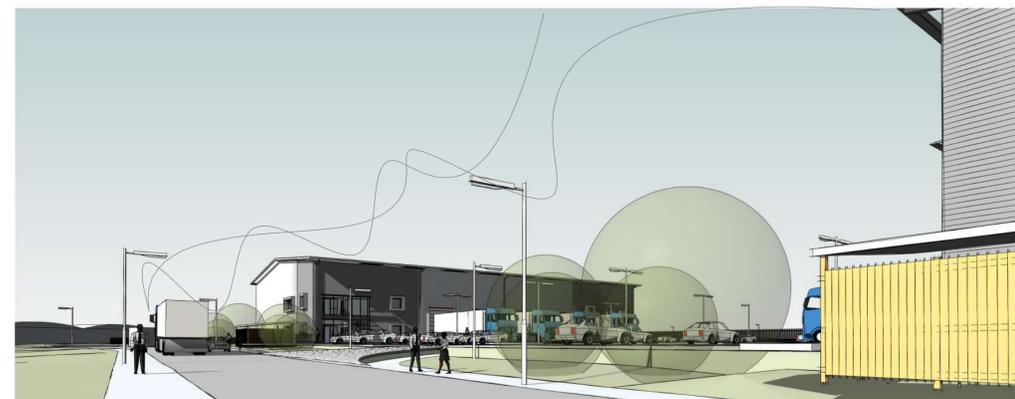
Aerial View looking North



Aerial View looking East



Perspective View across yard



View along Spitfire Way

APPENDIX A

PRELIMINARY

CLIENT

PROJECT
**New Warehouse Development,
 Faraday Business Park, Fareham**

DRAWING
**Plot 'F'. Proposed Perspective
 Views**

L & H
 LEWIS AND HICKEY
 18 Farnham Road
 Guildford
 Surrey
 GU1 4XA
 Tel: 01483 560908
 Fax: 01483 560660
 Email: guilford@lewis-hickey.com

SCALE	SIZE	DATE	DRAWN	CHECKED
	A1	Nov '18	JeC	

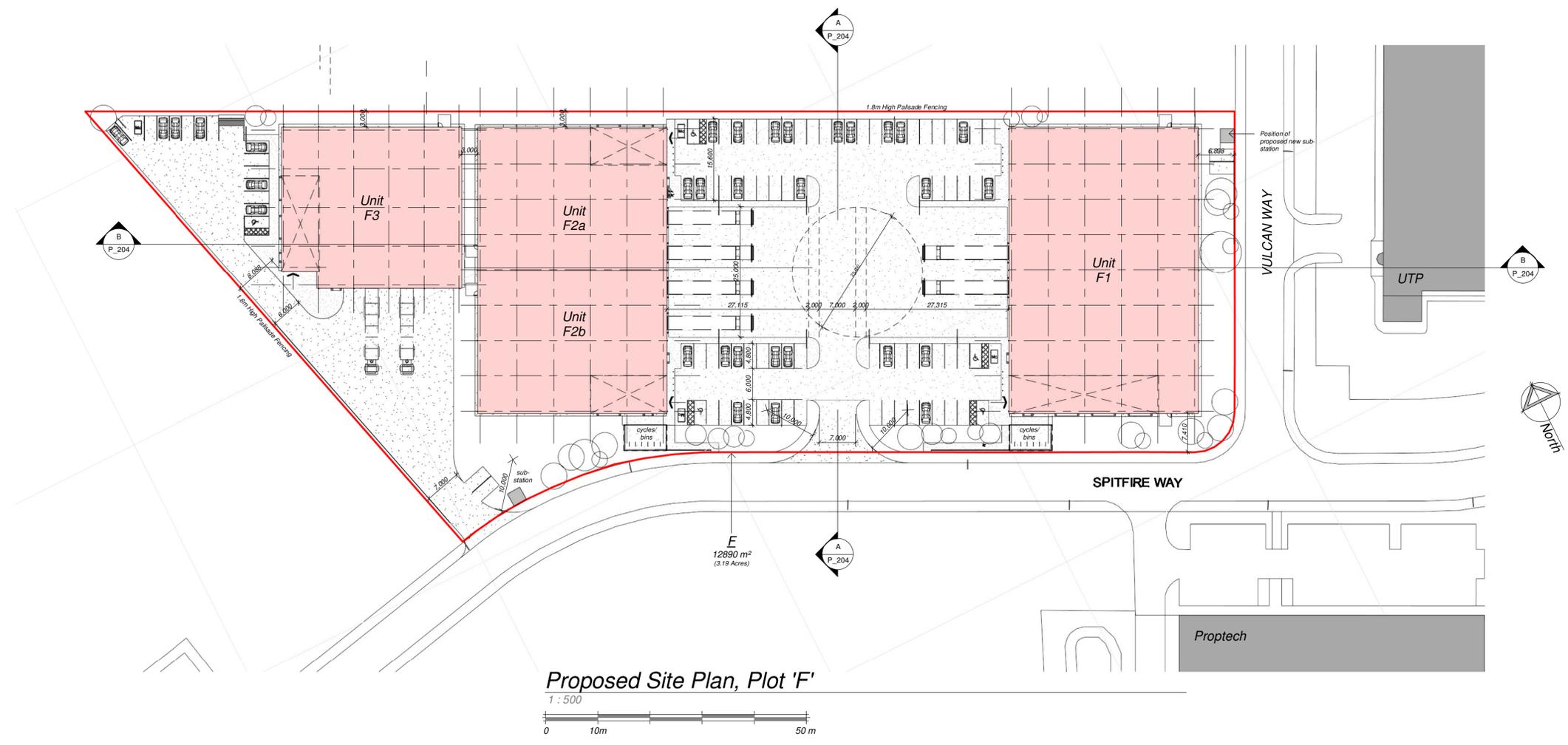
PROJECT No.	DRAWING No.	REVISION
G4473	P_205	1

Notes:

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4. Do not scale this drawing.
5. For the purpose of coordination, all relevant parties must check this information prior to implementation and report any discrepancies to the Architect / Designer.

Revisions:

Rev.	Date	Description
1	18/10/18	Plot F general layout amended.
2	26/10/18	Split Unit option.
3	19/11/18	Amended as per comment re/d 15/11/18.
A	30/11/18	Issued for Planning Validation.



Plot 'F' Area Schedule

Plot	Area sq.m	Area Acres
F	12,889.64	3.19

Plot 'F' Area Schedule (Gross Building, GEA) - (Building Footprint)

Unit	Area sq.m	Area sq.ft
Unit F1	1,905.72	21,481.71
Unit F2a	997.86	10,740.85
Unit F2b	997.86	10,740.85
Unit F3	1,047.19	11,271.84
	5,038.62	54,235.25

Unit F1 Area Schedule (Rentable)

Name	Area sq.m	Area sq.ft
F1' First Floor Offices	188.59	2,029.93
F1' Ground Floor Offices	188.59	2,029.93
F1' Workshop	1,628.66	17,522.24
	2,045.83	22,031.90

Unit F2a Area Schedule (Rentable)

Name	Area sq.m	Area sq.ft
F2a' First Floor Offices	95.24	1,025.18
F2a' Ground Floor Offices	95.24	1,025.18
F2a' Workshop	831.97	8,955.26
	1,022.46	11,005.61

Unit F2b Area Schedule (Rentable)

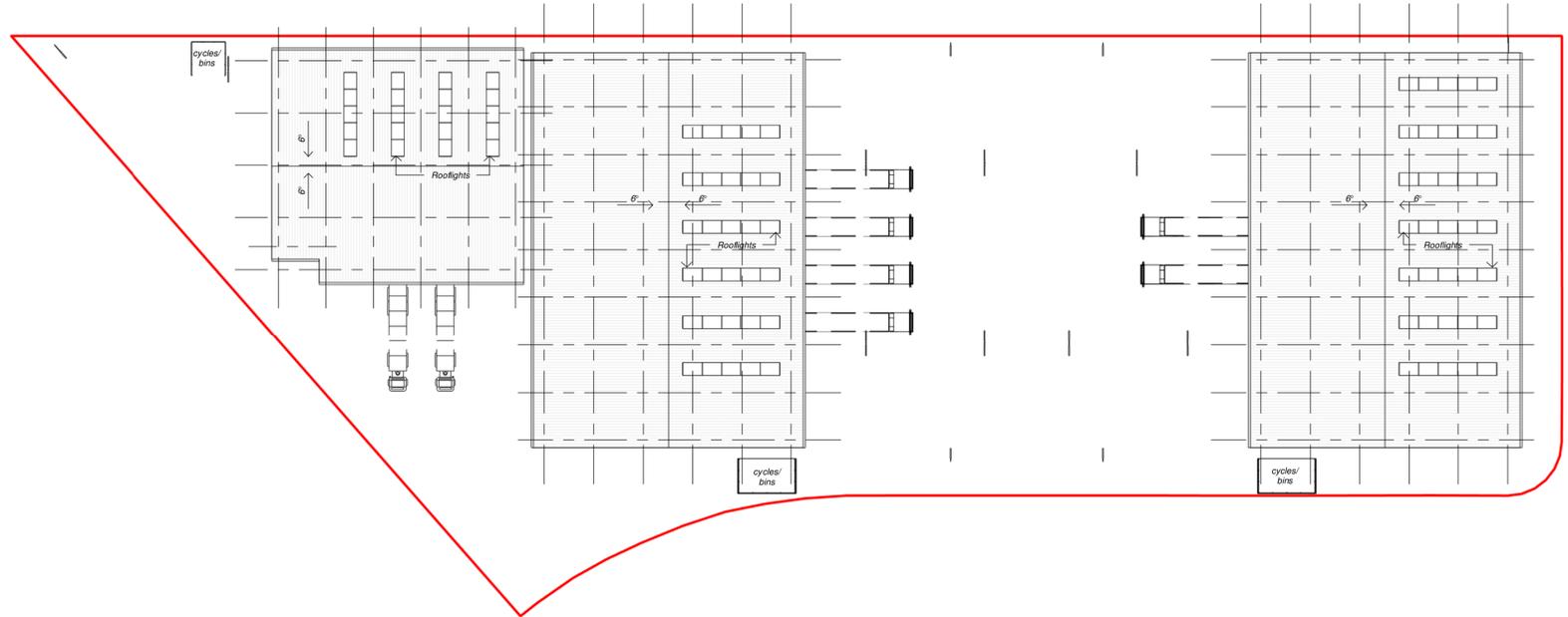
Name	Area sq.m	Area sq.ft
F2b' First Floor Offices	95.24	1,025.18
F2b' Ground Floor Offices	95.24	1,025.18
F2b' Workshop	831.97	8,955.26
	1,022.46	11,005.61

Unit F3 Area Schedule (Rentable)

Name	Area sq.m	Area sq.ft
F3' First Floor Offices	118.52	1,275.72
F3' Ground Floor Offices	118.52	1,275.72
F3' Workshop	835.22	8,990.27
	1,072.26	11,541.71

Plot 'F' Total Area (Rentable, GIA)

Total GIA	Area sq.m	Area sq.ft
	5,184.01	55,584.84



CLIENT
Fareham Borough Council

PROJECT
New Warehouse Development, Faraday Business Park, Fareham

DRAWING
Plot 'F' Units. Proposed Site + Roof Plan

L&H
LEWIS AND HICKEY
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SCALE: 1 : 500 SIZE: A1 DATE: Nov '18 DRAWN: JeC CHECKED:

PROJECT No: G4473 DRAWING No: P_201 REVISION: A

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

