

AGENDA FOR THE EXECUTIVE

Date: Monday, 9 October 2023

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

Councillor I Bastable, Streetscene

Councillor Miss J Burton, Health & Public Protection

Councillor D G Foot, Housing

Councillor S D Martin, Planning and Development

Councillor Mrs S M Walker, Leisure and Community

1. Apologies for Absence

2. Minutes (Pages 5 - 10)

To confirm as a correct record the minutes of the meeting of the Executive held on 18 September 2023.

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. References from Other Committees

To receive any references 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. Housing

Key Decision

(1) Facilitating the use of the Local Authority Housing Fund (Pages 11 - 18)

A report by the Director of Housing.

(2) Empty Homes Strategy - Adoption (Pages 19 - 50)

A report by the Director of Housing.

(3) Renewal of the contract for the Housing Department software (Pages 51 - 58)

A report by the Director of Housing.

(4) Town centre property acquisition for affordable housing provision (Pages 59 - 66)

A report by the Director of Housing.

Non-Key Decision

(5) Affordable Housing at Welborne (Pages 67 - 72)

A report by the Director of Housing.

9. Health and Public Protection

Key Decision

- (1) Proposed Off Street Parking Places (Amendment 8) Order - Osborn Road and Others (Pages 73 - 78)**

A report by the Head of Environmental Health.

10. Planning and Development

Key Decision

- (1) Self and Custom Build Housing Supplementary Planning document for adoption (Pages 79 - 136)**

A report by the Director of Planning and Regeneration.

11. Policy and Resources

Key Decision

- (1) Corporate Strategy 2023-2029 (Pages 137 - 180)**

A report by the Assistant Director (Democracy).

- (2) The Council Tax Support Fund (Pages 181 - 186)**

A report by the Assistant Chief Executive Officer.

Non-Key Decision

- (3) Annual Review of Corporate Strategy 2017-2023 and Local Service Agreements 2022/23 (Pages 187 - 234)**

A report by the Assistant Director (Democracy).



A WANNELL
Chief Executive Officer
29 September 2023
www.fareham.gov.uk

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 18 September 2023

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
I Bastable, Streetscene
Miss J Burton, Health & Public Protection
D G Foot, Housing
S D Martin, Planning and Development
Mrs S M Walker, Leisure and Community

Also in attendance:

Mrs S M Bayford
Ms C Bainbridge for item 8(2)



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 26 July 2023 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions received at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES**Health & Public Protection Scrutiny Panel 20 June 2023**Minute 8 – Opportunities Plan 2023-2027

The Panel received a presentation which provided an overview of the way in which the Opportunities Plan has been developed and the significant Year 1 project proposals that relate to the Scrutiny Panel area.

Members commented that it would have been useful to have received details of the proposals in advance of the meeting for prior consideration and to consider any further suggestions to put forward for inclusion within the Plan. The Head of Finance and Audit advised that this is a 2 year plan and that any additional ideas put forward can still be considered for inclusion in the Plan.

The following suggestions were put forward for inclusion in the Plan:

- (i) An increase to the charges at Portchester crematorium as the current charges are lower than other local crematoria; recognising that this would need to be a decision of the Joint Committee due to Partnership Arrangements with neighbouring Local Authorities.
- (ii) The Members Allowances Scheme be reviewed to consider whether there are savings that can be made.

- (iii) Services be made more competitive to encourage Welborne developers to use the Council's Building Control Partnership for Building Regulation services rather than private consultants.

RESOLVED that having asked questions, made comments and put forward further proposals for consideration, as outlined above, the Health & Public Protection Scrutiny Panel notes the content of the presentation.

This was considered at item 8(2) on the agenda.

Policy & Resources Scrutiny Panel 22 June 2023

Minute 6 – Opportunities Plan 2023-2027

The Panel received a presentation by the Head of Finance and Audit on the Opportunities Plan 2023-2027.

Members noted the information in the presentation and the projects that are being considered in year one of the plan and asked questions on the proposals that have been put forward.

Members had the following suggestions to be put forward for consideration in the Opportunities Plan:

- (i) Explore the opportunity of cost savings on electricity and heating from Hybrid Working, whilst condensing the staff within the building onto less floors.
- (ii) Teams Meetings, members felt that more meetings could be held over teams which would require less staff required in the building later in the evening, it could also save on heating and electricity.
- (iii) Introducing a scheme to encourage residents to rent spare rooms, which would not only benefit the resident with more income, but could help single occupancy properties which receive a Council Tax discount to pay full Council Tax.
- (iv) Large Projects, members felt that it was important for the Council to regularly review the timelines for delivering large projects to ensure that it is still worthwhile the Council undertaking them.

RESOLVED that having asked questions, made comments, and put forward further proposals for consideration, as outlined above, the Policy and Resources Scrutiny Panel notes the content of the presentation.

This was considered at item 8(2) on the agenda.

Streetscene Scrutiny Panel 05 July 2023

Minute 7 – Opportunities Plan 2023-2027

The Panel received a presentation which provided members with an overview of the Council's Opportunities Plan and how the Year 1 project proposals relate to the Streetscene Portfolio.

Members commented that the Plan does not identify any savings that could be made from the Civic Offices building and were advised that the longer-term use of the Civic Offices is a separate piece of work that is being undertaken that includes other Council owned buildings.

The Panel was interested to hear what changes might be made to the service provision in maintaining cemeteries. Members were advised that investigations will be made to assess what other cemeteries are doing to encourage a more natural, wildlife environment and whether this would produce any savings.

It was felt that providing a paid garden maintenance service to elderly residents could be popular as it may be easier and safer than sourcing privately. It was noted however that in order to provide this service, there would need to be resources available to meet demand and that high demand would most likely coincide with times when the service is already very busy.

RESOLVED that the Streetscene Scrutiny Panel notes the content of the presentation.

This was considered at item 8(2) on the agenda.

Housing Scrutiny Panel 13 July 2023

Minute 7 – Opportunities Plan 2023-2027

The Panel received a presentation which provided an overview of the Council's Opportunities Plan and how the Year 1 project proposals relate to the Housing Portfolio.

Members of the Panel asked a series of questions pertaining to the various projects outlined in the report with a focus on the reduced costs of Bed and Breakfast facilities and the challenges faced to improve void turnaround times. Officers explained that more detail on these projects was to be presented to the Panel at item 8 on the agenda and highlighted that these are a key focus for the Housing department at this time.

Questions were raised around the challenges faced in producing savings in Housing which is a statutory service. Officers explained that the focus is to introduce efficiencies which save money. One of the key areas currently being developed to achieve this, is to improve residents' ability to make initial contact to the Housing Options department via an online form. Although Members agreed that this would free up officer time and allow urgent cases to be prioritised, the Panel asked that face to face contact should always be maintained as an option for anyone using the service.

RESOLVED that the Housing Scrutiny Panel notes the content of the presentation and commented on the proposals as appropriate.

This was considered at item 8(2) on the agenda.

8. POLICY AND RESOURCES

- (1) Osborn Road Multi Storey car park

RESOLVED that the Executive approves an increased budget of £2.5 million.

- (2) Opportunities Plan Development Update

During introduction of this item, the Executive Leader clarified an error in the original report at paragraph 43. The final sentence should reflect the projected funding gap in 2024/25 and not 2026/27.

At the invitation of the Executive Leader, Councillor Mrs C Bainbridge addressed the Executive on this item.

At the invitation of the Executive Leader, Councillor Mrs S Bayford confirmed the references (iii) and (iv) received from the Policy and Resources Scrutiny Panel.

RESOLVED that the Executive approves:

- (a) the draft Opportunities Plan for 2023/24, as set out in Appendix A to the report;
- (b) a revenue budget of £100,000 to be allocated from general fund reserves to support the delivery of the plan; and
- (c) the proposed governance arrangements for the plan.

9. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the lively disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government act 1972.

10. POLICY AND RESOURCES

- (1) Irrecoverable Debts

RESOLVED that the Executive agrees that the debts listed in the confidential Appendix A to the report be written off as irrecoverable.

(The meeting started at 5.30 pm and ended at 5.55 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|---|
| Portfolio: | Housing |
| Subject: | Facilitating the use of the Local Authority Housing Fund |
| Report of: | Director of Housing |
| Corporate Priorities: | Providing Housing Choices |

Purpose:

To seek Executive endorsement and apply for the Local Authority Housing Fund. This funding will be used to provide three homes for Afghan families and one home for temporary accommodation.

Executive summary:

This report details the Local Authority Housing Fund (LAHF). This a matched funded opportunity to provide three 2-4 bed properties for the resettlement of Afghan families. There is also provision for funding of one temporary accommodation home.

In order to meet the criteria of the funding, the properties must be in the ownership of the Council by 29th March 2024. To expediate the process, all Officers normally involved with procurement of new properties have been briefed on the funding and are investigating procurement avenues.

The Executive is requested to approve the purchases being delegated to the Director of Housing, following consultation with the Executive Member of Housing.

The confidential Appendix details the estimated costs of the matched funding.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) approves the use of the Local Authority Housing Fund to provide three homes for Afghan families and one home for temporary accommodation to be held in the Housing Revenue Account; and
- (b) agrees that, following consultation with the Executive Member for Housing, authority for their purchase be delegated to the Director of Housing.

Reason:

To secure Government funding for the provision of accommodation for the resettlement of Afghan families in the UK and to assist with other homeless households.

Cost of proposals:

Further detail around the cost implications is provided in Confidential Appendix A.

The Council's capital match funding will be from sources that meet the LAHF Round 2 criteria, for example eligible S106 cash contributions available for the delivery of Affordable Housing where these may be applied to LAHF acquisitions, or the acquisition element of the HRA Capital Programme budget for 2023/24 approved by the Executive on 6 February 2023.

Appendices:

A: Confidential Appendix – Details of Costs*

* By virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 – information relating to the financial or business affairs of any particular person and category 7A (information which is subject to an obligation of confidentiality) of Schedule 12A Local Government Act 1972 and the Council's Access to Information Procedure Rules.

*It is not in the public interest to publish this information as revealing the budget values would harm the Council's ability to achieve best value in negotiating a favourable price for the purchase of the property. Disclosure of any details prior to any exchange of contracts may result in a weak negotiating position for the Council and potentially jeopardise the successful completion of the transaction.

Background papers: None.

Reference papers: None.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|--|
| Date: | 09 October 2023 |
| Subject: | Facilitating the use of the Local Authority Housing Fund |
| Briefing by: | Director of Housing |
| Portfolio: | Housing |

INTRODUCTION

1. The Local Authority Housing Fund (LAHF) is in its second round of funding. This iteration of the grant will provide £250 million across the UK to house those on the Afghan resettlement scheme. The aim is to bridge accommodation and help ease wider homelessness pressures.
2. This report details the funding and sets out the intention for the Council to make property acquisitions, utilising this bid funded opportunity. The risks and opportunities are outlined further in this document.

THE LAHF

3. Funding for the first LAHF round was based on need. DLUHC ranked all local authorities in England based on the number of individuals in bridging hotels in their borough. The areas with the most pressures were prioritised. The remaining funding was then ringfenced for round 2. In this round, local authorities were invited to express an interest for the funding and were then ranked as per round 1.
4. The LAHF has identified the Council as eligible for matched funding for the capital costs of purchasing four properties. Three of these homes are for Afghan families and one can be for temporary accommodation. All properties need to be family sized; between 2-4 bedrooms. The Council will be seeking one 2bed property, the remaining will be 3 or 4 bedrooms.
5. The funding also allows for a nominal amount per property to account for additional costs. This may include refurbishment, energy efficiency measures, legal and survey costs, decoration or furnishings. The Council will look to acquire properties that need the minimum amount of renovation; however, this will be dependant on availability. Should the additional fund not be used, for example if a new property is purchased, it can be spent against the purchase costs.

PURCHASE

6. The LAHF allows for properties to be purchased flexibility. This can be either 'off the shelf' or a Right-to-Buy buy-back. There is no indication of a preferred approach at this stage, as it will be dependent on any buy backs being offered to the Council and the condition of the property. The properties will be held in the Housing Revenue Account.
7. The main concern in the purchase will be value for money, but it will not be the sole consideration. It will be important for the properties to be in good condition, of an appropriate size and location. They also need to be suitable for a family with potentially complex requirements. A sensible decision around the purchase of any of the properties will be made in partnership with other departments in the Council. This multi-disciplined approach will consist of the Finance Business Partner, the Housing Manager (Accommodation and Allocations), the Housing Surveyors and the Asset Management team. All play a crucial role in ensuring any purchases meet the Council's standards.
8. To meet the funding requirements, the properties must be in the ownership of the Council by 29 March 2024. To ensure this, the teams are already making preparations. Appropriate properties will be sourced in a similar manner to that of a private buyer; through an estate agent on the open market and surveyed as standard. If a Right-to-Buy buy-back opportunity is available, this will be explored.
9. It is crucial this project is delivered efficiently and within the timescales of the funding. Therefore, Executive approval is sought for the Director of Housing to have delegated authority to agree the purchase of the 4 properties. This will be following consultation with the Executive Member for Housing.

SUPPORTING THE FAMILIES

10. The prospective Afghan families will have moved from bridging accommodation and been allocated by the Hampshire County Council Resettlement Team in conjunction with the Home Office. Support for the families will be delivered by Hampshire County Council through an arrangement with Two Saints. This is a similar arrangement that the Council has with other temporary accommodation properties in our portfolio.
11. Officers will focus the search for appropriate properties in areas where Fareham Housing already have a strong presence. This will facilitate our ability to provide support and management of the homes.

POSITIVE OPPORTUNITY

12. The 1No. property that can be purchased specifically for temporary accommodation will be an important addition to much needed family sized temporary housing in the Borough. The bid funding to support this purchase can only come alongside the 3No. properties for the Afghan family resettlement programme. Collectively these properties will provide an important opportunity to (a) support the Afghan family resettlement programme; and (b) help to provide much needed family sized temporary accommodation for Fareham families.
13. Should the 3No. homes to support Afghan families not be taken up/allocated to, then officers would hope that these could then be used by the Council for further temporary accommodation for Fareham Borough housing need. Further information is due from the government to confirm whether this is possible (see paragraph 14).

RISKS

14. This project has some low risk which can be mitigated. It is unlikely, but still possible that a family is not matched to Fareham. If this is the case, there is an alternative use policy being finalised by the Home Office.
15. Another risk may be that the properties could be empty for a prolonged period whilst the allocations process takes place. The Council must pay Council Tax on its stock, regardless of occupancy. No properties will be purchased until the grant funding money has been secured and void costs will be paid for 56 days. Any voids longer than this will require a claim to be made.

Enquiries:

For further information on this report please contact Fleur Allaway, Tel: 01329 824304.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|--|
| Portfolio: | Housing |
| Subject: | Empty Homes Strategy - Adoption |
| Report of: | Director of Housing |
| Corporate Priorities: | Providing Housing Choices |

Purpose:

To seek Executive approval for the adoption of the Empty Homes Strategy.

Executive summary:

The Empty Homes Strategy provides an overview of the amount and type of empty homes in the Borough, together with two objectives relating to the Council's approach to long-term empty properties. The Strategy acknowledges the detrimental issues that can arise from a small number of empty homes and articulates the importance of proportionate and appropriate action in addressing these cases.

On 15 May 2023 the Executive approved that the Draft Empty Homes Strategy be subject to a period of public consultation. That consultation is now complete with the majority of responses positive as to the approach and objectives contained in the draft document.

An Equality Impact Assessment has been undertaken, and the Strategy is now recommended for adoption.

Recommendation:

It is recommended that the Executive agrees that:

- (a) the Empty Homes Strategy, as provided at Appendix A to this report, be adopted; and
- (b) the Director of Housing be authorised to add detail to the Strategy to reflect the adoption date.

Reason:

To provide an up to date and effective strategy for long-term empty homes that is proportionate to the issues that empty homes can present in the Borough.

Cost of proposals:

The costs of utilising the strategy are met within existing operational budgets across multiple service areas at the Council.

Appendices:

A: Empty Homes Strategy

B: Summary of responses from consultation on the Draft Empty Homes Strategy

C: Equalities Impact Assessment

Background papers: NONE

Reference papers: Report to the Executive for Decision: 15 May 2023 (Draft Empty Homes Strategy)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|---------------------------------|
| Date: | 09 October 2023 |
| Subject: | Empty Homes Strategy - Adoption |
| Briefing by: | Director of Housing |
| Portfolio: | Housing |

INTRODUCTION

1. Fareham Borough has a lower number of long-term empty homes than the national average. This is despite the figures being distorted by a number of new retirement living schemes where apartments remain unsold.
2. Regardless of the relatively low number of long-term empty properties, some could provide a home for an individual or family if brought back into use; positively contributing to the provision of homes in the Borough. When left empty, some homes can also be more vulnerable to misuse and/or generate issues for immediate neighbours or the wider community if the property is not appropriately maintained.
3. An Empty Homes Strategy has been produced. The Strategy outlines the extent of the issue in Fareham Borough, provides two overarching objectives, and also explains the need for proportionate and appropriate action.
4. Public consultation on the draft Empty Homes Strategy took place between 03 June and 17 July 2023; responses were predominately positive.

THE EMPTY HOMES STRATEGY

5. The Empty Homes Strategy is included at Appendix A to this report. It incorporates three main sections: -
 - Empty Homes in Fareham
 - The Objectives
 - Proportionate and Appropriate Action
6. The Strategy explains the extent of the issue in Fareham Borough, focusing on those homes that have been vacant for two years or more (which are often those that have the greatest impact to the wider community).
7. Further detail around the empty home figures, including how they compare to national averages, and that the figures are currently distorted by a small number of retirement

living developments, was contained in the report to the Executive on the draft Strategy (May 2023).

8. National comparisons (Action on Empty Homes/DLUHC data) on the number of long-term empty homes by district/borough are generally based on homes vacant for 6 months or more. 2022 data showed that 0.78% of total homes in Fareham Borough were empty for six months or more, compared to a national average of 0.99%. Excluding the new build empty retirement properties would bring the percentage of homes in Fareham Borough vacant for 6 months or more down to 0.52%; nearly half the national average.
9. Privately owned empty homes that have been vacant for 1-2 years make up just 0.1% of homes in the Borough, with those empty for 2 years or more making up a further 0.07%. It is often a small number of these long-term empty, privately owned homes, where concerns from neighbours or the wider community can be focused. This is primarily due to poor (or complete lack of) management and maintenance of the property.

The Objectives

10. The draft Strategy includes two objectives.
11. Objective 1 is to 'encourage owners of empty homes to bring their properties back into use'. This objective focuses on the softer and encouraging tactics that can be (and often are) deployed by officers to try to bring homes into use. This is detailed on pages 8 & 9 of the draft Strategy. Even in instances where the homes cannot be encouraged back into use, retaining positive communication with the owner (or relatives of owners) can help to prevent the property from becoming problematic to neighbours or the wider community.
12. Objective 2 seeks to 'appropriately and proportionately use Council resources to address problematic empty homes'. On pages 11 to 13 of the draft Strategy the various tools available to the Council are articulated, recognising that they often fall to different departments and in turn may have differing determining bodies. These tools are articulated in the Strategy to provide transparency rather than intended to suggest they can and should be used on all cases.

Proportionate and Appropriate Action

13. Pages 14 to 15 of the Strategy introduce the idea of 'proportionate and appropriate' action. Every case of a problematic empty home will be different and have its own nuances. The Strategy provides a framework and understanding of the factors that should be considered before any action is pursued by the Council. This includes legislation, personal circumstances, the extent of harm vs. action (ensuring it is proportionate), and cost.

PUBLIC CONSULTATION ON THE DRAFT STRATEGY

14. Public consultation on the draft Empty Homes Strategy took place from 03 June to 17 July 2023. An online survey was produced to gather feedback from local residents, and to understand if they agreed with the proposed approach contained in the Strategy.
15. 140 responses were received. 94% of respondents agreed with Objective 1, and 86% agreed with Objective 2. The comments received tended to represent a mix of views with some expressing concern that it should not be a Council concern if a property is occupied or not, or that there may be certain circumstances for a property being empty. It is important to highlight that the Strategy is not seeking to forcibly bring all empty

homes back into use.

16. Similarly specific concerns were raised with Objective 2, with three respondents considering it too heavy-handed. The case-by-case approach and having an awareness of personal circumstances (which is specifically mentioned in the Strategy) will ensure that any decisions to act against an empty home will be made following a careful balanced understanding of the nuances of the case, and whether action is appropriate (and proportionate).
17. Further details on the feedback from the public consultation is contained in Appendix B to this report.

DECISION MAKING ON THE USE OF ENFORCEMENT TOOLS

18. Most empty homes cases will be looked at and addressed by officers. In some cases where enforcement tools are being utilised this would be undertaken using delegated or emergency powers, or more formal approval will be required. When necessary, approvals will continue to be sought through the appropriate decision-making body at the Council. As explained on page 14 of the Empty Homes Strategy this might include the Licensing and Regulatory Affairs Committee, Planning Committee, or potentially an Executive decision.

CONCLUSION

19. The Strategy explains the extent of the empty home issue in Fareham Borough, recognising that in a minority of cases long-term empty homes can be a blight and amenity impact to neighbours and/or the wider community. Two Objectives have been identified, giving increased transparency on how the Council will approach empty home cases. This approach will ultimately achieve a balance between the level of the issue and the use of resources across the organisation to tackle it.
20. The draft Empty Homes Strategy was considered by the Housing Scrutiny Panel at their meeting on the 09 February 2023, with an additional table and wording then added at pages 15 & 16 of the Strategy. Public consultation subsequently took place which has raised no significant issues of concern or note that require amendments to be made.
21. An Equalities Impact Assessment (EIA) has also been produced (at Appendix C) raising no issues. The Empty Homes Strategy (Appendix A) is therefore recommended for adoption.

RISK ASSESSMENT

22. There are no significant risk considerations in relation to this report.

Enquiries:

For further information on this report please contact Robyn Lyons (01328 824305)

Empty Homes Strategy

Fareham Borough Council

2023

Pending

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Pending Adoption

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| Objective 1: To encourage owners of empty homes to bring their properties back in to use | 8 |
| Objective 2: To appropriately and proportionately use Council resources to bring problematic empty homes back into use | 10 |
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This strategy was approved by the Council's Executive on
[XXinsert dateXX] 2023

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Pending Adoption

Introduction

This strategy sets out how Fareham Borough Council consider long-term empty homes in the Borough, and where appropriate seek to bring those homes back into use. This supports the corporate objective of Providing Housing Choices and can make a small but important contribution toward housing need. It also recognises that empty homes can be a blight to local communities, and frustrating for nearby residents.

Although the number of empty properties in the Borough is below the national average, there are a small number that can present an ongoing challenge. This Strategy explains the actions that could be considered on problematic long-term empty homes. It also provides information around proportionate and appropriate use of enforcement-based intervention by the Council. Ultimately this Strategy seeks to articulate the Council's approach to empty homes.

Why do properties become empty?

Properties can become empty for several reasons, including but not limited to the following examples:

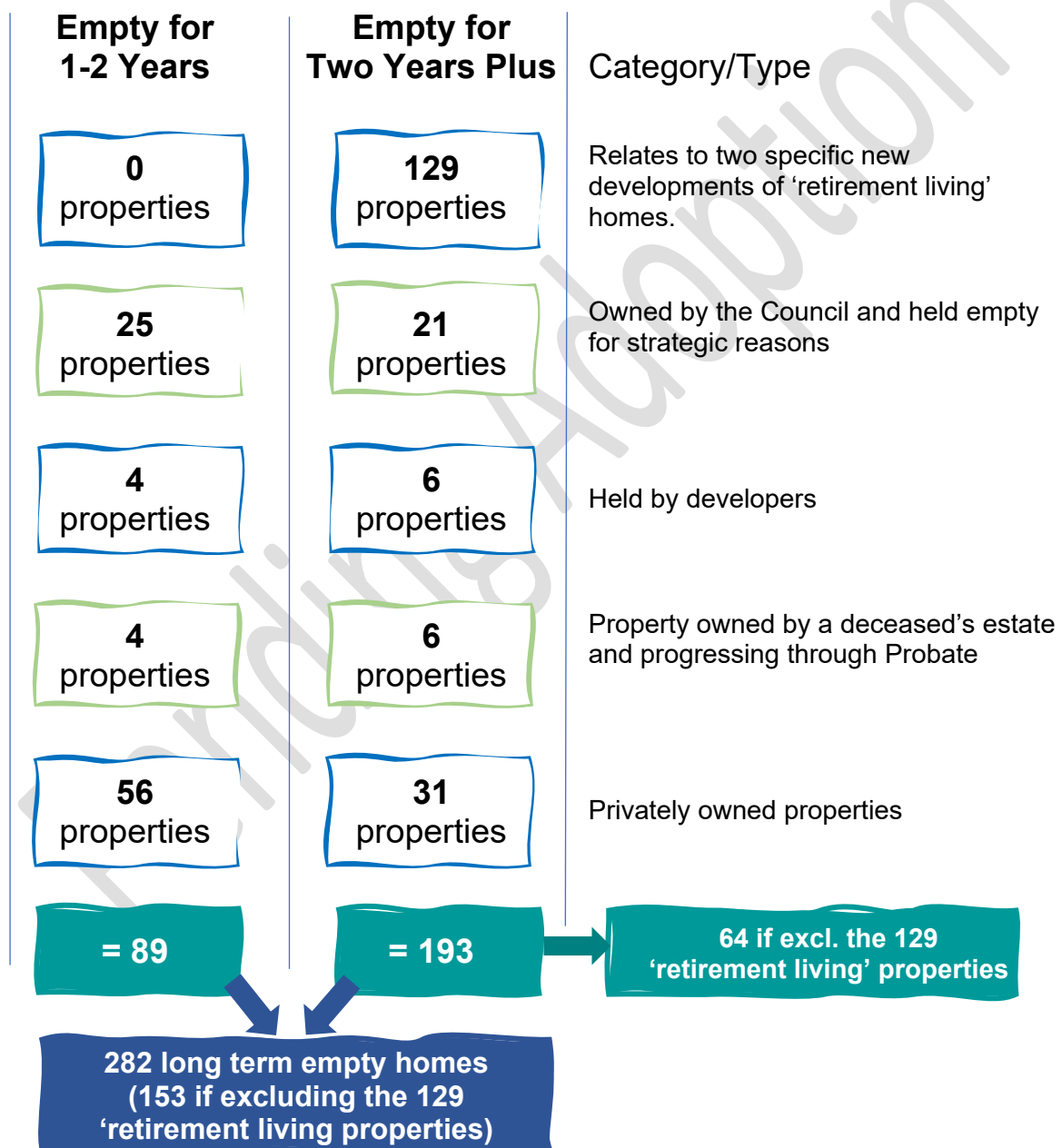
- The normal process of buying, selling, and letting properties
- A property that is unsuitable to rent or sell due to its physical state and that would require renovation beyond the budget of the owner
- When a property has been abandoned by the owner and the owner is untraceable
- Where an owner is in prison
- Where there is an issue of unresolved ownership, often because of the previous owners' death. Resolving ownership can be a lengthy legal process, during which time the property may remain empty
- Due to an ageing population, older owners may need to move into alternative older person accommodation for care or support needs, they may choose not to sell their property or to let it out, which results in the property remaining empty.



Empty Homes in Fareham Borough

There are slightly over 50,000 residential properties in Fareham Borough. As many properties will be empty for a short period of time (typically allowing for property transactions) the challenge and focus for Fareham Borough Council are those properties that have been vacant for a longer period.

Based on Council tax records in winter 2022, 282 properties are recognised as long term empty. 89 have been empty for between one and two years, and 193 have been empty for more than two years.



The number of empty homes in Fareham Borough has been consistently below the national average, and there are no indications of an increasing trend in the Borough.

129
empty
retirement
living homes

The figures for the Borough are currently heavily impacted by the 129 empty retirement living homes which have been vacant for over two years. This is not representative of a trend, and instead reflects a small number of specialist developments delivered during recent years (during the COVID-19 pandemic). Officers will monitor these to ensure the number continues to reduce, which is expected as property sales take place in the years ahead.

Excluding these 129 empty 'retirement living' homes, there are 89 homes which have been empty for between one and two years, and 64 homes which have been empty for more than two years.

Several properties are held empty due to wider redevelopment/regeneration projects. For example, in December 2022 over 20 apartments were empty at Assheton Court; this facilitating the Council's redevelopment project at the site which should commence in 2023.

Of particular concern are the privately owned homes which have been empty for over two years. These homes tend to be those that can visibly or structurally fall into decline and can often be of great concern to neighbours and the wider community.



There will be occasions where a long-term empty home is well kept and where the Council tax (including any applicable premiums) is paid, but where the owner has a particular or personal reason for retaining and keeping their property vacant.

The data for long term empty homes in Fareham Borough suggests there is no significant empty home problem in Fareham Borough. However, empty homes can on occasions present issues of concern, and would be better brought back into use to contribute to housing need in the Borough. Objectives to address the issue that empty homes can present have therefore been identified.

Objectives

The following objectives will apply to tackling long term empty homes in Fareham Borough:

Objective 1
To encourage owners of empty homes to bring their properties back into use

Objective 2
To appropriately and proportionately use Council resources to address problematic empty homes

These objectives are explained further overleaf, including the tools that the Council could use and consider in helping to deliver against these objectives.

| Benefits of bringing empty homes back into use | |
|--|---|
| Community Benefits | Property Owner Benefits |
| <ul style="list-style-type: none"> ▪ Improve the appearance of the neighbourhood ▪ Providing housing for local people in need of a home ▪ Easing the pressure for housing elsewhere ▪ Reducing the risk of squatters, vandalism, and crime | <ul style="list-style-type: none"> ▪ Security against vandalism and squatting ▪ Better condition property (increase in value and reduced future maintenance costs) ▪ A rental income or improved sales potential ▪ Council Tax paid by tenants, not the owner |

Objective 1

To encourage owners of empty homes to bring their properties back into use

The Council's initial aim is to provide help and advice to the owners of empty homes. There is no dedicated Empty Homes Officer at Fareham Borough Council due to the limited extent of the issue. Instead, a multi-department approach will be taken to understand the issues and provide the most appropriate advice and/or encouragement for any individual case.

Engaging with empty property owners and reaching a voluntary solution is always preferred. These types of approaches have less demand on Council resources and can often retain a positive relationship with the property owner.

A multi-department approach

The expertise of different departments to best address the issue

Encouragement Tools

Advice on selling/letting the home

We can encourage the owner to contact a local agent to understand the options available to them.

FareLets

The Council operated private rented scheme can encourage empty home owners to become landlords. It provides a safe, secure option for a private owner to let their property. Giving guaranteed rent with tenants provided by the Council following reference checking.



There are three levels of service offered by FareLets, from a simple tenant find to a full management service. Further information on FareLets is available [here](#) or by calling 01329 824649.

Council Tax

The Council tax chargeable on empty homes will be used to act as a deterrent to property owners leaving a home empty, or in turn an incentive to bring a property back into use.

Since 2013 local authorities can apply an empty homes premium for properties that have been empty for two years or more. Initially this was set at 150% but in 2018 increased to 200%, so in effect requiring owners to pay double the standard Council Tax liability. From 2020 owners of properties empty for five years or more can be charged 300%, and from 2021 400% can be levied for properties empty for ten years or more. The implementation of empty homes premium is at the discretion of the Council's Council Tax department.



Council Tax Premium:

On empty homes premiums can apply to the Council Tax payable

Empty two years or more = 200%

Empty five years or more = 300%

Empty ten years or more = 400%

Communication

Communication with empty owners will be key, building an understanding of the reasons for the empty home and considering the most appropriate suggestions and encouragement for that homeowner. In some cases there will be personal and emotional reasons that apply and officers will be considerate of this.

On many occasions communication with the owner (or relatives of the owner) can bring about improvements to the issues the empty home is presenting. An example being where a property owner is now in a care home and is choosing not to sell or let the property, should vegetation become overgrown and simple visual repairs be required then contact with an appropriate relative can often bring about the necessary works being arranged.

Objective 2

To appropriately and proportionately use Council resources to address problematic empty homes

Where encouragement tactics have failed, or there is an imminent risk to health and safety, the Council could consider more formal action.

These approaches come at a cost to the Council both in terms of direct financial cost and/or risk, but also because they involve significant officer time. As such, any decision to use formal/enforcement action will have to consider whether that action is proportionate and appropriate for the scale of issue the empty home presents.

For instance, a home visibly ill kept and with overgrown vegetation might look unattractive and be a blight to neighbours, but it may not warrant the more extreme of enforcement tools and accompanying expense to the Council. This is explained further under 'Proportionate and Appropriate Action' on pages 14 to 16 of this Strategy.

In all cases the ability to take enforcement action can depend on whether the owner of the empty home is traceable. Unfortunately, if an owner of a property cannot be ascertained and/or cannot be traced, then this can add complexity and ultimately hinder the options available to the Council.

Untraceable Owners:

Present an additional challenge and can reduce the options available to the Council

Many of the enforcement tools available to the Council (explained in the following pages) will not forcibly bring the property back into use. Instead, they will deal with issues the empty home might be creating.

Enforcement Tools

Community Protection Notices (CPN)

Under the Crime and Policing Act 2014 (Part 4), in certain circumstances Environmental Health can issue a Community Protection Notice (CPN). These are designed to stop a person (including an absent property owner) from continuing with conduct which has a detrimental effect and unacceptably affects victims and the community. In circumstances where it can apply a notice can be served to require buildings to be put into an acceptable state, in terms of appearance. For a CPN to be issued there must be reasonable grounds that the conduct of the individual is having a detrimental impact on the quality of life of those in the locality, and that it is unreasonable, and the conduct is persistent or continuing in nature.

Typically led by: Environmental Health

Section 215 of the Planning Act 1990

These powers can and do get used by the Council to enforce the tidying up of land or buildings where they are causing a detrimental impact to the surrounding area, and the issue is clearly not short term in nature. Although a Section 215 Notice does not in itself bring an empty home back into use, it can address the blight to a wider area that the empty home is causing. It can also spur some owners into more positive action around returning the home to use.

Notices issued under Section 215 of the Town and Country Planning Act will specify the steps that the recipient must take to comply with the Notice and the timescale for doing so. These steps can for example include removing vegetation, repairing different parts of a building, or requiring a building to be repainted or re-rendered. If the recipient of the Section 215 Notice does not carry out the steps specified in the Notice, the Council can pursue legal proceedings through the Magistrates Court.

Typically led by: Development Management (Planning)

Example



Before and after clearance works secured via a Section 215 Notice in the Borough. In this case the Council took direct action to ensure the Notice was complied with. A legal charge for the costs of these works was then attached to the property

Local Government (Miscellaneous Provisions) Act 1982

Where buildings are unoccupied and not effectively secured against unauthorised entry or become a danger to the public, Environmental Health can undertake works to prevent unauthorised entry for the purpose of preventing the property becoming a danger to public health. For example, this could include boarding up the property.

Typically led by: Environmental Health

Environmental Protection Act 1990

Under Section 80 of this Act the Council can take action to stop a premises causing a Statutory Nuisance to another property. Certain conditions need to be met but an example could be where water ingress from an empty home is affecting a neighbour.

Typically led by: Environmental Health

Building control – unsafe structures

The Building Act 1984 includes provisions relating to buildings and structures that have become dangerous. In more extreme cases this can be where there is a imminent risk of collapse, in other cases it can be where a structure presents a hazard such as a loose roof tile or leaning garden wall. Upon notification the dangerous element would be inspected by a Building Control surveyor and depending on the nature and severity, Building Control could either: -

- 1) Require the owner of the property to make safe any immediate dangerous parts of the structure or if the owner cannot undertake this work, carry out the necessary work and recharge the owner or their insurance company; or
- 2) Where the structure is assessed as being potentially dangerous, issue a formal notice requiring the necessary remedial works to be carried out within a stipulated timescale. In the event that action is not taken by the owner then a Court Order can be sought, in which case the Council may undertake the work and recover the cost from the property owner, either directly or through a charge being placed against the property.

Typically led by: Building Control

Empty Dwelling Management Orders (EDMO)

An EDMO can be made where a property has been empty for six months or more and is a nuisance to the locality. The Council can take over management of the property for up to seven years, carrying out work required before letting.

EDMOs are typically resource heavy, involving a considerable administrative burden when compared to other options. An EDMO is open to appeal at any stage and many properties would be exempt (for example where the owner is temporarily residing elsewhere, or where the owner is giving/receiving care). There is also the difficulty in recovering the costs of renovation within the seven-year period allowed by the order.

Any decision to use an EDMO would have to have regard to the factors above to ensure it is a viable and appropriate option for the Council. Ultimately an EDMO does not change ownership of the property so at the end of the seven years it would return to the same ownership of who left it vacant and neglected in the first instance.

Typically led by: Fareham Housing

Enforced Sale

The Law and Property Act 1925 allows local authorities to recover debts owed to them where they have been registered as charges on the property. Where owners fail to pay debts relating to work in default carried out in respect of the Prevention of Damage by Pests Act 1949, Housing Act 2004 and Building Act 1980, the Council can be granted the power to sell by service of relevant notices and verification by the Land Registry. In these instances, the debt takes priority charge, even over an existing mortgage.

Typically led by: Dependant on where the debt lies

Compulsory Purchase Orders (CPO)

Where the Council can make a compelling case in the interest of the public for a home to be compulsory purchased, and where other methods of returning the home to use have been tried and failed, a CPO provides the final sanction to facilitate the renovation and reoccupation of the most problematic of empty homes.

There are various requirements on the Council that would apply if it were to pursue a CPO, this includes showing a clear intended use of the home and that there are the resources to follow through with the process. Owners of compulsory purchased homes may be entitled to compensation for the loss at a level equivalent to the open market value and may be entitled to additional compensation. The Council would also then incur the cost for works to the property to bring it to a lettable/marketable state.

Typically led by: Likely to be multi-department led

Proportionate & Appropriate Action

Each case of a long-term empty property brought to the Council's attention will be assessed by officers and treated on its individual merits.

Encouragement tools (as identified under Objective 1) will be used in the first instance. If these do not bring about success then an assessment will be made on whether further enforcement tools are justified, proportionate and appropriate. This will be a balance taking account the impact the empty home is having, and the costs/risks and merits in progressing any form of enforcement action.



Case by Case

Every case will differ and have its own nuances. The justification and any decisions to act will be made on a case-by-case basis by the relevant determining body at the Council.

Various departments will potentially be involved in any decision to act in relation to an empty home. For more extreme enforcement/interventions the appropriate regulatory and decision-making bodies would be involved. This might include one or more of the following: -

- Licensing & Regulatory Affairs Committee
- Planning Committee
- Executive (Executive meeting or individual Executive decision)

Proportionate and Appropriate – Things to consider

The following factors provide an indication of what will be considered before more formal action (as identified under Objective 2) would be progressed by the Council in relation to an empty property.

Legislation: Is it justified & appropriate?

The ability and appropriateness to progress enforcement action will firstly be governed by the relevant legislation and whether there is justification for formal action to be taken. Officers in the respective departments have good awareness and knowledge of the legislation and will seek further legal advice when required.

Personal Circumstances: Is it justified & appropriate?

On some occasions the personal circumstances of the individual homeowner will need to be considered. More heavy-handed interventions and enforcement action may be less appropriate if there are emotional or health issues to be considered in the case. This with awareness of the distress that could be caused to the homeowner and balancing that against the impact the empty home is having. It may also be a factor considered by a judge should the case result in court action.

Harm vs. Action: Is it proportionate?

A key balance will be whether the proposed action is proportionate to the harm being caused by the empty property. The extent of harm will therefore need to be considered. This might take account of: -

- How many other people are detrimentally affected?
- How bad an impact is it having on others?
- What is the visual appearance of the empty home?
- Is that visual appearance visible from the public domain and to what extent?
- Are there any true safety risks, if so to whom and what extreme?
- What would a 'do nothing' approach result in?

| Sliding Scale of concern | Low | Med | High |
|--|---|--|--|
| Length of time empty | Less than 2 years | 2-10 years | 10+ |
| Impact on others | Impact largely limited to a small number of immediate neighbours & impact minimal | Impact extended to a larger group, e.g., cul-de-sac, or where property is adjoining others | Impact to other individuals is significant, directly causing detrimental impact to other properties/persons. |
| Visual Appearance (building) | Visually unattractive but no structural concerns | Visually unattractive with some failure | Significant disrepair causing damage to property |
| Visual Appearance (wider site/vegetation) | Visibly overgrown but contained to rear of property | Visibly overgrown and visible from public domain | Visibly overgrown, impacting on neighbours and having wider visual amenity impact |
| Visual Impact | Local residential road | Feeder road within residential area | Main through route in borough and prominent from streetscene |
| Significant disrepair affecting neighbours or others | Some disrepair | Structural issues contained within property | Structural/disrepair issues proven to affect neighbours |
| Misuse of property (including squatters, fly tipping, etc.) | Potential for misuse of property | Some evidence of misuse or ASB | Regular recurrent misuse or ASB incidents, or where associated safety issues will arise |

Objective 1 of the Strategy (working with owners to address issues) will typically be applied when the empty home has generated issues predominately at the low end of the sliding scale (as articulated on the table at page 15). Empty home cases where several high impact issues apply are more likely to involve the Council considering or applying direct action or intervention using one or more of the 'tools' identified under Objective 2 of the Strategy.

As indicated on page 14, cases will be considered on an individual basis. Even when it is deemed that the harm is significant, the most proportionate action would be considered depending on the particulars of the case.

Cost: Is it justified & appropriate?

Costs also need to be considered. Any action taken by the Council (even encouragement tools set out in Objective 1) will incur a cost. The more direct enforcement actions outlined in Objective 2 will incur more significant costs, with Compulsory Purchase typically being the costliest.

Costs considerations: -

- Officer time in dealing with a case
- Cost of any legal advice or input
- Cost of any external tracing services
- Actual expenditure associated with more direct/enforcement tools being utilised
- Likelihood of receiving monies/costs back

Tracing the untraceable

On some occasions there will be no registered owner of a property, or a registered owner who is untraceable. This presents additional challenges and costs to progressing more direct intervention in an empty property case. When these issues arise, it will have to be weighed up against other factors such as the extent of harm caused.

Concluding Summary

- The quantity of long-term empty homes in Fareham Borough remains relatively low
- The majority are empty for understandable or logical reasons
- The majority do not cause any significant issues to neighbours or the wider community
- There are a small minority of empty homes cases where there is no understandable or logical reason for the property to be empty
- Some empty homes could provide a home for an individual or family (helping toward housing need)
- There are a very small number of empty properties that present a blight to the wider area or detrimental issues for immediate neighbours
- There are various 'tools' available to the Council to address problematic cases
- 'Encouragement tools' look to work with owners to bring a home into use or encourage the occupation of the home through Council Tax premiums payable
- 'Enforcement tools' are potentially available through various legislation, managed by various departments, and overseen by various decision-making bodies at the Council
- Any action against a long-term empty home will be considered on a case-by-case basis
- Any action should be proportionate and appropriate
- Any decisions to take action should acknowledge the cost of action and whether it is a prudent and appropriate use of Council resources

Contact Details

If you have any queries about a property you believe to be long term empty in Fareham Borough, then you can contact the Council at:

Email: emptyhomes@fareham.gov.uk

Telephone: (01329) 263100

Please note that email is the preferred method of communication as this will then allow Officers to understand what communication or involvement the Council may have already had about a particular property. As this can often involve multiple Council departments, we are likely to need to investigate this further before being able to provide an initial response.

Pending Adoption

APPENDIX B – SUMMARY OF CONSULTATION RESPONSE

Public consultation on the draft Empty Homes Strategy began on the 03 June and closed on 17 July 2023 (a period of 6 weeks). An online survey was used to gather feedback from local residents.

The following summarises the feedback received, based on the questions in the online survey.

Do you agree with Objective one?

- 94% answered yes
- 6% responded no

Is this the right approach to address Objective one?

- 86% answered yes
- 9% said no
- 4% responded that they don't know

Q3: If not, please tell us why

| Key themes: | Comments: |
|---|-----------|
| Why is it a concern of a Council why a property is occupied or not and who lives there? | 3 |
| It's not fair to charge excess council tax when owners aren't using services. | 3 |
| What about special circumstances where the property has been left unoccupied? | 2 |

Do you have any further ideas or comments that could support objective one?

| Key themes: | Comments: |
|--|-----------|
| There needs to be flexibility through open dialogue and communication. There must be options for special circumstances for individual cases. | 8 |
| Owners should also be responsible for keeping the surroundings in good order. | 5 |

Q5: Do you agree with Objective two?

- 92% responded yes
- 8% said no

Q6: If not, please tell us why

| Key themes: | Comments: |
|--|-----------|
| A heavy-handed approach | 3 |
| Owners should have the right to keep their property unoccupied so long as they maintain its state. | 1 |
| Fails to understand the reasons for a property being empty. | 1 |

Q7: Is this the right approach to address objective two?

- 76% said yes
- 14% responded no
- 11% answered don't know

Q8: Do you have any further ideas or comments that could support objective two?

| Key themes: | Comments: |
|--|------------------|
| Homes that pose a risk to others or are an eyesore or environmental hazard need to be dealt with. | 5 |
| Any costs must be re-reimbursed to the Council as the pressure on their funds. | 3 |
| Each case should have a cost / benefit analysis of actions to be taken. | 3 |
| Obviously, this is a last resort however all options in Objective One need to be exhausted before proceeding to Objective Two. | 2 |

Q9: To what extent do you agree that this strategy reflects the needs of the Borough?

- 81% responded positively with either 'agreed or strongly agreed'.
- 9% of respondents 'neither agreed nor disagreed'.
- 9% stated they either 'disagreed or strongly disagreed'.

Q10: Overall, was the strategy clear and easy to understand?

- 93% responded yes
- 4% answered don't know
- 3% stated no

Q11: Do you have any further comments to make on the Empty Homes Strategy?

| Key themes: | Comments: |
|--|------------------|
| The current incidence of empty properties in the borough raises the question as to whether it requires this amount of council expense. | 7 |
| The objectives and approach seem worthy/reasonable/fair. | 6 |
| Make options available to manage each circumstance differently | 3 |

Equality Impact Assessment

| | | | |
|--|---|------|------------|
| Name | Eden Singh | Date | 02/03/2023 |
| Job title | Policy, Research and Engagement Support Officer | | |
| What are you thinking of changing or implementing? | | | |
| <p>The Council is updating its Empty Homes Strategy. The strategy sets out the Council's approach to long-term empty homes in the Borough and the tools it will consider using to tackle the ongoing challenges.</p> <p>Whilst the data suggests there is no significant empty home problem in Fareham Borough, we recognise that long-term empty properties can disrupt local communities and nearby residents.</p> | | | |
| What is the expected or anticipated impact of this change? | | | |
| <p>As part of the corporate objective of Providing Housing Choices, the Empty Homes Strategy will make a contribution toward housing need.</p> <p>The strategy recognises that the number of empty properties in the Borough is below the national average, but there remain a small number of challenging properties.</p> <p>The Empty Homes Strategy aims to bring long-term empty homes back into use. It establishes two objectives:</p> <ol style="list-style-type: none">1. To encourage owners of empty homes to bring their properties back into use2. To appropriately and proportionately use Council resources to address problematic empty homes <p>The strategy sets out the appropriate approaches the Council could consider in helping to help meet the objectives.</p> <p>Encouragement tools:</p> <ul style="list-style-type: none">○ Advice on selling/letting the home○ Farelets: a rented scheme to encourage homeowners to become landlords○ Council Tax premium (exemptions may apply)○ Communication <p>Enforcement tools and more formal legal action, for example:</p> <ul style="list-style-type: none">○ Enforced Sale○ Empty Dwelling Management Orders (EDMO) | | | |
| Protected characteristic: Age (including children and young people) | | | |
| Points to consider: | | | |

- How have you considered the potential impact on people with this protected characteristic?
- What, if any, is the expected impact on people with this protected characteristic?
- What steps or action is planned to mitigate any negative impact?

The Empty Homes Strategy will apply across all age groups. However, it will have a positive impact on young people who may have difficulty renting or buying in the private sector. By potentially increasing supply and property types it will help young people access the property market.

It will also have a positive impact on older owners who have moved into alternative accommodation for care or support needs without making adequate arrangements to their existing home. This strategy will help provide advice and information on the options available.

Protected characteristic: Disability (including physical and those with mental health conditions)

Points to consider:

- How have you considered the potential impact on people with this protected characteristic?
- What, if any, is the expected impact on people with this protected characteristic?
- What steps or action is planned to mitigate any negative impact?

The Empty Homes Strategy may have a positive impact to those with a disability or whose health has deteriorated causing them to move into alternative accommodation. Consideration for personal circumstance will be taken to ensure appropriate action when exploring available options for the empty property.

Protected characteristic: Gender reassignment

Points to consider:

- How have you considered the potential impact on people with this protected characteristic?
- What, if any, is the expected impact on people with this protected characteristic?
- What steps or action is planned to mitigate any negative impact?

No impact identified.

Protected characteristic: Marriage and civil partnership

Points to consider:

- How have you considered the potential impact on people with this protected characteristic?
- What, if any, is the expected impact on people with this protected characteristic?
- What steps or action is planned to mitigate any negative impact?

The Empty Homes strategy is inclusive to all people regardless of their marital status. However, it may have a positive impact as properties can often be left empty due to marital and relationship breakdowns. Support and advice will be available the people involved to help sell or bring the property back into use.

| |
|---|
| |
| <p>Protected characteristic: Pregnancy and maternity</p> <p>Points to consider:</p> <ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? |
| No impact identified. |
| <p>Protected characteristic: Race</p> <p>Points to consider:</p> <ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? |
| No impact identified. |
| <p>Protected characteristic: Religion or belief</p> <p>Points to consider:</p> <ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? |
| No impact identified. |
| <p>Protected characteristic: Sex</p> <p>Points to consider:</p> <ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? |
| No impact identified. |
| <p>Protected characteristic: Sexual orientation</p> <p>Points to consider:</p> <ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? |
| No impact identified. |

No barriers identified, therefore policy can proceed – Yes

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|--|
| Portfolio: | Housing |
| Subject: | Renewal of the contract for the Housing Department Software |
| Report of: | Director of Housing |
| Corporate Priorities: | Providing Housing Choices |

Purpose:

To seek Executive approval for the renewal of the Housing Department's software system contract.

Executive summary:

This report provides the Executive with information on the renewal of the software contract for the Housing Department.

There are currently three contracts covering the system used for Housing. However, these are all with the same supplier and cover different housing function modules.

It is proposed to bring all three contracts into one. The Executive is invited to comment on the details given in this report and requested to approve the principle of renewing the contract.

Recommendations:

It is recommended that the Executive agrees that:

- (a) the contract for providing the software for the Housing Department is renewed; and
- (b) delegated authority be given to the Director of Housing, following consultation with the Executive Member for Housing, to enter into the contract.

Reason:

To ensure continued efficient, holistic and customer centric software is used, and in order to continue to provide an ongoing service to Fareham Housing residents.

Cost of proposals:

The costs of the contract renewal are detailed in confidential Appendix A. The Council's Finance Business Partner for Housing is satisfied that these costs can continue to be met through the HRA Revenue Budget.

Appendices: **A:** Confidential Appendix A – Contract Costs*

* By virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 – information relating to the financial or business affairs of any particular person and category 7A (information which is subject to an obligation of confidentiality) of Schedule 12A Local Government Act 1972 and the Council's Access to Information Procedure Rules.

* It is not in the public interest to publish this information as it would harm the Council's ability to conduct future procurement activity in accordance with national procurement legislation and to achieve best value in the consideration of tenders. If cost indicators were disclosed any future tender exercises could be adversely affected, potentially resulting in the submission of unaffordable or undeliverable bids and remove the necessary element of market competition that drives best value principles. To ensure cybersecurity principles are followed, the supplier has not been disclosed in the main report.

Background papers: None.

Reference papers: Report to the Executive Member for Housing for Decision – 02 December 2019

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BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|---|
| Date: | 09 October 2023 |
| Subject: | Renewal of the Contract for the Housing Department Software |
| Briefing by: | Director of Housing |
| Portfolio: | Housing |

INTRODUCTION

1. In June 2019, following a comprehensive tender, a new asset management system was procured to manage the Council's housing stock.
2. At the 2 December 2019, by individual Executive Member for Housing decision, the procurement of new software for the Housing Department was approved. This system replaced the previous outdated and disconnected processes.
3. As part of this, a separate contract was signed for an enhanced Responsive Repairs module. This module was not available on the G-Cloud, the route used to purchase the main system, hence a separate contract at that time.
4. All three contracts are with the same supplier and are coming to an end. It is intended that these are rolled into a single contract. This report details the use of the software and the steps made to ensure it remains the most appropriate system for the department.

PRODUCT & IMPLEMENTATION OVERVIEW

5. This software has provided the Housing Department with a holistic approach to the customer's journey. The different teams within the Department will see a resident at various stages of their housing journey; from making a housing application to being found a home and on to requesting a repair within it. This journey may involve the Housing Options, Temporary Accommodation, Neighbourhood and Sheltered Housing Officers, Planned Maintenance and Responsive Repairs teams. Therefore, it is essential that officers are able to work together, both in and out of the system.
6. The application has enabled the different teams to be able to view information in a joined-up approach. Officers only have authorisation to view or change data that is relevant to their role; the highly configurable permissions setting was a key factor in choosing this product.

7. The implementation journey has presented us with valuable opportunities for growth and learning as we addressed various challenges along the way. We found that this new way of working was daunting for some; however, through support and training we overcame this. Success has only been achieved through understanding our processes and the ability to reflect this in the system. There have been some changes to ways of working, but this has been in tangent with the team reflecting on current procedures.
8. The new system has allowed processes to be clearly configured and relevant information accessible to wider staff (rather than the previous approach with various individual systems that don't align or were not accessible to wider teams). In many areas it has saved staff time, such as having quick easy access to information the customer requires or allowing officers to record safety/welfare checks straight into the system.

THE CONTRACTS

9. The software has various modules to capture the data and processes for each team. These consist of contacts (tenants, applicants, and contractors), assets, rents and arrears, ASBs, the housing register, allocations, repairs and asset management. Each of these elements overlap for the teams, for example, all officers can see information on assets applicable to their permissions.
10. There are currently three contracts for the software, all with the same supplier. This is because various elements were procured separately. Initially, the asset management software was purchased in June 2019 by the Planned Maintenance Team to facilitate asset surveys and ongoing maintenance.
11. Following this, in December 2019 the Executive Member for Housing approved the purchase of the main software for the department. The Government's online marketplace, the G-Cloud, was used in tandem with a detailed specification to identify the best software solution. The supplier selected provided both a competitive rate and was the best fit for the needs of the department.
12. It was identified that there was an enhanced Responsive Repairs module that would further optimise the software. However, this module was not available on the G-Cloud. Purchase was made through the standard procurement route and the contract also signed in December 2019. This was included in the report for the December 2019 individual Executive Member for Housing decision.
13. As the contracts are coming to an end, it is the perfect opportunity to combine into one. This will support simpler contract management and merge the licence fees into one payment. The costs of the contract are outlined in the confidential Appendix A and the principles are understood by both parties. The Council's Legal team are currently refining the details of the document.

BENCHMARKING

14. The Council has a responsibility to ensure best value when purchasing a product. To ensure that renewing this contract meets this duty, a benchmarking exercise was undertaken with the Financial Services Procurement Manager.
15. It was found that changing the supplier to another system would have significant adverse operational effects. Migration, implementation, and training would have to start afresh. This would directly impact ICT, Procurement, Legal and the Housing

teams, as well as potentially impacting service delivery to customers

16. There were no additional savings when comparing annual fees against other competitors. Additionally, a move to another supplier would incur up front mobilisation costs. Most importantly, the other suppliers do not provide the whole package of services that are part of the existing contracts. Additional work would be required to replace these areas.
17. The benchmarking exercise clearly found that remaining with the current supplier was the most cost-effective solution. There would not need to be any further implementation that would result in officer time lost, and the software would continue to offer the most comprehensive solution.

RISKS

18. Many of the usual and identifiable risks presented in this type of project have been negated through detailed project management and the Council's procurement process.

CONCLUSION

19. The new contract for the Housing Department's software will continue to provide best value. Officers will not be disrupted by changes to a new system, the contract will be easier to manage, and the benchmarking exercise has proved that it is the best value solution. Members are invited to agree the renewal of the contract and delegated authority be given to the Director of Housing after consultation with the Executive Member for Housing to enter into the contract.

Enquiries:

For further information on this report please contact Fleur Allaway, Tel: 01329 824304

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|--|
| Portfolio: | Housing |
| Subject: | Town centre property acquisition for affordable housing provision |
| Report of: | Director of Housing |
| Corporate Priorities: | Providing Housing Choices |

Purpose:

To enable a bid to be concluded for the acquisition of a town centre property, which will assist the Council in meeting its affordable housing need.

Executive summary:

An opportunity has arisen for the Council (in its role as housing provider) to seek to acquire the freehold of a property in Fareham town centre. The site is well located and suited to provide a redevelopment opportunity, providing much needed affordable homes (most likely for the purposes of temporary and emergency accommodation).

The redevelopment of the site will also provide regeneration benefits to the town centre.

The opportunity to provide temporary and emergency accommodation will provide a better housing solution for customers in a more cost-effective manner.

Recommendation

It is recommended that the Executive:

- (a) agrees, in principle, that the Council seeks to acquire the property, as set out in the Confidential Appendix to this report; and
- (b) delegates authority to the Director of Housing, following consultation with the Executive Member for Housing, to agree the final acquisition cost and terms of purchase, subject to the purchase being within affordable levels.

Reason:

To enable the Council to proceed with a formal offer to acquire a town centre property, to help fulfil its housing duties.

Cost of proposals:

The acquisition costs, together with indicative sources of funding, are explained in Confidential Appendix A to this report.

Appendices: **A:** Confidential Appendix*

* Commercially exempt from publication

It is not in the public interest to publish this information as revealing the budget values would harm the Council's ability to achieve best value in negotiating a favourable price for the purchase of the property. Disclosure of any details prior to any exchange of contracts may result in a weak negotiating position for the Council and potentially jeopardise the successful completion of the transaction.

Background papers: None

Reference papers: Homelessness and Rough Sleeping Strategy

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|---|
| Date: | 09 October 2023 |
| Subject: | Town centre property acquisition for affordable housing provision |
| Briefing by: | Director of Housing |
| Portfolio: | Housing |

INTRODUCTION

1. The Council has faced a consistently high level of demand for temporary and emergency accommodation in recent years. This has resulted in unprecedented levels of expenditure on B&B and emergency accommodation, often in placements outside of the Borough, with costs in the current financial year in the region of £150,000 per month to date.
2. A key action in the Council's Homelessness and Rough Sleeping Strategy is to increase the number of self-contained units available to households requiring emergency and temporary accommodation. More accommodation in the Borough for this purpose will be better for customers and also avoid some of the cost currently incurred by the Council for B&B use.

TOWN CENTRE PROPERTY OPPORTUNITY

3. The town centre property subject of this proposed acquisition is centrally located within Fareham. It is within easy walking distance of shops, amenities, local service providers, and public transport. Currently in private ownership, the owner is looking to dispose of the freehold of the property.
4. At this stage Officers do not consider that a conversion of the existing buildings would be appropriate. Instead, a comprehensive redevelopment to include retail frontage at the ground floor and circa 20-25 residential units to the rear/above is considered the most appropriate and viable approach. Subject to planning consent, a redevelopment could provide a positive impact to the public realm and design quality in this location and contribute to the regeneration of the town centre.
5. A redevelopment at this site is well suited for affordable homes, most likely for emergency/temporary accommodation. The property is a short walk from 92 Gordon Road which is currently in use for emergency housing. This proximity could allow cost effective management between the sites.

FINANCIAL & OTHER CONSIDERATIONS

6. Solutions need to be found to the ongoing need and cost for emergency and temporary accommodation. As well as being costly B&B use often doesn't best serve the customer. Many placements are out of the Borough and/or do not include proper cooking or laundry facilities. The acquisition and redevelopment of this site will support providing housing choices in line with the Corporate Strategy and allow for a purpose-built design that best serves need.
7. The costs associated with the potential acquisition of the site are outlined in Confidential Appendix A. It is considered that the acquisition can be achieved at an affordable level, whilst taking account of demolition and redevelopment costs.
8. This report focuses on the acquisition of the property. Should the property be subsequently purchased by the Council then redevelopment plans for the site will be developed and submitted to the Council in its role as Local Planning Authority. A report will also separately be brought to the Executive concerning the funding mechanisms to support the redevelopment of the site for housing purposes.
9. Normally Homes England Grant would not be available for acquisitions/developments that provide for emergency/temporary housing. However, Officers will have further discussion with Homes England on this matter and maximise any grant opportunity should it be available.

NEXT STEPS

10. Officers will liaise with the owner of the site with a view of reaching an acceptable resolution and terms of sale, and thereafter completion.
11. Officers from Housing, the Council's Asset Management Team, and the Finance Business Partner for Housing, will continue to be involved to ensure the intentions for the site can be achieved within affordable levels.

CONCLUSION

12. The Council has and continues to experience a high demand for emergency and temporary accommodation. The redevelopment of this site by Fareham Housing is an opportunity to provide a more suitable alternative to B&B use. This will benefit customers in need of a housing solution, and reduce the on-going costs incurred by the Council.
13. The Executive is asked to agree the principle of seeking the acquisition of this site, and delegate authority to Officers to conclude the purchase, subject to the Council's offer being acceptable to the vendor.

Enquiries:

For further information on this report please contact Robyn Lyons (Director of Housing) on 01329 824305

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision
09 October 2023

| | |
|------------------------------|---------------------------------------|
| Portfolio: | Housing |
| Subject: | Affordable Housing at Welborne |
| Report of: | Director of Housing |
| Corporate Priorities: | Providing Housing Choices |

Purpose:
 To agree that the Council undertake further investigation and feasibility work in relation to a potential role in the ownership and management of the affordable homes at Welborne. To ensure that funding is in place to seek appropriate independent external advice to ensure that the benefits, negatives, potential models/mechanisms, and risks are understood and explored prior to considering entering into any form of agreement.

Executive summary:
 Welborne Garden village will deliver 6,000 new homes. In accordance with the S106 for the outline planning approval, a minimum of 600 homes will be affordable (a mix of Affordable Rent and Shared Ownership), with the potential for a total of 1,800 affordable homes (subject to viability).

Building work for the first tranche of homes at Welborne is expected to start in this financial year (subject to reserved matter planning consent). Welborne Land Limited are seeking an appropriate body to have an ownership stake in, and undertake the management of, the affordable homes at the site.

Having a role in the affordable homes at Welborne could deliver many benefits for the Council and the wider community, further cementing the Council’s positive involvement in Welborne and the Council as the principal provider of affordable homes in the Borough.

If taken forward, any arrangement would require significant Council borrowing to provide the funding required for the purchase of the affordable homes. Different models need to be considered, this might include a Joint Venture or purchase of Welborne stock through the Housing Revenue Account (as examples).

It is proposed that the principle of the Council’s involvement in the affordable housing provision at Welborne be explored further, and that appropriate expert housing, legal, and financial advice be sought.

Should a viable and acceptable approach be deemed appropriate by Officers then a further report to the Executive would be expected in Spring 2024.

Recommendation:

It is recommended that the Executive agrees:

- (a) the principle of further investigation and due diligence on the potential for Fareham Borough Council to be involved in the ownership and management of the affordable housing at Welborne Garden Village; and
- (b) that a maximum figure of £100,000 (to include officer time) be made available from the Welborne Capacity Fund to seek appropriate advice to enable due diligence on all matters, with the appointment of relevant parties to provide advice delegated to the Director of Housing.

Reason:

To support the Corporate Priority of providing Housing Choices.

Cost of proposals:

The costs of seeking external advice can be met through existing Welborne Capacity Funding, thereby incurring no further budgetary costs.

Appendices: None

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|--------------------------------|
| Date: | 09 October 2023 |
| Subject: | Affordable Housing at Welborne |
| Briefing by: | Director of Housing |
| Portfolio: | Housing |

INTRODUCTION

1. The outline planning consent for 6,000 new homes at Welborne was granted permission in 2021. Ground and enabling works are underway and three reserved matter applications for the first phase of new homes have now been submitted to the Council in its role as Local Planning Authority.
2. Fareham Housing have been involved in discussions on Welborne for many years, ensuring that an appropriate mix of type and size of affordable homes is provided and that the clauses in the s106 appropriately reflect how the affordable homes should be delivered, secured, and allocated.
3. As a minimum 600 new affordable homes should be provided at Welborne, with the potential for this to rise to 1,800 (subject to viability). The delivery of these homes will be phased over time as individual parcels of the site are developed.
4. Fareham Housing (Fareham Borough Council's housing department) own and manage over 2,400 affordable homes across Fareham Borough. This includes a mix of general purpose and sheltered housing homes. Fareham Housing also manage leaseholders and have a small number of Shared Ownership properties.

POTENTIAL INVOLVEMENT IN AFFORDABLE HOUSING AT WELBORNE

5. Welborne Land Ltd. have approached the Council (in its role as an affordable housing provider) to discuss the potential for the Council to be involved in the ownership and management of the affordable housing at Welborne Garden Village. Their proposed model currently being a Joint Venture between Welborne Land Ltd. and the Council.
6. There are potential benefits for the Council to be involved in the provision of the affordable homes at Welborne. This includes (a) cementing the Council's long-term stake in Welborne Garden Village; (b) increased control in the stewardship of the affordable properties and neighbourhoods at Welborne; (c) landlord stability for the affordable housing occupants; and (d) long term nomination rights to the Affordable Rent properties (i.e., not just initial lets).

7. The s106 on the Welborne outline planning consent sets out various requirements pertaining to the affordable homes at Welborne. This includes (amongst various requirements) that the affordable housing will be owned/managed by a Registered Provider, and that the Council have initial nomination rights to the Affordable Rent properties. This ensures the affordable homes are subject to national regulation, and that households from the Council's Housing Register will benefit from the Affordable Rent homes at Welborne regardless of whether the Council (as a Local Authority Provider) or another Registered Provider own and manage the properties.
8. For Welborne Land Ltd, Fareham Housing/Fareham Borough Council could offer an affordable housing provider with long-term stability, and housing management focused on the Fareham area alone.
9. Alongside the potential benefits there are many practical issues and risks to be considered. Any mechanism for the Council to have a part in the ownership and management of the affordable homes at Welborne will require substantial capital expenditure, with associated borrowing.
10. The day-to-day management of the homes would likely sit with the Council, but if through a JV approach, the targets (for example for repairs and periods properties would be void between tenancies) will not be set by the Council alone. This could lead to separate KPIs and management approaches for the Council stock vs. the JV stock.
11. The legal framework needed for any potential mechanism, and costs associated with setting up a JV, would also need to be considered.

EXTERNAL ADVICE

12. External expert advice is required to ensure the Council undertake due diligence to understand and evaluate more fully: -
 - a) the different models/mechanisms that might be available for the Council to have an involvement in the affordable housing provision at Welborne. For example, this might include a Joint Venture (including alternative JV structures), or purchase and provision via the Council's Housing Revenue Account.
 - b) whether the options are financially feasible and appropriate for the Council. This to include potential capital cost, borrowing options, potential financial impacts, longer term financial sustainability and risks, and any tax implications.
 - c) operational considerations. For example, to what extent different models/mechanisms might give rise to additional burdens (administrative and practical), such as different KPIs for the wider Fareham Housing stock vs. the affordable homes at Welborne, or staffing resource (from operatives through to senior management).
 - d) the risks and opportunities that pertain to the different potential mechanisms and options, and to what extent any risks can or cannot be mitigated.
13. The above is not intended to be an inclusive list of the areas of advice that would be required, and further specific advice may also be deemed appropriate as matters progress.
14. It is of note that at this juncture the Council have only been approached relating to the principle of a Joint Venture. External advice will provide a more in-depth understanding

of the JV approach, but also other potential mechanisms that may be more attractive and appropriate, or lesser risk, to the Council.

15. Officers are already liaising with the Council's legal services partnership, but further external legal advice may also be required to ensure any bespoke or more specialised legal input is obtained at an appropriate point.

NEXT STEPS

16. An appropriate experienced party or parties, either via a framework or through a tendered exercise, would be appointed to provide independent advice to the Council on the above matters.
17. Ongoing discussions will continue with Welborne Land and their appointed advisors. Should Council Officers and Welborne Land Ltd reach a position whereby a potential approach is agreeable to both parties, then Officers will bring a further report to the Executive, most likely in early Spring 2024, to seek agreement to pursue matters and enter into any required agreements.

COSTS

18. Executive agreement is sought for expenditure of up to £100,000 to obtain independent expert advice and account for partnership legal advice and internal officer time. This sum is expected to allow for both initial high-level advice pursuant to the matters identified at paragraph 9 of this report, and any subsequent in-depth advice as/where it be required.
19. If initial advice indicates that there would be significant and/or insurmountable financial risk, or other significant concerns that cannot be mitigated, then no further advice would be sought, and costs would be far lower than the £100,000 indicated.
20. There are sufficient funds in the Welborne Capacity Fund to meet these costs, thereby having no impact to existing operational budgets for 2023/24.

RISKS

21. The purpose of this report is to enable due diligence in understanding and investigating the opportunities and risks, and does not present a risk at this juncture. Any subsequent reports to the Executive on this matter (following conclusion of the external advice) will include further detail on the risks as necessary.

Enquiries:

For further information on this report please contact Robyn Lyons (Director of Housing) on 01329 824305

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|---|
| Portfolio: | Health and Public Protection |
| Subject: | Proposed Off Street Parking Places (Amendment 8) Order – Osborn Road and Others |
| Report of: | Head of Environmental Health |
| Corporate Priorities: | Strong, Safe, Inclusive and Healthy Communities. Dynamic, Prudent and Progressive Council. |

Purpose:

This report sets out the recommendation for the proposed Off Street Parking Places (Amendment 8) Order 2023 and next steps.

Executive summary:

On 16 May 2022 the Executive considered a report on the regeneration of Fareham town centre, including Fareham Live and Osborn Road multi-storey car park. Since this date, both projects have progressed with Osborn Road multi-storey car park having now received planning permission. A report updating on the progress at Osborn Road multi-storey car park was presented to the Executive on 3 July 2023, with a further report presented to the Executive on 18 September 2023.

Both Fareham Live and the work at Osborn Road multi-storey car park have an impact on the Council's Off-Street Parking Places Consolidation Order 2017, which will require an Amendment Order.

This report sets out the options for proposed amendments and asks that the Executive agree to take them forward through the statutory process to inform the public in the form of a four week Draft Off-Street Parking Places (Amendment 8) Order 2023 consultation.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) agrees the enforcement actions and parking places name changes as set out in the conclusion of this report;

- (b) agrees a four-week consultation on the adoption of an Off-Street Parking Places (Amendment 8) Order;
- (c) delegates the decision on the making of the TRO, following the outcome of the consultation, to the Executive Member for Health and Public Protection; and
- (d) agrees that Traffic Regulation Orders are consolidated under an Off-Street Parking Places Consolidation Order following the outcome of the Off-Street Parking Places (Amendment 8) Order consultation.

Reason:

To update Off-Street Parking Places Consolidation Order 2017 to support changes following work undertaken as part of the town centre regeneration.

Cost of proposals:

The costs of implementing the recommendations in this report are the replacement of signs across all Fareham Live and Wicor Recreation car parks.

Costs associated with the installation of new pay and display machines, at an expected cost of around £6,000 each, at the new surface car park on the former Osborn Road multi-storey site to support enforcement.

Appendices: None

Background papers: [Report to the Executive - 16 May 2022 - Regeneration of Fareham town centre, including Fareham Live and Osborn Road Multi-Storey car park](#)

[Report to the Executive – 3 July 2023 – Osborn Road multi-storey car park](#)

[Report to the Executive – 18 September 2023 – Osborn Road Car Park](#)

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|---|
| Date: | 09 October 2023 |
| Subject: | Proposed Off Street Parking Places (Amendment 8) Order – Osborn Road and Others |
| Briefing by: | Head of Environmental Health |
| Portfolio: | Health and Public Protection |

INTRODUCTION

1. This report sets out the recommendation for the proposed Off Street Parking Places (Amendment 8) Order 2023 and next steps.

BACKGROUND

2. On 16 May 2022 the Executive considered a report on the regeneration of Fareham town centre, including Fareham Live and Osborn Road multi-storey car park. Since this date, both projects have progressed with Osborn Road multi-storey car park having now received planning permission. A report updating on the progress at Osborn Road multi-storey car park was presented to the Executive on 3 July 2023, with a further report presented to the Executive on 18 September 2023.
3. Both Fareham Live and the work at Osborn Road multi-storey car park have an impact on the Council's Off-Street Parking Places Consolidation Order, which will require an Amendment Order.
4. This report sets out the options for amendments and asks that the Executive agree the options to take them forward through the statutory process to inform the public in the form of a four week Draft Off-Street Parking Places (Amendment 8) Order 2023 consultation.

OSBORN ROAD CAR PARK

5. *Current Osborn Road Multi-Storey Car Park:* Osborn Road multi storey car park is one of three pay-on-foot car parks in Fareham Town Centre. It is aligned with the town centre (inner) parking tariff (currently £1 per hour Monday – Saturday 8am – 6pm, Sundays and Bank Holidays 10.30am – 4pm). There is a normal parking charge for blue badge holders in Osborn Road multi storey car park, unless they are a Fareham resident with an approved application for access to pay on foot car parks. Work to demolish the current Osborn Road multi-storey car park and replace it with a surface car park is due to be completed in Spring 2024.

6. *Electric Vehicle Charge Points:* The new surface car park on the Osborn Road site will include electric vehicle charge points. To ensure that the facilities are prioritised for electric vehicles, the bays should be enforceable. Marked EV charge point bays in the new car park will be for the use of electric or plug in hybrid vehicles only. To avoid a penalty charge notice, vehicles must be parked fully within the parking bay and connected to a charge point.
7. Vehicles using the Electric Vehicle Charge Points will be required to pay the usual tariff for parking for the duration of their stay, alongside any additional costs for using the electric vehicle charge point.
8. *Additional Amendments:* The existing Osborn Road Multi Storey car park is listed in the Borough of Fareham (Off Street Parking Places) Consolidation Order 2017 as “Multi Storey Car Park Osborn Road”. Reference to this car park should be deleted from the Consolidation Order.
9. *Impact of Fareham Live:* Following the redevelopment of Ferneham Hall to Fareham Live, the Borough of Fareham (Off Street Parking Places) Consolidation Order 2017 should be amended to align with the name of the new development. The parking place currently known as Ferneham Hall Car Park should be amended to read Fareham Live Car Park. This includes the car park operationally known as Ferneham Hall (Clinic) Car Park.
10. The new car park on the Osborn Road site will be incorporated as part of the Fareham Live Car Park. The site plan should be amended to reflect the revised footprint for the Fareham Live Car Park to incorporate the existing parking areas as well as the new car park on the Osborn Road site. For operational use, these areas will be zoned as Zone A, Zone B and Zone C. This will ensure that visitors are able to locate parking spaces and meeting points easily.
11. *Enforcement:* Ferneham Hall is included in the Off-Street Parking Places Consolidation Order 2017 under Schedule 3 as a Pay and Display Car Park (Inner). Pay and Display machines will be installed in the new car park on the Osborn Road site to support enforcement.
12. Blue Badge holders can park free in all off-street Fareham Borough Council pay and display car parks (including coastal car parks) by clearly displaying their badge in the parked vehicle, with the valid serial number and expiry date clearly visible. This would mean that all Blue Badge holders are able to park for free within marked bays (excluding EV charge point bays, unless connected to a charge point) in all zones of Fareham Live Car Park.
13. *Tariff Options:* The existing Osborn Road Multi-Storey and Ferneham Hall Car Parks operate a tariff of £1 per hour, Monday – Saturday 8am – 6pm, Sundays and Bank Holidays 10.30am – 4pm.
14. When the car park re-opens as Fareham Live Car Park following completion of the work at the Osborn Road multi-storey car park there is an option to review the current tariff. The new car park on the site of the existing Osborn Road multi-storey will have larger and less restricted parking bays than the current car park, with good access to the shopping centre and Fareham Live. The current Ferneham Hall car park will be refreshed following completion of works at Fareham Live. This would make the Fareham Live car park comparable with Market Quay car park, which is aligned with the town centre (premium) parking tariff (currently £1.50 per hour Monday – Saturday 8am

– 6pm, Sundays and Bank Holidays 10.30am – 4pm). The tariff in Fareham Live car park could reflect this to promote a comparable type of parking use and turnover of spaces and be set at £1.50 per hour Monday – Saturday 8am – 6pm, Sundays and Bank Holidays 10.30am – 4pm.

15. However, to support the Council's commitment to town centre regeneration it is recommended that Fareham Live Car Park continue to operate a tariff of £1 per hour, Monday – Saturday 8am – 6pm, Sundays and Bank Holidays 10.30am – 4pm across all zones when it reopens.
16. *Redesignation of Wicor Recreation Car Park:* Following the redesignation of Wicor Recreation Car Park as a coastal car park under the Off-Street Park Places (Amendment 7) Order 2023, this could be renamed Wicor Car Park. Signage at the car park should be updated to reflect the revised name.

CONSOLIDATION

17. This report outlines recommendations to be made under the Off-Street Parking Places (Amendment 8) Order. To ensure clarity and accessibility of off-street parking enforcement information it is recommended that following the outcome of the Off-Street parking Places (Amendment 8) Order the Traffic Regulation Orders are consolidated under an Off-Street Parking Places Consolidation Order. The previous Off Street Parking Places Consolidation Order was made in 2017.

CLIMATE CHANGE CONSIDERATION

18. To support the Council's commitment to becoming carbon neutral by 2030, the pay-and-display machines used in our coastal car parks are solar powered. If we used the same machines in Osborn Road surface car park, three machines would allow the Council to avoid 8.82 tCO₂e of Scope 2 emissions i.e., those generated by our use of electricity.
19. To support our residents with the increasing number of electric and plug in hybrid vehicles in the Borough, Osborn Road Surface Car Park will have designated parking bays for electric vehicle chargers.

FINANCES

20. The costs of implementing the recommendations in this report are the replacement of signs across all Fareham Live and Wicor Recreation car parks.
21. There will also be costs associated with the installation of new pay and display machines, at an expected cost of around £6,000 each, at the new surface car park on the former Osborn Road multi-storey site to support enforcement.

NEXT STEPS

22. If the recommendations are agreed, there will be a four-week public consultation on the contents of the proposed Off-Street Parking Places (Amendment 8) Order to run from late October 2023.
23. Responses to the consultation will be analysed and a report taken to the Executive Member for Health and Public Protection to make a delegated decision at a date to be confirmed in January 2024.
24. If agreed, the Off-Street Parking Places (Amendment 8) Order will be adopted at a date

to be confirmed.

CONCLUSION

25. Consultation should be undertaken on a proposed Off-Street Parking Places (Amendment 8) Order to include the following:
 - Delete Multi-Storey Car Park Osborn Road Car Park from the Borough Off-Street Parking Places Consolidation Order 2017;
 - Amend the names of the following parking places:
 - Ferneham Hall Car Park to Fareham Live Car Park
 - Wicor Recreation Car Park to Wicor Car Park
 - Amend the plans for Fareham Live Car Park to reflect changes to the site, incorporating the surface car park on the site currently known as Osborn Road Multi Storey;
 - For operational purposes, zone the three areas of Fareham Live Car Park as Zone A, Zone B and Zone C;
 - The current tariff and parking restrictions for Fareham Live Car Park will operate across all three zones, with the use of pay and display machines to support enforcement;
 - Marked EV charge point bays will be for the use of electric or plug in hybrid vehicles only. Vehicles must be parked fully within the parking bay and connected to a charge point; and
 - Usual car parking tariffs apply to vehicles parked in EV charge point bays.
26. Following completion of the Off-Street Parking Places (Amendment 8) Order, the Traffic Regulation Orders should be consolidated under an Off-Street Parking Places Consolidation Order.

Enquiries: For further information on this report please contact Kat Hillman (01329 824443)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|--|
| Portfolio: | Planning and Development |
| Subject: | Self and Custom Build Housing Supplementary Planning Document for Adoption |
| Report of: | Director of Planning and Regeneration |
| Corporate Priorities: | Providing Housing Choices Dynamic, Prudent and Progressive Council |

Purpose:
To approve the Self and Custom Build Housing Supplementary Planning Document for adoption.

Executive summary:
The Self and Custom Housebuilding Act 2015 places a number of duties on the Council to record and address self and custom build need in the Borough.

The recently adopted Fareham Local Plan 2037 seeks to deliver homes to meet this need through Policy HP9 – Self and Custom Build Homes.

The Self and Custom Build Supplementary Planning Document (SPD) is a new document which has been prepared to support the implementation of Policy HP9 by providing information, guidance and advice to the local planning authority, developers, landowners, aspiring self and custom builders and the community.

The draft SPD was subject to six weeks of public consultation. The final version has been amended where necessary and appropriate in response to the points raised in the representations received during the consultation.

Recommendation/Recommended Option:
It is recommended that the Executive:

- (a) notes the consultation comments received on the Draft Supplementary Planning Document together with the Council's responses to the representations as set out in the Post Consultation Statement at Appendix A to this report; and
- (b) agrees to adopt the Self and Custom Build Supplementary Planning Document as set out in Appendix B to this report.

Reason:

To enable the Self and Custom Build Supplementary Planning Document to be adopted and afforded due weight as a material consideration in the determination of planning applications.

Cost of proposals:

There are no direct financial implications arising from this report and no additional costs to the council, arising from the consultation.

Appendices:

A: Self and Custom Build Housing SPD Post Consultation Statement.

B: Self and Custom Build Housing Supplementary Planning Document

C: SEA & HRA Screening Assessment

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|--|
| Date: | 09 October 2023 |
| Subject: | Self and Custom Build Housing Supplementary Planning Document for Adoption |
| Briefing by: | Director of Planning and Regeneration |
| Portfolio: | Planning and Development |

INTRODUCTION

1. A supplementary planning document (SPD) builds upon and provides more detailed advice or guidance on policies in an adopted local plan. They do not form part of the development plan and cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making and play a key role in describing and explaining how adopted planning policies should be considered and delivered through the development management process. By providing this detailed advice and guidance, an SPD seeks to help applicants make successful planning applications.
2. This SPD has been prepared in order to inform and guide local residents that have a desire to build their own home. The SPD also provides information and guidance to large scale developers that are obliged to meet the requirements of the Adopted Fareham Local Plan 2037 Self and Custom Build Homes Policy HP9, to provide self-build plots and provides clarity on the planning application requirements in relation to this policy.
3. The Self and Custom Build SPD will be a material consideration for decision-making purposes, supporting the relevant policies in the Adopted Fareham Local Plan 2037.

BACKGROUND

4. Following the introduction of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016), councils have a duty to deliver self and custom build plots. The Council has a strong ambition to promote and deliver self and custom build housing within the borough, recognising that self-build and custom-built homes could be a route for some to get on to the property ladder and for others to build their 'dream home'.
5. Regulations require that Councils maintain a register of people who are interested in undertaking self and custom build. Since its inception in 2016, on average 43 people join Fareham's Self and Custom Build Register annually. The Council have 3 years to permit an equivalent number of self/custom build homes to meet the annual identified

need. Currently the average rate of relevant permissions is 16 per year but the inclusion of a policy in the newly adopted Local Plan, Policy HP9, is likely to increase the number of plots being permitted on larger development schemes.

6. The Council adopted the Self and Custom Build Action Plan in 2018 which set out the Council's responsibilities and ambitions in respect of self and custom build house building in the borough. Among the actions identified to support this type of housing provision is the ambition to work with interested parties to produce procedural guidance on how to apply for planning permission for self-build and custom house building developments in the borough. The Action Plan also confirmed the intent to include a specific self and custom build policy in the emerging local plan.
7. Policy HP9 in the Fareham Local Plan 2037 provides policy to support the delivery of self and custom build homes, supporting the principle of self and custom build homes within the urban area and requiring housing sites of 40 dwellings or more to provide 10% of the overall dwellings to be provided as self or custom build plots.
8. The Self and Custom Build Housing SPD provides information, advice and guidance to support implementation of Policy HP9 and the delivery of self-build and custom homes in the borough through successful planning applications.

PUBLIC CONSULTATION

9. The Draft version of the SPD was subject to public consultation for a period of six weeks from 30th May 2023. The document was made available on the Council's website and hard copies were available to view at all of the borough's libraries as well as the Civic Offices. A letter or email was sent to everyone on the Council's Local Plan consultation database and the self and custom build register notifying them of the consultation.
10. The Council received 13 responses on the Draft SPD. Of these, 6 had no direct comment to make on the SPD. A further 4 responses requested some minor changes to the text of the SPD, 1 comment did not relate directly to the content the SPD but related to progress at Welborne. 2 responses were received from developers, which proposed a number of changes to the SPD, seeking greater clarity and to ensure the text accorded with self and custom build legislation.
11. None of the representations received raised any substantial objections to the overall content of the SPD. A table containing a summary of all of the issues raised and the Council's response to them can be seen in the Post Consultation Statement at Appendix A to this report.

CONTENT OF THE DOCUMENT

12. The format and scope of the SPD is as follows:
 - Section 1 Purpose – Sets out the purpose and scope of the SPD.
 - Section 2 What is Self & Custom Build Housing – Provides definition and explanation of the terms.
 - Section 3 Planning Policy Context - Provides references to relevant national and local policy background.
 - Section 4 Individual Self and Custom Build Developments – Provides information and guidance to people who are considering building their own home on an individual plot.

- Section 5 Delivering Plots on Large Residential and Mixed-Use Development – Explains the requirements of Policy HP9, including the Council’s expectations for a successful planning application.
- Section 6 Community Infrastructure Levy (CIL) Exemptions and Self-Build – Highlights the opportunity for CIL exemption and signposts the relevant guidance.

13. The SPD includes 4 Appendices:

- Appendix 1 – Further information on the types of Self and Custom Build models available.
- Appendix 2 – The Council’s plot marketing strategy requirements
- Appendix 3 – An example of a Plot Passport, indicating how a self or custom build plot passport could be prepared
- Appendix 4 – A Delivery Statement Template, to assist developers in preparing the relevant information requirements for their planning applications.

STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

14. Planning Practice Guidance states that when producing a Supplementary Planning Document an SEA may be required in exceptional circumstances if the content of the SPD is likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan. This SPD expands upon policies within the adopted Fareham Local Plan 2037 which has undergone appraisal as part of the Local Plan examination processes and has been found to have likely positive effects. The Council therefore determined that an SEA is not required. In accordance with the regulations, the Council prepared a Regulation 9(3) statement confirming this and consulted the statutory agencies. These statutory bodies responded that they agreed with the Council’s opinion that an SEA of the SPD was not required. This is available in Appendix C.

APPROPRIATE ASSESSMENT

15. The Conservation of Habitats and Species Regulations 2017 sets out that, if a proposed plan or project is likely to have a significant effect on a protected habitats site (either individually or in combination with other plans or projects) then an appropriate assessment of the implications for the site, in view of the site’s conservation objectives, must be undertaken (regulation 63). The Self and Custom Build SPD expands upon policies within the Fareham Local Plan 2037 and those policies have already been subject to an appropriate assessment and were screened out at an early stage as being unlikely to have a significant effect on relevant designated sites (SPA, SAC and Ramsar). The SPD does not introduce new proposals of a type and/or scale outside the parameters of the Local Plan. It is therefore considered that the Self and Custom Build SPD is not likely to have a significant effect on any European sites which means that an appropriate assessment is not required. Natural England agreed with this view, and their response to the Screening Statement is at Appendix C.

CONCLUSION

16. The Self and Custom Build Housing SPD supplements the Fareham Local Plan 2037 by providing information, advice and guidance on self and custom build housing and in particular the implementation of Policy HP9 and the delivery of self and custom build homes in the borough.

17. It is recommended that the Executive approve the Self and Custom Build Housing SPD for adoption.
18. After the Self and Custom Build Housing SPD has been adopted, the Council must make the SPD available for inspection at its office and on its website together with an adoption statement (containing the date when adopted, any modifications to the document that were adopted compared to the consultation draft and informing the public that it may be challenged in judicial review) and send a copy of the adoption statement to those who have requested it.

Enquiries:

For further information on this report please contact Kirstin Clow, (Interim Planning Strategy Lead) on 01329 824368.

Self & Custom Build
Supplementary Planning Document
Post Consultation Statement

August 2023

1. Introduction

- 1.1 This statement summarises and addresses the main issues raised during the public consultation on the Self & Custom Build Supplementary Planning Document (SPD). The SPD was published for public consultation for a period of 6 weeks from 30th May to 11th July 2023.
- 1.2 This post consultation statement has been prepared in accordance with Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012.

2. Consultation

- 2.1 Fareham Borough Council invited consultation responses on the SPD from stakeholders, individuals and organisations who were registered on the Local Development Scheme (LDS) database as well as individuals registered on the Council's Self and Custom Build Register. This comprised 963 emails and 134 postal letters.
- 2.2 Informal consultation was undertaken internally within Fareham Borough Council throughout the development of the draft SPD which has also informed the direction and content of the SPD.
- 2.3 A summary of the main issues raised by the consultation responses together with the Council's response to those issues are set out in Appendix 1 to this document.

3. Availability of Consultation Documents

- 3.1 The draft Self and Custom SPD and a Consultation Statement were made available at the following places during the consultation:
 - The Council's website – https://www.fareham.gov.uk/have_your_say/intro.aspx
 - The Council's Offices – Civic Way, Fareham
 - Borough Libraries – Fareham, Locks Heath, Portchester and Stubbington

Appendix 1: Summary of Consultation Responses and how they have been addressed in the Adopted SPD.

Self & Custom Build Housing Supplementary Planning Document (SPD) Consultation Summary

| Consultee | Summary Consultation Response | Council Response |
|---------------------------------------|---|--|
| 001 – K Stewart | Welcome provision of opportunities for people to build their own homes. Questions whether areas on large developments is suitable. Considers could lead to difficulties between self-builders and main contractors including access and health and safety issues. | The principle of providing self and custom build plots on large developments is set out in Policy HP9 of the adopted Fareham Local Plan. The Council recognise the need to ensure access to plots and the safety of self/custom build developers. This is reflected in sections 5.6 and 5.8 of the SPD setting out the requirement for the site developer to provide a phasing plan and easy direct access to self/custom build plots. |
| 002 – M Berridge | Lack of progress at Welborne, additional housing to the south of the A27 will lead to higher road congestion. | Noted, however this is outside the scope of the self and custom build SPD which supports the implementation of the self and custom build housing policy (HP9) in the adopted Fareham Local Plan. |
| 003 – FBC Development Management Team | <ul style="list-style-type: none"> • Part 2 of the SPD states ‘In either case, it is expected that the dwelling will be the principal residence for the owner for at least the following three years.’ There is no obligation in the Self-build and Custom Housebuilding Act 2015 that the person building the property live in it for three years. • Clarity on the contents of an appropriate Marketing Strategy would be beneficial. | <p>Noted. Wording amended to make clear that this relates to the Community Infrastructure Levy exemption for Self & Custom Build developments only, Para 2.7 amended to read: ‘For a self or custom build development to claim exemption from CIL, it is expected that the dwelling will must be the principal residence for the owner for at least the following three years.’</p> <p>Noted. Addition of Appendix 2 which sets out the Marketing Strategy Requirements.</p> <p>NB: The marketing strategy requirements have been shared with a developer who is in the process of addressing the requirements of Policy HP9 through a planning application. The developer questioned the requirement in the marketing strategy to provide draft purchase agreements and considered this unnecessary. This is</p> |

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| | | noted, however the Council are seeking to ensure that prospective self/custom builders are not being subjected to unreasonable rules and requirements which may put off those self/custom builders and/or make such developments undeliverable, and as such consider the requirement to provide details of the terms of the build/draft purchase agreements to be necessary. |
| 004 - Portsmouth Water | No Concerns | Noted |
| 005 - Natural England | No Comment | Noted |
| 006 - Fareham Society | Welcomes the requirement for design codes, considers could be strengthened by stating they would normally be required. | Noted. Wording of para 5.30 amended: 'A Design Code may be is useful where large sites are likely to have areas with differing design requirements.' |
| 007 – Coal Authority | No Comment | Noted |
| 008 – National Highways | No Comment | Noted |
| 009 – Rushmore Borough Council | No Comment | Noted |
| 010 – Pegasus Group for Bargate Homes | <ul style="list-style-type: none"> • Considers that the SPD requirement to provide highway access to plots to an 'adoptable standard' goes beyond the requirements for 'access to a public highway' of the Self & Custom Housebuilding Act 2015. • Agree with the proposed plot mix approach, however in light of the preferences currently identified by Fareham's Self & Custom Build | <p>Noted, The Council consider it is important that site developers provide safe, appropriate access to plots for self-builders. The SPD wording at para 5.8 has been amended to: 'Self and custom build plots should be provided in a serviced condition with all the reasonably necessary service connections and a safe, suitable highway connection provided to the plot.'</p> <p>Noted. The SPD states developments should provide a mix of sizes of serviced plot to help to meet the range of demand and affordability identified by the Council's self and</p> |

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| | <p>register towards larger, detached homes, request that wording is amended to allow that the density and character of a proposed development can inform the provision of plot sizes offered.</p> <ul style="list-style-type: none"> • Supports the principles set out in regard to phasing, considers it is critical that details of self and custom build housing should not be requested unnecessarily early. • SPD should make clear when specific pieces of material/plans are required. Design information should not be required until reserved matters stage. Local Information requirements should be updated to reflect this. Propose the clarification of requirements in relation to 'successful applications' | <p>custom build register and sets out that the developer should engage with the Council to clarify local demand. This engagement should assist developers in master planning their development appropriately to ensure that the plot mix meets the Borough's identified need and self and custom build homes integrate successfully into the wider scheme.</p> <p>Support noted. The SPD has been amended to provide clarity for application requirements. Through the addition of para 5.40 which includes a sequential graphic to clarify the Council's recommended approach for the submission of details.</p> <p>Noted. The Local Information Requirements are not within the scope of this SPD, however, this will be considered separately. The SPD has been updated to include a recommended approach to the submission of applications and their requirements. Wording of 'Successful Applications' (para 5.39) has been amended accordingly to read: 'Where applications are approved which include self and custom build homes, the requirements for the delivery such as phasing, Plot Passports, Design Codes, marketing and provision of services will be set out in planning conditions.'</p> |
| 011 – TOR Ltd for Miller Homes | <ul style="list-style-type: none"> • SPD should clarify that in accordance with 5(1)(b) of the Self-build and Custom Housebuilding Act 2015, services need to be delivered within the duration of a development permission. | <p>Noted. The SPD sets out when the Council expect services to be delivered, to ensure that self-builders have access to these at the earliest opportunity.</p> |

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| | <ul style="list-style-type: none"> • Considers the SPD states that services include gas and telecommunications, which are not listed in The Self-Build and Custom Housebuilding Act 2015. • Considers that the Council's self and custom build register is unlikely to provide a true reflection of demand, as the register does not require applicants to provide financial information, such as their budget. Considers this should be reflected in the SPD. • Considers the SPD should acknowledge and seek to balance the level of participation of self-builders with the need to progress the overall buildout of the development, to ensure minimal disturbance to neighbouring residents occupying market homes. • Considers health and safety matters on a construction site should be clarified in the SPD. | <p>Noted. However, the SPD sets out the Council expects the minimum requirements of services in accordance with the Act. The Council also recognises that commonly, utilities provision consists of water, sewerage connections, electricity, gas and telecommunications, and where this applies to a development, considers it would seem reasonable for developers to provide these services to all homes on the development. However, although potentially disappointing, developers are only obliged to meet the minimum requirements as set out in the SPD.</p> <p>Noted. The Council regularly collect data from individuals on the self and custom build register in relation to their requirements for a self/custom build plot which includes questions regarding financial planning. This information is shared on the Council's website and the availability of such information is referred to in the SPD.</p> <p>Noted, this is referred to in paragraph 5.16. The timeframes for self-build completions would be a consideration for any build out rules/purchase agreements, which are not within the scope of this SPD.</p> <p>Noted, however the Council consider this is a matter for any build out rules/purchase agreements, which are not within the scope of this SPD.</p> |
| 012 – Historic England | <ul style="list-style-type: none"> • Welcomes reference to the historic environment in SPD's reference to local plan policy requirements. Propose additional | <p>Noted. Paragraph 4.7 of the SPD directs applicants to the sources of planning information, advice and guidance</p> |

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| | <p>wording to encourage applicants to contact Council's Heritage advisors for advice.</p> <ul style="list-style-type: none"> • Suggests additional reference to historic environment in relation to design codes. | <p>available from the Council, which includes the historic environment.</p> <p>Noted. Table 1 - Design Code Example Considerations includes relationship to heritage assets as a consideration. Any self and custom build applications which affect the historic environment will be considered in accordance with the Historic Environment chapter on the adopted Fareham Local Plan.</p> |
| 013 – Hampshire Chamber of Commerce | <p>Considers Self & Custom Build housing is valuable to the local economy in creating jobs/training opportunities.</p> | <p>Noted.</p> |



Appendix B

Self and Custom Build Housing Supplementary Planning Document

October 2023

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1. PURPOSE:

- 1.1 A supplementary planning document (SPD) builds upon and provides more detailed advice or guidance on policies in an adopted local plan. They do not form part of the development plan and cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making and play a key role in describing and explaining how adopted planning policies should be considered and delivered through the development management process.
- 1.2 The purpose of this SPD is to enable the successful delivery of self-build and custom build homes through planning applications, with specific detail on:
 - the adopted Fareham Local Plan 2037 and the policy for self and custom build homes.
 - how a range of self and custom build homes can be delivered in Fareham.
 - meeting the Council's requirements for a successful self-build or custom build planning application.
 - the marketing of plots for self and custom build homes in Fareham.
- 1.3 The SPD provides guidance and advice on self and custom housebuilding in Fareham and will be of particular relevance to planners, self-build plot providers and developers building more than 40 dwellings and anyone who is considering building their own home. It is essential that developers of larger sites consider how the requirements for self and custom build plots will be brought forward at an early stage.
- 1.4 This SPD must be considered in line with the wider planning policy context, including:
 - The Self-build and Custom Housebuilding Act 2015,
 - Housing and Planning Act 2016,
 - National Design Guidance (2021),
 - National Model Design Code (2021),
 - The National Planning Policy Framework February 2021 (NPPF),
 - Planning Practice Guidance (PPG)
 - The Fareham Local Plan (2037)
 - The Council's other Supplementary Planning Documents such as the Residential Design SPD.
- 1.5 This document applies to the whole of Fareham Borough excluding Welborne.
- 1.6 The SPD is a material consideration in determining planning applications. This SPD will be updated as required to ensure it is in line with changes in national or local policy on self-build and custom housing.
- 1.7 This SPD has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and in accordance with the Council's Statement of Community Involvement. If you require further

information, you can contact the Planning Strategy Team by email at planningpolicy@fareham.gov.uk or by telephone on 01329 824601.

2. WHAT IS SELF-BUILD AND CUSTOM BUILD HOUSING?

- 2.1 **'Self-build'** is the practice of creating an individual home for yourself. The self-builder's input into this process may vary, some choose a traditional DIY route where they manage the design and construction process and undertake a fair proportion of the actual building work. Many people self-build by commissioning a developer to build to their design or by choosing a package route, also known as a system-build or kit home.
- 2.2 **'Custom Build'** housing is where the home is custom built to the individuals' specification on a multi-plot site where neighbours will be like-minded people who have also commissioned their home.
- 2.3 Generally, if a site is suitable for housing, it is suitable for self and custom build housing.
- 2.4 The Self-build and Custom Housebuilding Act 2015¹ (as amended by the Housing and Planning Act 2016²) provides a legal definition of self-build and custom housebuilding:

'...the building or completion by-
(a) individuals,
(b) associations of individuals, or
(c) persons working with or for individuals or associations of individuals of houses to be occupied as homes by those individuals.
But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.'

- 2.5 The Act does not distinguish between self-build and custom housebuilding and provides that both are where an individual, an association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals.³
- 2.6 Both self-build and custom housebuilding require significant input from the homeowner in the design process of the home. Guidance states that *'In considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout.'* The Council does not consider that speculative market housing delivered by a developer, off-plan sales, or circumstances where developers give clients limited fit-out choices comply with the legislation and accompanying Government guidance. Such development will not be considered self-build for planning purposes, neither will the development benefit from CIL relief. This is in accordance with the

¹ <https://www.legislation.gov.uk/ukpga/2015/17/contents/enacted>

² <https://www.legislation.gov.uk/ukpga/2016/22/contents/enacted>

³ PPG para 016 Reference ID: 57-016-20210208 - <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

legal definition (above) as set out in the Self-build and Custom Housebuilding Act 2015 and the Community Infrastructure Levy Regulations 2010.

- 2.7 For a self or custom build development to claim exemption from CIL, the dwelling must be the principal residence of the owner for at least the following three years. More information can be found in section 6 of this SPD.
- 2.8 Appendix 1 sets out the different types of development which are considered to be self and custom build housing.

3. PLANNING POLICY CONTEXT

Self and Custom Build Housing National Planning Policy and Guidance

- 3.1 The National Planning Policy Framework February 2021⁴ (NPPF) sets out that the planning system should contribute to sustainable development through the delivery of a wide choice of high-quality homes. NPPF paragraph 60 states that: *‘it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed.’*
- 3.2 In paragraph 62 of the NPPF regarding delivering a sufficient supply of homes, reference is made to people wishing to build their own homes: *‘Within this context, the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes).’*
- 3.3 The associated NPPF footnote 28 states: *‘Under section 1 of the Self-build and Custom Housebuilding Act 2015, local authorities are required to keep a register of those seeking to acquire serviced plots in the area for their own self-build and custom house building. They are also subject to duties under sections 2 and 2A of the Act to have regard to this and to give enough suitable development permissions to meet the identified demand. Self and custom-build properties could provide market or affordable housing.’*
- 3.4 The glossary of the NPPF also defines such housing as follows: *‘Self-build and custom-build housing: Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.’*
- 3.5 Further guidance is provided in the Government’s Planning Practice Guidance (PPG), available at: <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>.
- 3.6 National Design Guidance (2019)⁵ forms part of the Government’s collection of planning practice guidance. Paragraph 118 advises: *‘Well-designed larger scale developments include a range of tenures. They also promote a variety of development models, such as community-led development, self and custom build and build to rent. This supports a diversity of delivery, by small as well as large developers. It also helps to create rich, diverse settlements.’*

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

⁵ <https://www.gov.uk/government/publications/national-design-guide>

- 3.7 In 2021, the government announced the Self and Custom Build Action Plan in which the Prime Minister commissioned a review of the custom and self-build sector to establish a plan to scale up self and custom housebuilding. Richard Bacon MP published his review findings in August 2021 and in June 2022, the Government published their response, reinforcing their commitment to scale-up the self and custom build housing sector in England and outlining their support for several of the review’s recommendations. This includes establishing a new Homes England unit for Self-Commissioned Homes Delivery, making changes to legislation through the future Levelling Up and Regeneration Bill to ensure more land comes forward for self and custom build housing, and reviewing the NPPF to support delivery.

“The government strongly believes that self and custom build housing can play a crucial role – as part of a wider package of measures – in securing greater diversity in the housing market, increasing overall supply and helping to deliver the homes people want.” Stuart Andrew MP – Housing Minister

Local Policy

- 3.8 The Fareham Local Plan 2037 sets out the vision and strategy for future development in Fareham to 2037. One of the key elements of the Local Plan’s vision is that *‘the Borough will accommodate development to address the need for new homes and employment space in Fareham Borough. The new housing will address the particular needs in the Borough, such as our growing housing need and an ageing population and creating attractive places to live.’*
- 3.9 To achieve the Local Plan vision, several strategic priorities have been identified, which includes: *‘Provide new housing which incorporates a mix of tenure, size and type to meet the Borough’s needs and enable accommodation for all, this includes addressing the specific needs of different groups in the community, including the elderly and people with disabilities.’*
- 3.10 Policy HP9: Self and Custom Build Homes sets out the Council’s positive approach to ensuring the sufficient delivery of land for people wishing to build their own homes to meet the need identified by the Council’s self-build register. The policy requires developers to supply at least 10% of the total dwellings on residential and mixed–use sites of over 40 dwellings, for sale to self and custom builders.

Policy HP9: Self and Custom Build Homes

Proposals that provide for self and/or custom build homes within the Urban Area boundary, as defined on the policies map, will be supported in principle.

On sites of 40 dwellings or more (gross), 10% of the overall dwellings shall be provided through the provision of plots for sale to address local self or custom build need.

Such provision shall:

- a) be provided as serviced plots; and**
- b) ideally be provided in grouped plots; and**
- c) ensure design parameters are in place to provide a framework that takes account of the existing and emerging built form; and**
- d) ensure design parameters are in place that ensure no significant detrimental impact on the amenity of existing, and potential neighbouring, self or custom build plots arises.**

Plots which are marketed appropriately but not sold within 12 months of initial promotion, may be developed for housing other than as self and/or custom build homes.

Sites that appear to have been subdivided for the purposes of application submission so as to avoid the 40-dwelling threshold, or sites that feature as part of cluster of adjoining development sites, shall be considered cumulatively and if progressed on an individual basis 10% of dwellings shall be provided in accordance with this policy.

Where a site's size and density make it unsuitable for self/custom build provision, exemption from the policy will be considered on an individual basis. For example, where the sites' housing type or mix would not meet the needs identified by the Council's Self and Custom Build Register.

For sites where housing delivery will come through multiple phased applications, each phase will be expected to meet the 10% policy requirement unless there is clear evidence of lower demand. In such instances the delivery requirement for self and custom build homes will be considered on an individual basis.

3.11 In addition to the provision of self and custom build dwellings as part of larger housing schemes in HP9, individual schemes for the redevelopment of an existing dwelling or for the provision of further development within the curtilage of an existing dwelling for the purposes of self or custom build development is further provided for by Policy HP2: New Small-Scale Residential Development Outside the Urban Area which seeks to support individual self-builders and

small and medium sized house builders who are seeking to provide small developments outside of the urban area but which are proposed in sustainable locations and incorporate good design.

Policy HP2: New Small-Scale Residential Development Outside the Urban Areas

New small-scale housing development outside the Urban Area boundary, as shown on the Policies map, will be permitted where:

- 1) The site is within or adjacent to existing areas of housing; or**
- 2) The site is well related to the settlement boundary; and**
- 3) The site is within reasonable walking distance to a good bus service route or a train station as well as safe walking and cycling routes that connect to a local, district or town centre; and**

- 4) It comprises development that does not adversely affect the predominant development form of the area, taking particular account of:**
 - a. building line and scale of adjacent dwellings;**
 - b. plot size and proportion,**
 - c. site coverage/ratio,**
 - d. space between dwellings,**
 - e. landscape and views through to countryside beyond; and**

- 5) It comprises development:**
 - a. Of not more than 4 units; and**
 - b. Where the design and external appearance of each dwelling is demonstrably different, unless a terrace or semi-detached form is appropriate; and**
 - c. That does not extend the settlement frontage.**

3.12 The Council recognises that there may be further opportunities for self and custom build on sites which fall between those caught by the 10% requirement in HP9 and small-scale development of up to 4 units in HP2. These medium sized sites, which may not be of interest to national housebuilders, could provide a valuable source of self and custom build plots and landowners and developers may wish to consider such opportunities on suitable, sustainable sites. Although sites of this size would not be caught by the 10% requirements of HP9, the guidance in section 3 of this SPD may be useful in considering how to plan for such a site.

4. INDIVIDUAL SELF AND CUSTOM BUILD DEVELOPMENTS

- 4.1 Evidence gathered through the Council's self and custom build register indicates that for those considering some form of self or custom build project, 87% are considering building their own home on an individual plot.
- 4.2 In the Council's self and custom build register survey, respondents indicated that the biggest barriers to achieving their aspirations were finding the right plot and the complexity of the process (including planning).

Finding a Plot

- 4.3 The Council's self and custom build register does not provide a matching service in respect of plots, instead this register provides evidence of the need for self and custom build provision in the Borough, informing Local Plan policy and helping developers and landowners offer the right type of self and custom build provision. However, when the Council are made aware of plot opportunities, this information is passed on to those on the register who wish to receive it. Local estate agents are a good point of contact for information on the sale of plots, in addition, there are a number of websites which provide a plot search facility.

Local Plan Policy requirements

- 4.4 Policy HP9: Self and Custom Build Homes sets out that 'Proposals that provide for self and/or custom build homes within the Urban Area boundary, as defined on the policies map, will be supported in principle.' In principle support will be given where a site proposed for a self or custom build home meets requirements set out in other chapters and policies in the Fareham Local Plan 2037 including:
- The Development Strategy – development should be located in urban areas. Where a potential self and custom build site is located outside of the urban area, Policy HP2: New Small-Scale Residential Development Outside the Urban Areas should be considered.
 - Design – buildings should be of high-quality design, creating quality spaces. The Council's Residential Design SPD provides guidance on what makes good design. In addition, the National Design Guide is a useful tool.
 - Natural Environment – development should not have an adverse impact on nature conservation or ecology and should secure appropriate biodiversity gains and/or enhancement.
 - Historic Environment – development should seek to conserve and enhance the historic environment.

- 4.5 For potential self or custom build proposals located outside the urban area boundary, the requirements of Policy HP2: New Small-Scale Residential Development Outside the Urban Area will be of importance.

Community Infrastructure Levy

- 4.6 It is important that potential self and custom homebuilders familiarise themselves with the Community Infrastructure Levy exemption process. Section 6 provides an overview of how self and custom builders can obtain exemption from the requirement to pay the Community Infrastructure Levy.

The Planning Process

- 4.7 Submitting a planning application can be daunting however there is lots of help available to guide applicants through the process. In addition to this SPD, information and advice about the requirements for submitting a planning application is available on the Council's website at http://www.fareham.gov.uk/planning/applications_and_advice/intro.aspx.

This provides links to information on pre-application advice which can be sought from the Council's planning officers as well as to The Planning Portal which provides an additional source of guidance and information about the planning system and how to apply for planning permission.

5. DELIVERING PLOTS ON LARGE RESIDENTIAL AND MIXED-USE DEVELOPMENT

Local Plan Policy Requirements and Local Need

- 5.1 As set out in Policy HP9, *'On sites of 40 dwellings or more (gross), 10% of the overall dwellings shall be provided through the provision of plots for sale to address local self or custom build need.'*
- 5.2 The Borough's need is identified through the number of entries on the Council's self and custom build register⁶.
- 5.3 Where the total number of plots to be provided includes part of a whole number, if the part of the whole number is 0.5 or more, the number of self and custom build plots to be provided shall be rounded up and where the part of the whole number is less than 0.5, the number of self and custom build plots to be provided shall be rounded down.
- 5.4 The plots must be construction-ready parcels of land, with outline planning permission, laid out and ready for building, with access and utilities/services provided to the plot boundary (further information on serviced plots can be found in paragraphs 5.5-5.10).

Serviced Plots and Utilities

- 5.5 The definition of a serviced plot of land as set out in section 5(1) of the Self-build and Custom Housebuilding Act 2015, means a plot of land that:
 - (a) has access to a public highway and has connections for electricity, water, and wastewater, or
 - (b) can be provided with those things in specified circumstances or within a specified period.
- 5.6 Serviced plots are construction-ready parcels of land with planning permission, laid out and ready for build commencement with access and utilities/ services provided to the plot boundary.
- 5.7 The Council expects plots to be sold with outline planning permission, the basic infrastructure and minimum service connections to qualify as a "Serviced Plot" (as defined above).
- 5.8 Self and custom build plots should be provided in a serviced condition with all the reasonably necessary service connections and a safe, suitable highway connection provided to the plot. Plots will be required to be provided in a 'clean' condition, i.e. uncontaminated land which is evidenced through soil testing and clear of rubble or other such material.
- 5.9 The installation of utilities usually includes the most common: water and sewage connections, electricity, gas and telecommunications. Each utility is

⁶ s2A(a) of the Self-build and Custom Housebuilding Act 2015

normally provided to a disconnected chamber on or just within the boundary of each plot (for example electricity connections provided to fuse boxes on stakes and water connections provided to a manhole in the pavement).

- 5.10 Connections should be clearly identified and careful consideration of the locations of the connections is required so that they are kept out of the way of construction traffic. The service connections should be set out in the Plot Passport as shown in the example in Appendix 3.

Plot Mix

- 5.11 Developers will be expected to provide a mix of sizes of serviced plot which help to meet the range of demand and affordability identified by the Council's self and custom build register. This is to ensure that self and custom build plots secured through Policy HP9 cater to a variety of aspiring self and custom builders, including first-time buyers, middle-income earners and downsizers. Large plots will inevitably have a higher sales value than smaller ones, however where there is evidence of demand for low-cost plots, developments will need to ensure the provision of some lower cost, compact-sized plots.
- 5.12 To ensure that pre-application enquiries and planning applications which involve self and custom build housing consider this provision during the early stages, it is advised that developers engage with the Council at the earliest opportunity to clarify the local demand requirements for serviced plots. Developers may find it helpful to access data on local demand earlier in the process to assist in their site selection process, prior to the pre-application stage.
- 5.13 Information relating to local demand, including preferred locations, plot sizes and house types, is available on the Council's website at https://www.fareham.gov.uk/planning/local_plan/selfbuild.aspx or by contacting the Council's Planning Strategy Team. Obtaining this information in the early stages can help to ensure an optimal layout is achieved on the proposed development.

Plot Location and Size

- 5.14 Plot locations should be carefully selected and agreed with the Council to ensure that they can be serviced in an agreed specified period in the construction programme and are attractive to prospective self and custom house builders. Plot sizes should be realistic, for example supported by evidence from the self and custom build register, and viable to make them attractive propositions. They should ideally be clustered together, easily serviceable and in an attractive location not encumbered by significant constraints such as trees, slopes and free from flood risks. There should not be services or rights of way crossing the land and the boundaries should be clearly marked out. Plots should benefit from easy direct access to facilitate the delivery of bulky materials.

Phasing

- 5.15 Where a development is phased, the self and custom build homes requirement should be determined at each phase and delivered on a defined parcel of land, allowing self and custom build delivery alongside traditional developer-led housing. The market response to purchasing serviced plots at each phase can inform the decision about delivery on subsequent phases.
- 5.16 The delivery of self and custom build homes within each phase will be expected to be compliant with Policy HP9 of the Local Plan unless there is clear market indication of lower demand for plots from sources such as marketing and delivery in earlier phases and information from the Council's self and custom build register. It is preferable that self-build plots are delivered in the early phases of the development once the initial infrastructure and services have been installed on site as this allows building to commence on the self-build plots at an early stage and can help to avoid any potential disturbance of neighbouring residents occupying market homes. However, the Council will take into account the proposed location of the plots within the development and the phasing of the surrounding development when considering appropriate phasing.
- 5.17 Due to the potential complexity of phasing, including how the phasing of the site affects CIL exemption and/or payments, it is advisable that developers undertake early engagement with Development Management Case officers. For more information on CIL, see section 6 of this SPD.
- 5.18 It is important that developers consider the timing of the servicing and provision of the plots early on as this is an important aspect of their delivery. On larger sites, this will be dealt with through a self-build Phasing Plan, and through conditions attached to the planning permission. The granting of planning permission will include conditions to ensure the number of plots required are delivered in accordance with an agreed Phasing Plan and Delivery Statement. Further conditions will secure submission and approval of a Design Code, individual Plot Passports, and a Marketing Strategy prior to submission of any Reserved Matters application.
- 5.19 Full details of the requirements for submitting a planning application can be found on the Council's website: https://www.fareham.gov.uk/planning/applications_and_advice/howtoapply.aspx.

Affordable Housing

- 5.20 The Affordable Housing requirement as set out in Policy HP5 – Provision of Affordable Housing should be calculated on 100% of the unit numbers, including the self/custom build element.
- 5.21 Self-build and Custom housebuilding are often regarded as a market homes product, however they can be delivered as Affordable dwellings as long as they meet the definition of Affordable Housing in Annex 2 of the NPPF 2021.

- 5.22 The Council will not specifically require developments to offer the self/custom build element as Affordable Housing. Where a site of 40 or more dwellings comes forward, this will trigger both a requirement for Affordable Housing and a self and/or custom build element. Developers may seek to provide for their Affordable Housing requirement via a Registered Provider and contractor in the normal way and provide the self/custom requirement as part of the open market provision.
- 5.23 Alternatively, self/custom build plots could meet or contribute toward satisfying both policies, through the provision of some Affordable self/custom build plots. The Council consider that custom build is generally the most appropriate way to achieve this. Applicants are strongly encouraged to use the Planning Pre-Application service to discuss the provision of self/custom build plots as affordable housing to ensure the proposal meets identified need and the site is considered appropriate for this kind of provision.
- 5.24 The following is an example of how Affordable Housing and self/custom build could be addressed separately on a development:

Greenfield site proposing a housing development of 120 dwellings:

- 40% (48 No. dwellings) to be provided as Affordable Housing (tenure mix as per Policy HP5, size mix as informed by discussions with Fareham Housing)
- 10% (12 No. dwellings) to be provided as self/custom build plots (as per Policy HP9)
- 60 No. dwellings to be provided as open market housing.

- 5.25 Further guidance on the delivery of Affordable Housing and how it relates to self and custom build will be available in the Council's Affordable Housing SPD.

Application Requirements

- 5.26 For planning applications which are required to provide 10% serviced plots for self and custom build, the Council will expect developers to submit details of the number of plots together with a parameter plan identifying the precise plot boundaries, indicative location of the dwellings within each plot, a Delivery Statement, Phasing Plan, Marketing Strategy and where appropriate, Design Codes and Plot Passports. These requirements are identified on the Council's validation checklist and should be included with the submission of the planning application. Further details are set out below:

Delivery Statement

- 5.27 A Delivery Statement should set out the programme for delivering the plots to a serviced and construction-ready condition including details of access, servicing, infrastructure, subdivision of plots, boundary treatments and how the delivery of plots will meet the definition of self-build and custom housebuilding and the definition of serviced plots (as referred to in section 5

of the Self-build and Custom Housebuilding Act 2015). Appendix 4 provides a template to assist in the drafting of a Delivery Statement.

Phasing Plan

- 5.28 Where the development is to be phased, a Phasing Plan will be required showing the location of the self-build plots including any access works to be approved by the Council prior to commencement. The Phasing Plan should show each plot for self and custom build (each plot phased separately) and any necessary access works.

Marketing Strategy

- 5.29 A Marketing Strategy is required in accordance with Policy HP9's supporting text. The Marketing Strategy should be submitted to the Council and agreed prior to the commencement of any phase which includes self/custom-build plots. The strategy should set out how plots will be marketed through an active local campaign, such as promotion on social media and relevant websites and should include consideration of targeted marketing to potential self-builders and local groups, alongside roadside marketing boards. Where Design Codes and Plot Passports will be used, these should form part of the marketing material. An information/marketing pack should also be provided to the Council to be in turn provided to all individuals on the Council's self and custom build register who have opted to receive such information. A list of Marketing Strategy requirements is included in Appendix 2.

Design Code

- 5.30 A Design Code is useful where large sites are likely to have areas with differing design requirements.
- 5.31 A Design Code is a set of written and illustrated rules that establish the design parameters of a particular development, prepared in accordance with the Council's Residential Design SPD and Policy D1. Design Codes for self and custom build developments are likely to be site specific and vary between locations. They can also be area wide within a larger development site. A Design Code may be appropriate to ensure high quality urban design, and to provide clarity at marketing stage.
- 5.32 The Design Code should be informed by an appropriate contextual assessment and be accompanied by a Vision Statement setting out the design philosophy for the proposal and how it integrates with the character and visual appearance of the locality and/or wider development.
- 5.33 The following table provides an example of the parameters that a Design Code may address, in discussion with Council Officers.

| Design Parameters | Example considerations |
|--------------------------------|--|
| Density | Site coverage/plot ratio, dwellings per hectare, higher/lower density phases/areas. |
| Street network | Street and building pattern and connectivity. |
| Views and vistas and outlook | Relationship to heritage assets, topography, corridors and backdrops. |
| Landscape | Purpose and function, trees: species, numbers, placements. |
| Streetscape and building lines | External materials and boundary treatments, eaves and rooflines, corner treatments, focal points, set-backs, boundary treatments. Frequency, pattern, and scale of building features such as windows, doors, porches, balconies and other architectural features, including material and colour. |
| Building and active frontages | Set back distance; front gardens and threshold space, active frontage purpose and orientation. |
| Building Types | Detached, semi-detached, terraced / town house, flats. |
| Plot Form | Proportion, plot size (m2), plot width and depth, minimum garden size and separation space between, maximum proportion of plot that may be developed; parameters of dwelling position on plot, minimum distances from boundaries. |
| Building Form and orientation | Storey heights, building mass, building orientation, position on plot, frontage, and outlook. |
| Parking Standards | Location (on-street, on-plot parking, courtyard parking) materials, overlooking, lighting, cycle parking and electric vehicle charging facilities. |
| Waste Facilities | Location and design of refuse and recycling bin storage, and servicing. |

Table 1: Design Code example considerations

Plot Passports

- 5.34 Plot Passports are simple summaries of the design parameters for each plot capturing the relevant information from the Design Code, planning permission and Delivery Statement.
- 5.35 Plot Passports act as a key reference point for prospective purchasers and should form part of the marketing material available for each self and custom build plot to help private homebuilders to understand what they can build on a plot. Reserved Matters applications from self-builders which fall within the plot passport guidance can be processed in less time and can help speed up the planning process.
- 5.36 Each passport should clearly show as a minimum the plot location, back-to-back distances, permissible building lines, scale, servicing, and utilities, building height restrictions, plot size and Gross Internal Area parameters, proximity to neighbouring buildings, developable footprint, boundary treatments, parking and cycle storage, and side space requirements.

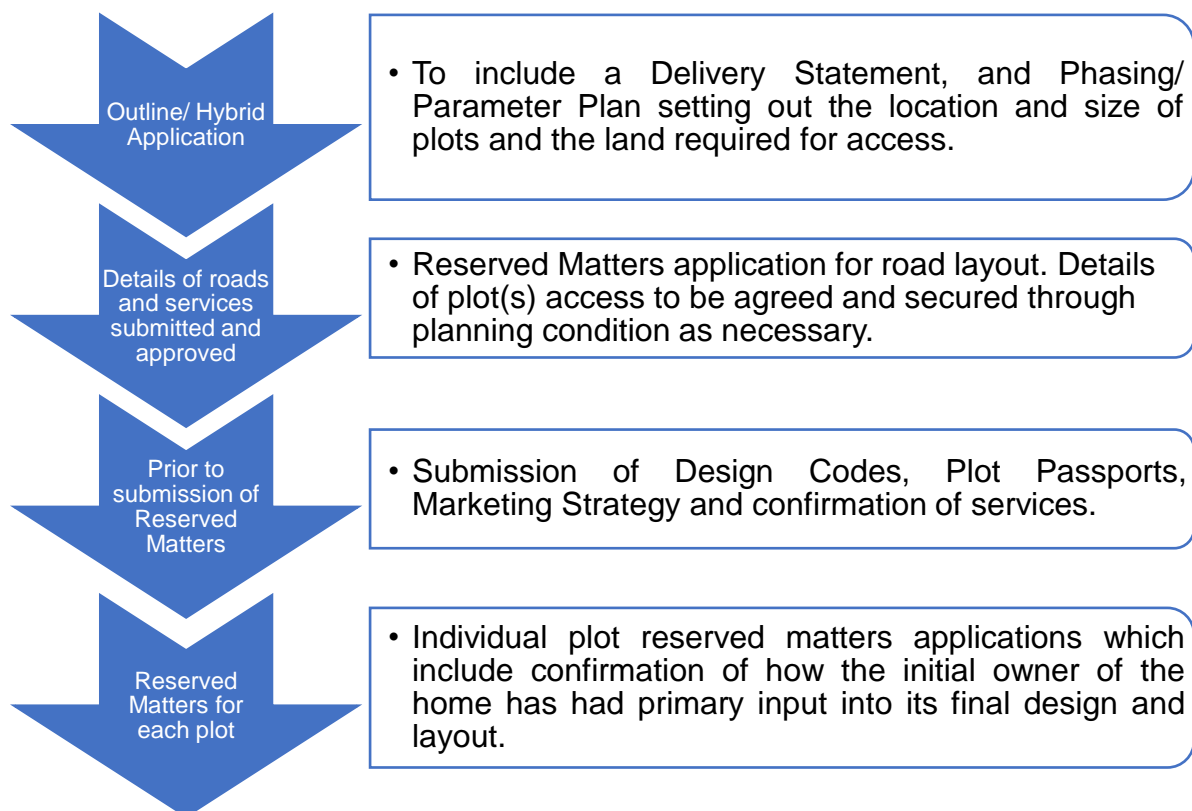
5.37 Passports should be clear about the number of dwellings that can be built on a plot (generally only one) as well as car parking and access location etc. The choice of finishing materials, fenestration and roof shape is usually left to the plot owner, subject to the Council's Design SPD and any relevant area or site wide Design Codes covered by the encompassing planning application.

5.38 An example of a Plot Passport is included in Appendix 3.

Successful Applications

5.39 Where applications are approved which include self and custom build homes, the requirements for the delivery such as phasing, Plot Passports, Design Codes, marketing, and provision of services will be set out in planning conditions.

5.40 The following diagram sets out the recommended approach for the submission of planning applications and the delivery of self and custom build homes on larger developments of over 40 dwellings which required to deliver self or custom build homes in accordance with Policy HP9:



6. COMMUNITY INFRASTRUCTURE LEVY (CIL) EXEMPTIONS AND SELF-BUILD

- 6.1 The Community Infrastructure Levy (CIL) was introduced in 2010 and is a tool for local Councils to help raise funds from developers to deliver infrastructure, such as new schools, open space, or public transport. It is a charge per square metre levied on new development such as new homes to fund infrastructure. Fareham adopted CIL in April 2013. Full details of Fareham's CIL can be found on the Council's website at https://www.fareham.gov.uk/planning/local_plan/cil.aspx.
- 6.2 As set out in the Community Infrastructure Levy Regulations 2010 and PPG⁷, self and custom homebuilders can apply for exemption or relief from the CIL where the relevant criteria are met, and the correct process is followed. It is important that prospective self and custom homebuilders investigate and understand the process that must be followed in order to qualify for the exemption or relief from CIL at an early stage.
- 6.3 For a self or custom build development to claim exemption from CIL, the self/custom builder must own the property and occupy it as their principal residence for a minimum of 3 years after the work is completed. If the owner wants to sell or let out the self or custom build property before the 3-year occupancy limit expires, they must notify the Council and the levy then becomes payable in full.
- 6.4 Further CIL guidance and the forms required are available on The Planning Portal at <https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms>.

⁷ <https://www.gov.uk/guidance/community-infrastructure-levy#para082>

APPENDIX 1

Types of Self and Custom Build Housing

Self and custom build housing can include single detached homes on small plots, family homes on larger plots, larger infill developments, regenerative opportunities, community self-build projects, terraced properties, and apartments. Self and custom building can be described as any instance when a person is involved in some way in the production of their new home. Self and custom build are not prescriptive or restrictive, there are degrees of self-build and custom build, as described below:

Self-Build

Self-build housing is where people often physically build their own home, sometimes with help from sub-contractors. However, the level of involvement can vary greatly from undertaking all the building work themselves, project management of the design and construction, to purchase of the site and appointment of a contractor. The following are some examples of self-build projects:

One-off home

The owner manages the design and construction process, including obtaining planning permission and undertakes all or a proportion of the building work too.

Contractor-built one-off home

The owner manages the design process, including obtaining planning permission and then hires a contractor to complete all the construction work or the owner may manage the build and hire sub-contractors to complete specific tasks. The owner might undertake some of the simple tasks, such as decorating.

Kit/modular/package-build home

The owner finds the plot of land then selects a kit home from a kit home manufacturer. The owner obtains planning permission, and the kit home manufacturer then supplies and builds the house. The owner might complete some of the fitting out work.

Community-led housing (CLH)

Schemes involve groups of local people building homes for themselves with external support and managing the process collectively. Individual self-build is not regarded as community-led housing.

Supported community self-build group

This type of project is often organised by a social landlord, a local authority, a community land trust, or the Community Self Build Agency⁸ (CSBA), and this approach tends to suit people on lower incomes who like the idea of someone coordinating the group on their behalf.

⁸ <https://www.spatialagency.net/database/community.self.build.agency>

Custom Build

Custom Building is a way for people to commission their own home. Custom build plots are generally located on a multi-plot site where neighbours will be like-minded people who have also commissioned their home. It is a quicker and simpler route to achieving a bespoke home, as the process of finding land, securing planning permission and installing services are taken care of. Custom build homes are tailored to an individual's specification, but the construction is managed and completed by a developer. This is a more hands off approach but still offers the opportunity of a unique home that suits the private home builder's needs, lifestyle, and design preferences. Custom build falls into three main types: serviced plots, shell homes or customisable turnkey. In each route, a developer or enabler will be involved to a lesser or greater degree.

The serviced plot

The serviced plot will have planning permission and infrastructure already in place. Planning may be outline with a Design Code or what is known as a 'Plot Passport' which enables the custom builder to get detailed planning permission more quickly than usual. It may also have a detailed planning permission in place.

The shell

This is a wind and water-tight home with no internal fixtures or fittings. You will need to arrange for all the trades yourself to complete. Sometimes this is also called 'self-finish' which may mean more of the internal works have already been done.

The customisable turnkey

Serviced plots are marketed directly to individual private homebuilders along with a design and build contract for a completed custom home. This option provides a complete, bespoke service to meet the customer's need, including designing the home, sourcing the materials, arranging labour and the build to completion.

Other forms of 'self-finish' Custom Build houses where the dwelling is not built or commissioned by the occupant may not be considered by the Council to be true self or custom build and are also not recognised by the Community Infrastructure Levy (CIL) regulations. (See section 4 for information on CIL).

APPENDIX 2: Marketing Strategy

The Council expect that a robust Marketing Strategy is devised to ensure that information regarding the plots available reach potential purchasers and that the information included is clear and easy to understand.

The following list sets out the Council's requirements for a Marketing Strategy:

- 1 Marketing agent's contact details
- 2 High quality downloadable and printable sales brochure
- 3 An appropriate Design Code for the site
- 4 An appropriate Plot Passport for each plot
- 5 Plot valuations (provided by an experienced local agent)
- 6 Rules of the build/draft purchase agreements
- 7 Evidence of mortgage availability (how information which will be available to prospective purchasers)
- 8 The media and PR marketing plan (including details of all websites and portals upon which the plots will be listed)
- 9 On-site marketing (to include sales board at site entrance and appropriate marketing within on-site marketing suite)
- 10 The plot viewing process (to demonstrate how the plots will be demarcated and can be accessed)
- 11 A monitoring method statement (setting out how information on plot sales will be monitored and fed back to the Council on a quarterly basis)

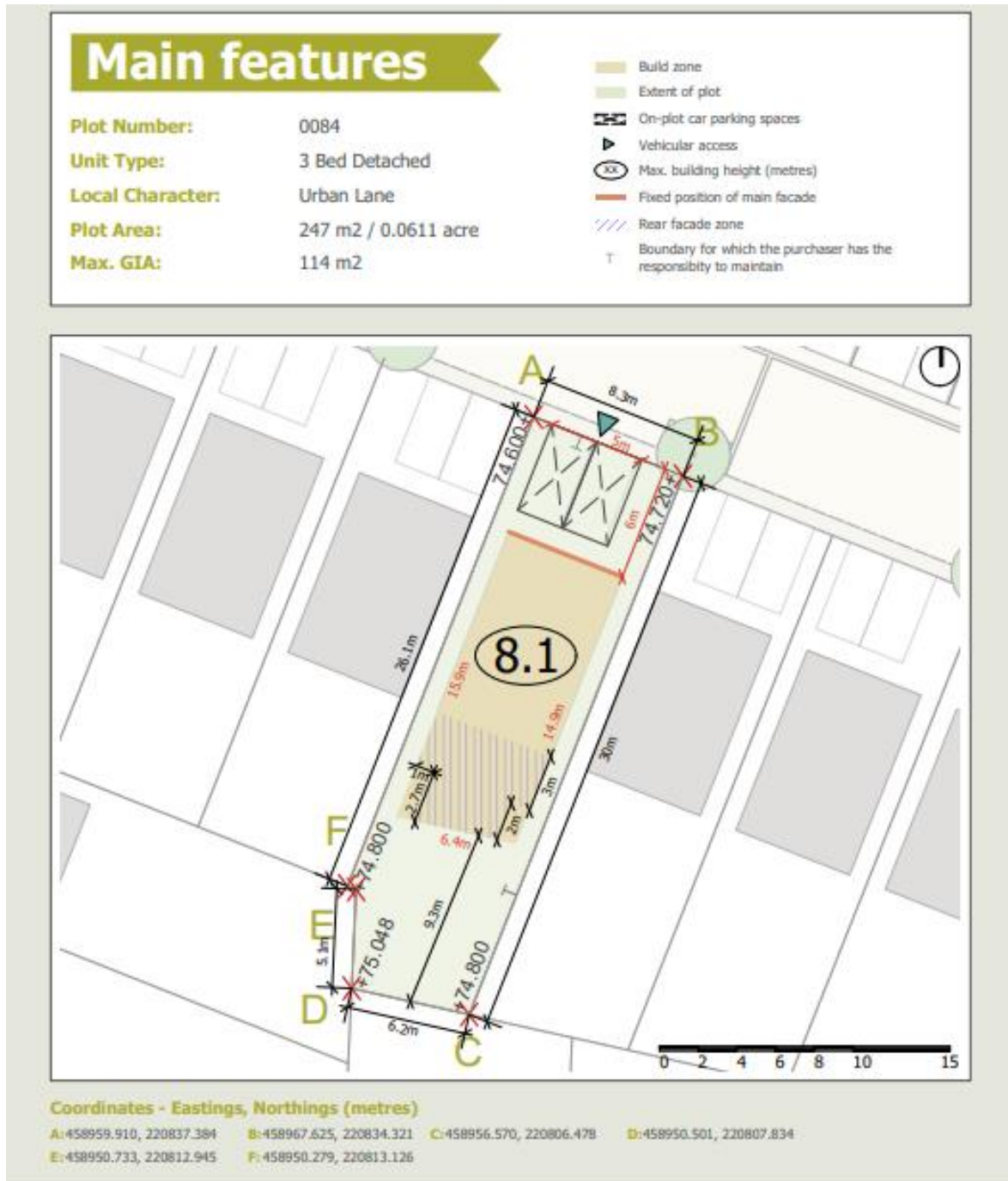
The Marketing Strategy can include more information than set out above, for example CGI images promoting the development or any further details of the development which the developer considers appropriate.

The Council will seek confirmation from the developer that marketing packs can be shared with the Council's self and custom build register.

APPENDIX 3

Example Plot Passport

Extract of a Plot Passport from Graven Hill Village Development Company Ltd



Rules of your build

- 1 Prior to development commencing, you must apply to the Local Planning Authority for a determination as to whether your design complies with the site Masterplan and Design Code. Forms are available from Local Planning Authority and must be accompanied by a plan showing the site and details of the proposed development. The Local Planning Authority must respond within 28 days, otherwise you can proceed.
- 2 Your home must be built within the 'build zone' and not exceed the max. permissible Gross Internal Area (GIA) stated above for construction above ground. In addition to the above area, a further 40% of the max. permissible GIA can be constructed below ground for a basement. The footprint of your home does not need to fill the entire 'build zone' & can be positioned anywhere within it. See below for GIA definition.
- 3 No temporary buildings or caravans are allowed on your plot. Prior to Completion, you shall not occupy your home for residential purposes or allow your home to be occupied for residential purposes.
- 4 No works or storage of materials may be undertaken outside the curtilage of your plot without permission from the relevant approving authority either GHVDC, Highways authority or the District Council as applicable.
- 5 All the rear walls of your building must be positioned within the hatched area of the build zone. Should either neighbouring plot have received either confirmation of compliance or planning permission, then any part of your home that would:
 - i) have more than a single storey; and ii) be within 2 metres of the boundary with a neighbouring home with confirmation of compliance or planning permission; then that must not extend beyond the rear wall of the neighbouring home by more than 3 metres.
- 6 The Principal Elevation of your home must front a highway.
- 7 This plot is for one detached unit with a max. of 3 bedrooms. The merging & subdivision of this plot is not permitted.
- 8 Prior to development the Plot Purchaser (as client) must appoint a Principal Designer as required under the 2015 Construction Design and Management regulations.
- 9 Any upper-floor window that is on a side elevation and less than 1.7m above the floor and faces onto a neighbouring house must be:-
 - (i) obscure-glazed (ii) non-opening
- 10 A minimum area of 50% of the plot frontage (the area between the highway and your front wall) must be permeable (i.e. grass / shrubs / gravel etc.). On the remaining area any hard surface to be provided on land between a wall forming the principal elevation of the home and the highway must either be made of porous materials, or provision made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the home.
- 11 Unit Completion must take place within 24 months of the Completion of Sales Contract. See below for Unit Completion definition.
- 12 Your home must be no more than 8.1m as the maximum building height. This equates to approximately 2 storeys. The maximum building height means the height of your home when measured from ground level of the plot to the top of the highest part of the roof excluding any external chimneys, flues, soil or vent pipes or other structures for renewable energy generation.
- 13 The height of any external chimney, flue, soil or vent pipe, or other structure for renewable energy generation, must not exceed the highest part of the roof of the home by 1 metre or more.
- 14 Provision for the secure storage of min. 2 bicycles must be demonstrated in the design. Storage for 3 no. 240 litre wheeled bins (59w x 107h x 74d (cm)) for recycling, garden and residual waste should also be shown and must not be visible from road.
- 15 2 car parking spaces (vehicle bays) must be provided on the plot and be a minimum of 2.5m x 5.5m in size. The position of parking bays is to your discretion. However, the position of vehicular access is fixed and must be located as shown on the Plot Plan overleaf. The minimum internal dimensions for a single car garage is 3.0m x 6.0m.

- 16 Front boundaries to be maximum 1.1m high. Front boundary means any boundary which is or would be forward of the principal elevation of your home. Side/rear boundaries to public areas to be maximum 1.5m high with 0.3m trellis over. Side/rear boundaries to private areas to be maximum 1.8m high. Any material/colour permitted.
- 17 The majority of the main facade(s) of your home must be constructed on the line shown. Bay windows must not protrude more than 1.5m beyond this line.
- 18 Terraces, balconies and raised platforms above ground level are not permitted where they would extend beyond a wall forming a side elevation or any wall forming a rear elevation of your home.
- 19 The T bars shown on the Plot Plan indicate the boundaries to your plot for which you have the responsibility to maintain.

Performance and Sustainability Requirement:

| | |
|---|--|
| Thermal element U-values; at least: | Walls: U = 0.15 W/m ² K, Ground Floor: U = 0.15 W/m ² K, Roof: U = 0.15 W/m ² K |
| Thermal bridges; meet one of the following standards: | (i) Use Accredited Construction Details, provided by the Government's planning portal website. An overview can be downloaded from www.planningportal.gov.uk . In particular at: http://www.planningportal.gov.uk/buildingregulations/app-overdocuments/part5/tae/tae-tdocuments/act (ii) Achieve the Association of Environmentally Conscious Builders (AECB) Gold or Silver Standard details as a minimum to achieve $\psi = 0.08$ W/m ² K. (iii) Improve on the Accredited Construction Details to achieve a maximum $\psi = 0.08$ W/m ² K. |
| Window U-values and g-value (Glazing & Frames combined); at least: | U = 1.4 W/m ² K Range for solar gain factor (g-value): g = 0.50 - 0.70 |
| Air Leakage rate | 3m ³ /hr/m ² @ 50 Pa test pressure |
| Mechanical ventilation with heat recovery where specified: | Electrical efficiency ≥ 1.5 W/la Heat recovery efficiency ≥ 70% |
| Overheating risk | Consider design strategies that minimise the risk of summertime overheating risk. As a minimum comply with Building Regulations Part 1, Standards Assessment Procedure (SAP) Appendix F, or equivalent assessment method to achieve 'low' or 'medium' risk of overheating. |
| Electrical lighting | Minimum 75% of fixed lighting to be low energy (such as compact fluorescents or LEDs) |

Definitions

Home

Home refers to a dwelling house or building which does not include a building containing 1 or more flats or a flat contained in such a building.

Gross Internal Area (GIA)

The Gross Internal Area means the total enclosed internal floor area of your home measured within the external walls taking each floor into account and excluding the thickness of the external walls. The GIA of your home also includes integral garages and conservatories.

Principal Elevation

Is the elevation of your home that faces the vehicular access to your plot.

Completion

Unit Completion shall be deemed to be achieved on the date of the earliest of the following being issued in respect of your home; i) the date of completion notice for Council Tax purpose in accordance with schedule 4a of the Local Government Finance Act 1988 and section 17 of the Local Government Act 1992 or ii) the date of the building regulations completion certificate in accordance with section 17 of building regulations or if earlier the date on which any latent defects insurer issues the policy cover note in respect of the building works.

Main features

Foundation Type: **Strip or Trenchfill**

Foul Water MH: **E:458961.932, N:220835.294
IL:73.300**

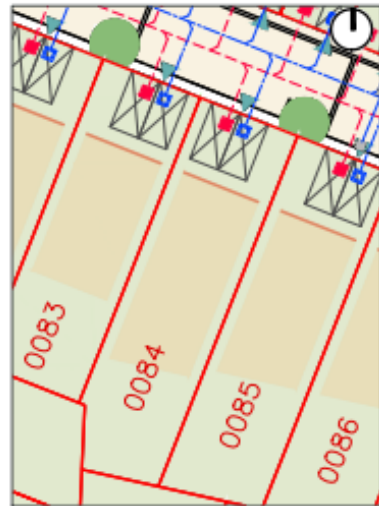
Surface Water MH: **E:458963.325, N:220834.737
IL:73.400**

Key

- ■ = Surface Water Disconnecting Manhole
- - - ■ = Foul Water Disconnecting Manhole

MH = Disconnection Manhole

Manhole Coordinates are E-Eastings, N-Northings (metres),
IL = Invert Level (m-AOD)



Utility supply features

Electricity

230V Single Phase, 50Hz AC
100A/23KVA Supply Rating Max

Gas

25mm PE LP Pipe, 30KW Supply Rating Max.

Water

25mm ALPE Pipe with Meter, Stop Valve and Double Check Valve Standpipe.
Min Pressure 6m Head, Approx

Telecoms

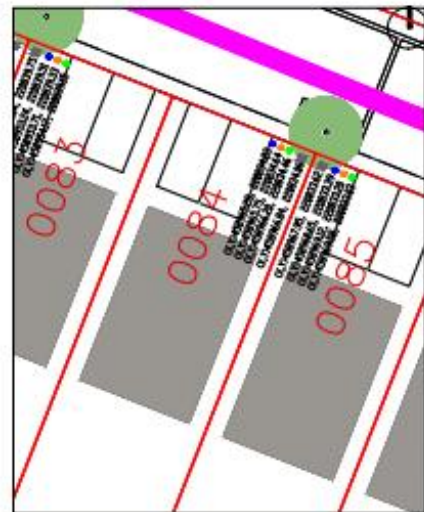
Fibre Service

Key

- Electricity Supply ■
- Gas Supply ■
- Water Supply ■
- Telecoms Supply ■
- Multi Utility Distribution Network ■

Co-ordinates

Co-ordinates indicate services intake position within site boundary



Plot Boundary Service Connections

1 Electricity

The electricity supply terminates in a ground mounted enclosure, just inside plot boundary, housing a 100A fuse cut-out, a 100A DP RCBO, with space for the provision of a small distribution board and meter. MPAN number will be supplied to allow the purchaser to arrange for a meter to be installed. (refer to 'Arranging for your meter' section)

2 Gas

The gas supply will require extension directly from the gas main in the road to the meter position in a built in or wall mounted meter box once the meter box has been installed on the building. The service pipe must be laid in a straight line between the connection to the main and the meter position. The proposed service pipe location is shown within the diagram above, any changes to this position must be provided to GTC as part of the Golden Brick design. Any subsequent variation to this location may incur additional cost to the self-build purchaser.

3 Water

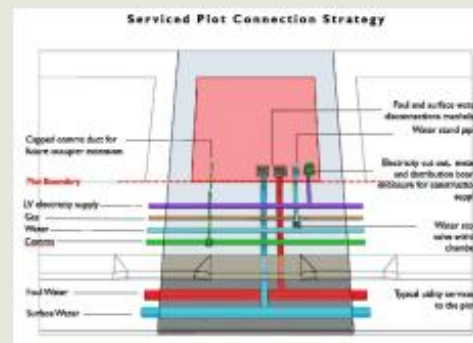
The water supply terminates at a double check valve and standpipe, just inside plot boundary, with meter and stop valve chamber in footway.

4 Telecoms

The telecoms provision terminates with a cable duct, at the plot boundary.

5 Drainage

Refer to 'Drainage' under separate passport.



APPENDIX 4

Delivery Statement Template

The Delivery Statement should be prepared to demonstrate how self-build plots and/or custom-build homes will be delivered onsite to meet the requirements of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).

The self-build plots/custom build homes must comply with Fareham Local Plan 2037 Policy HP9 – Self and Custom Build Homes and be delivered to an acceptable standard in the interests of the character and visual amenity of the area.

Aim of this template

This template is designed for developers to use to aid in setting out the contents of their Delivery Statement, or to simply respond to the questions as part of their submission. This document includes a number of criteria which need to be covered in the submission of proposals involving self and custom-build housing, including windfall sites or sites caught by Policy HP9 of the Fareham Local Plan 2037, which requires developers to provide at least 10% of the total dwellings on residential and mixed-use sites of over 40 dwellings. The criteria are designed to prompt the developer to consider matters, such as, how self/custom build projects will be brought forward (i.e. which model), where the plots will be located, how do they meet the definition of self or custom build, and so on.

1) What model will be followed in order to deliver self and custom-build housing?

Models

a) Sell plots to private homebuilders: Developer/landowner to provide building plots for self and custom-build. The plots are serviced, delivered, and marketed by the developer (with the principle of planning permission already established) directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. Private homebuilders are responsible for designing and building or commissioning the building of their home.

b) Shell Homes: Developer/landowner construct the home to a weatherproof structural shell stage, the design of which can be tailored to the homeowner's requirements in accordance with the planning permission already established. The shell homes are delivered with services and marketed to individual private homeowners for them to complete the internal build and finishes. The exterior of the shell is to be completed in accordance with the approved Design Code.

c) Turnkey: Serviced plots are marketed directly to individual private homebuilders along with a design and build contract for a completed custom home to provide genuine bespoke and individual design to meet the customers need. These architect-led homes will offer a complete service and will include designing the home, sourcing the materials, arranging labour and the build to completion.

d) Sell land to Enabler: Developer/landowner to sell the self-build land to a third party such as a self-build enabler who will be responsible for servicing, delivering, and marketing the plots directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. The self-build enabler may sell the plots to private homebuilders to design and build or commission their own home, they may also provide design and build contracts to meet the private homebuilders' individual design.

e) Partnership with Enabler: Developer works with a third party such as a self-build enabler to provide serviced building plots for self or custom-building. The plots are delivered and sold by the third party or developer (with the principle of planning permission already established) directly to individual private homebuilders through a reputable estate agent and to persons registered on the Council's self-build register. The self-build enabler may sell the plots to private homebuilders to design and build or commission their own home, they may also provide design and build contracts to meet the private homebuilders' individual design.

2) How does the proposed model fulfil the Self-build and Custom Housebuilding Act's (2015) definition of self-build and custom housebuilding?

Self & Custom Build Definition

The Self-build and Custom Housebuilding Act 2015 defines self-build and custom housebuilding as, 'the building or completion by:

- a) Individuals
- b) Associations of individuals, or
- c) Persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals, but does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person'.

3) How will the Self or Custom Build Plots be phased? Please provide a proposed Phasing Plan.

Phasing

On larger sites, the Council will expect the early delivery of parcels of self-build plots. The Council will work with developers to understand any challenges to the early phasing and release of the self-build element of developments. It is important that developers consider early on the timing of the servicing and provision of the plots as this is an important aspect of their delivery. This will be dealt with via planning conditions or S106 Agreement.

4) Where will the plots be located? Please attached a proposed layout plan.

Location

Plots should be carefully selected to ensure that they can be serviced in an agreed specified period in the construction programme and are attractive to prospective self and custom house builders.

Plot sizes should be realistic to make them attractive propositions, they should be clustered together, easily serviceable and in an attractive location not encumbered by significant constraints such as trees, slopes and free from flood risks. There should not be services or rights of way crossing the land and the boundaries should be clearly marked out. Plots should benefit from easy access directly to the plot to facilitate the delivery of bulky materials.

5) Who will be responsible for connecting to or extending the utilities to each home?

Serviced Plots

A serviced plot of land means a plot to which all reasonably necessary service connections have been provided to the boundary including being accessible from a public highway and utility services to adoptable standards by the relevant statutory undertaker.

Installing utilities: there are usually four common utility connections; water and sewage connections, electricity, gas and telecoms. Each utility is normally provided to a disconnected chamber on or just within the boundary of each plot (for example electricity connections provided to fuse boxes on stakes and water connections provided to a manhole in the pavement). Connections should be clearly identified, and labels should not use shorthand. Careful consideration of the locations of the connections is required so that they are kept out of the way of construction traffic.

6) What fences or boundary treatments will be required and who is responsible for installing them (and by when)?

7) What remediation is required for each plot and how will this be delivered?

8) Will there be any shared maintenance areas or communal areas and who will be responsible for this?

9) Access roads: At what point will the surface course of the access road be laid?

10) What obligation is there to complete works to the access road (mortgage providers for serviced plots may require evidence of the landowner's obligation to complete the works so it may be necessary to sell the plots with a copy of the infrastructure contract)?

11) Please describe the proposed estimated timing of the servicing and provision of the self-build plots.

12) Will private self-builders be required to provide a bond payment to the master developer to cover any damage to public areas the development?

Bond Payments

Bond payments can be required from plot purchasers to ensure that any damage to the road and kerbs during construction can be recouped, the bond can be extended to cover the whole self-build site, for example to repair accidental damage. Bonds can encourage honesty, as everyone's money is collectively at risk for any liabilities by individuals during construction and therefore assist both parties. The requirements and value of any bonds should be reasonable with very clear terms and conditions to include when they can be spent, how much is required, how expenditure is agreed and when it is returnable. Clear guidance for the self-builder is required to set these conditions out.

13) Please provide details of the Design Code for the self-build plots.

Design Codes

National policy and guidance proactively encourage and sets the framework for the use of Design Codes, including their use for private homebuilding projects to clearly set out what form of development is preapproved in response to an agreed design vision for a site. This will ensure that individually designed homes will fit into the surrounding area. Design Codes can thus play an important role on private homebuilding sites. They reduce risk, provide certainty, drive up design quality and give the private homebuyer the flexibility to design their own home by permitting freedom of design with some high-level rules. Design Codes are particularly useful for larger multi-plot developments and/or self and custom build schemes that may impact on more 'design' sensitive locations such as conservation areas or the setting of listed buildings. They should not generally be overly prescriptive and should allow for design variation, creativity, innovation, and originality. The amount of prescription will vary according to the sensitivity of the site. They should specify what is mandatory and what is optional.

Where possible they should be style neutral so they can deliver contemporary or traditional architecture and they should allow for advanced methods of construction. Design Codes should consist of written and graphic rules that establish, with some precision, the two- and three-dimensional design elements of a proposed development. Key design considerations typically focus on the site/plot and the acceptable form of development (for example scale, massing, height, build line & layout, boundary treatments and landscaping). Codes can define process considerations (for example how construction traffic will be controlled, plant and material storage).

14) Please provide details of your Plot Passports.

Plot Passports

Plot Passports are a simple way of helping private homebuilders to understand what they can build on their plot. Plot Passports are simple summaries of the design parameters for each plot capturing relevant information from the Design Code, planning permission and Delivery Statement. They are short documents specific to each plot and form part of the marketing materials available for each plot. They act as a key reference point for prospective purchasers and form part of the marketing material available for each custom build plot to help private homebuilders to understand what they can build on a plot. They add value and certainty by acting as a key reference point for the purchaser, capturing relevant information from the planning permission, design constraints and procedural requirements in a concise and accessible format.

Plot Passports are required for approval before commencement of those phases which include plots for private homebuilding. They can help speed up the planning process; Reserved Matters applications from self-builders which fall within the plot passport guidance can be processed in less time. Each passport should clearly show the plot location, permissible building lines and side spacing, proximity constraints to neighbouring buildings, the developable footprint and building height restriction.

Passports should be clear about the number of dwellings that can be built (generally only one) as well as car parking and access location etc. The choice of finishing materials, fenestration and roof shape is usually left to the plot owner.

Screening Statement of the need for a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) for the Fareham Borough Council Self & Custom Build Housing Supplementary Planning Document

Introduction

1. This screening statement has been prepared to determine whether the proposed Self and Custom Build Housing Supplementary Planning Document (SPD) should be subject to a Strategic Environmental Assessment (SEA) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations).
2. The purpose of the Self and Custom Build Housing SPD is to aid the effective implementation of the Council's strategic planning objectives and the Self and Custom Build Housing delivery policies in the Fareham Local Plan 2037. The relevant policies are:
 - HP9: Self and Custom Build Homes
 - HP2: New Small-Scale Residential Development Outside the Urban Areas
3. The SPD contains:
 - Policy context based upon the Fareham Local Plan 2037 regarding Custom and Self Build Plots, including the definition of custom and self build;
 - Reference to the percentage provision in the policy requirements for Self and Custom Build homes and thresholds for developments;
 - Approaches and advice on:
 - delivery mechanisms including phasing and servicing;
 - achieving quality design;
 - plot marketing requirements;
 - community infrastructure levy.
4. The SPD provides guidance on how to implement policies that are material considerations in the determination of planning applications and inform Development Management decisions. The SPD provides further guidance to all parties seeking to comply with the Local Plan policies and will therefore be of particular use to developers, architects and agents looking to bring forward development.

Strategic Environmental Assessment – Regulatory Requirements

5. The basis for Strategic Environmental Assessment legislation is the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations) which was transposed from European Directive 2001/42/EC. Detailed guidance of these regulations can be found in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005) and Paragraph 11-008 (Strategic Environmental Assessment and Sustainability Appraisal) of the Planning Practice Guidance (PPG). This states that "supplementary planning documents do not require sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the local plan".
6. Under the requirements of the Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.

7. The objective of a Strategic Environmental Assessment is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

The Strategic Environmental Appraisal Process

8. The first stage of the process is for the Council to determine whether the SPD is likely to have significant effects on the environment. This screening process includes assessing the SPD against a set of criteria (as set out in Schedule 1 of the SEA Regulations). The results of this are set out in table 2 of Appendix 1 of this statement. The aim of this statement is therefore to provide sufficient information to demonstrate whether the SPD is likely to have significant environmental effects.
9. Where the Council determines that a SEA is not required, Regulation 9(3) of the SEA Regulations states that the Council must prepare a statement setting out the reasons for this determination. This statement is Fareham Borough Council's Regulation 9(3) statement. The Council has consulted the Environment Agency, Historic England and Natural England on this screening statement. Their responses are included at Appendix 2.

Habitats Regulations Assessment

10. In addition to the SEA, the Council is required to consider a Habitats Regulations Assessment (HRA). HRA is the process used to determine whether the plan or project would have significant adverse effects on the integrity of an internationally designated site of nature conservation importance, known as European sites. The need for an HRA is set out within the Conservation of Habitats and Species Regulations 2010, which transposed EC Habitats Directive 92/43/EEC into UK law.
11. The Fareham Local Plan 2037 was subject to a comprehensive HRA: [HRA Update Report September 2022.pdf \(fareham.gov.uk\)](#)
12. The HRA screened out the policies listed in paragraph 2 of this assessment at an early stage, concluding that they were unlikely to have a significant effect on the integrity of European Sites. The summary of that can be found in appendix 2 of the HRA (linked above). As the purpose of this SPD is only to provide guidance and clarity on these policies, the Council has determined that a HRA is not required.

Conclusion

13. Based on the screening process, it is the Council's opinion that the Self and Custom Build Housing SPD does not require a Strategic Environmental Assessment under the SEA regulations or an appropriate assessment under the Habitats Regulations. This is because there will be no significant environmental, social or economic effects arising from its implementation, as it seeks only to expand upon and provide guidance for the effective and consistent implementation of Local Plan policies.

Appendix 1:

Table 1: Establishing whether there is a need for an SEA (based on figure 2, ODPM guidance)

| Assessment Criteria | Yes/ no | Assessment |
|---|-----------------------|---|
| 1. Is the PP subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2 (a)). | Yes. Proceed to Q2 | Supplementary Planning Documents are prepared by local planning authorities under the provisions of Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012. |
| 2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2 (a)). | Yes. Proceed to Q3 | The SPD is consistent with and expands upon the Borough Council's Local Plan. It is therefore necessary to answer the following questions to determine further if an SEA is required. |
| 3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, water management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the Environmental Impact Assessment Directive? (Art 3.2 (a)) | No. Proceed to Q4 | Whilst the SPD has been prepared for town and country planning purposes, it does not set policy or a framework as it only provides guidance on the policies within the Local Plan. The policies that the SPD supplements have been subject to SA/SEA. |
| 4. Will the PP, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Art. 3.2 (b)). | No. Proceed to Q6 | The policies that the SPD is supplementing have themselves been subject to Habitats Regulations Assessment. Refer to paragraph 12 in this document. |
| 6. Does the PP set the framework for future development consent of projects (not just projects in Annexes to the EIA Directive)? (Art 3.4). | Yes. Proceed to Q8 | The SPD provides further guidance to supplement policies related to developer contributions and infrastructure provision. The SPD does not allocate land and it does not set policy or a framework for future development, but it does provide guidance to policies in the local plan |
| 8. Is it likely to have a significant effect on the environment? (Art. 3.5) | No | Directive does not require SEA. |

Table 2: Assessment of the likelihood of the Self and Custom Build Housing SPD having significant effects on the environment

| Significant effect criteria | Potential effects of the SPD |
|---|--|
| <i>The characteristics of the plan having regard to:</i> | |
| (a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources; | The SPD provides more detail on the policies and principles established in the Fareham Local Plan 2037, which has been subject to comprehensive SA incorporating SEA. The purpose of the SPD is to provide guidance on the effective and consistent implementation of the relevant policies in paragraph 2. The policies in the SPD must not and do not conflict with those in the Local Plan and as such are subservient and supplemental to those in the Local Plan. |
| (b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy; | The purpose of the SPD is to supplement the Local Plan policies and sits below the Local Plan in terms of the Development Plan hierarchy. |
| (c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development; | The SPD is relevant in terms of promoting sustainable development as it seeks to ensure the effective and consistent implementation of infrastructure policies in the Local Plan, the aim of which is to provide better places for local communities. |
| (d) Environmental problems relevant to the plan or programme; | There are no environmental problems relevant to the SPD. This SPD will result in social and economic benefits through the effective and consistent implementation of infrastructure policies. |
| (e) The relevance of the plan or programme for implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection). | The purpose of the SPD is to provide guidance on the effective and consistent implementation of infrastructure policies. The Fareham Local Plan 2037 contains other policies relating to these objectives. |

| <i>Characteristics of the effects likely having regard, in particular, to:</i> | | |
|--|---|--|
| SEA Directive Criteria | Response | Is there a likely significant environmental effect? |
| (a) The probability, duration, frequency and reversibility of the effects; | The SPD is not expected to give rise to any significant environmental effects. The SPD seeks to ensure the effective and consistent implementation of infrastructure policies, which in themselves should | No |

| | | |
|---|--|----|
| | ensure positive effects relating environmental impact. | |
| (b) The cumulative nature of the effects; | The SPD is not considered to have any significant cumulative effects. | No |
| (c) The transboundary nature if the effects; | The SPD is not expected to give rise to any significant transboundary environmental effects. However, where strategic sites are in close proximity to neighbouring settlements, the provision of infrastructure will assist in mitigating any impacts from development and delivering sustainable new developments for residents from a wider area as well as from within Fareham's communities. | No |
| (d) The risks to human health or the environment (e.g. due to accidents); | There are no anticipated effects of the SPD on human health. | No |
| (e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected); | The effective and consistent implementation of infrastructure policies will have positive benefits for all Fareham residents and those who wish to move to Fareham. | No |
| (f) The value and vulnerability of the area likely to be affected due to – (i) Special natural characteristics or cultural heritage; (ii) Exceeded environmental quality standards or limit values; or (iii) Intensive land use; | The SPD is not anticipated to adversely affect any special natural characteristic or cultural heritage. Nor would the SPD be expected to lead to the exceedance of environmental standards or promote intensive land use. Matters relating to environmental standards and land use are contained in the Fareham Local Plan 2037. | No |
| (g) The effects on areas or landscapes which have a recognised national, Community or international protection status. | The SPD is not expected to have any adverse effect on areas with national, community or international protection. | No |
| Part 2 Overall Conclusion | No Likely Significant Environmental Effect | |

Appendix 2: Statutory Consultee Responses



Historic England

FAO: Nick Cutler
Principal Planner (Strategy)
Fareham Borough Council

Our ref: PL00792514

[REDACTED]
by email only

15 March 2023

Dear Nick

Screening Statement of the need for a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) for the Fareham Borough Council Self & Custom Build Housing Supplementary Planning Document

Thank you for consulting Historic England about the above Screening Opinion.

In terms of our area of interest, we concur with your assessment that the document is unlikely to result in any significant environmental effects and will simply provide more guidance on existing Policies contained within an adopted Development Plan Document which has already been subject to a Sustainability Appraisal/SEA. As a result, subject to adoption of the Local Plan (which we understand is imminent), we endorse the Council's conclusions that it is not necessary to undertake a SEA of this particular SPD.

The views of the other statutory consultation bodies should be taken into account before the overall decision on the need for an SEA is made.

If you have any queries about this matter or would like to discuss anything further, please do not hesitate to contact me.

Yours sincerely

Guy Robinson, BSc, MRTPI
Historic Environment Planning Adviser
Development Advice – London and the South East Region

[REDACTED]



Historic England, Cannon Bridge House, 25 Dowgate Hill, London EC4R 2YA
Telephone 0370 333 0607 HistoricEngland.org.uk

Please note that Historic England operates an access to information policy.
Correspondence or information which you send us may therefore become publicly available.



Emma Younger

From: Lax, Laura [REDACTED]
Sent: 21 March 2023 12:42
To: Nick Cutler
Subject: RE: Fareham Borough Council SPD SEA Screening Assessments

Hi Nick,

Don't worry I found the attachments buried in my inbox!

Having reviewed the SEA Screening Assessments of the Biodiversity Net Gain SPD and Self and Custom Build SPD, I can confirm that we agree with your conclusion within both screening statements. The documents **do not** require a Strategic Environmental Assessment under the SEA regulations because there will be no significant environment, social or economic effects arising from implementation of the SPD as it seeks only to expand upon and provide guidance for the effective and consistent implementation of Local Plan policies. We defer to the opinion of Natural England with regard to the requirement for an Appropriate Assessment.

Kind regards
Laura

Laura Lax
Sustainable Places
Solent and South Downs

Email: [REDACTED]

From: Nick Cutler [REDACTED]
Sent: 03 March 2023 09:53
To: Andrew, Mary [REDACTED]; Lax, Laura [REDACTED];
[REDACTED]
Subject: Fareham Borough Council SPD SEA Screening Assessments

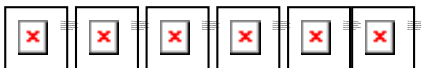
Dear colleagues,

Please find attached SEA Screening Assessments of the Fareham Borough Council Biodiversity Net Gain SPD and for the Self and Custom Build SPD for your consideration.

If you could please let me have your response by the 17th March for the BNG SPD if possible and the 24th March for the Self and Custom Build SPD that would be much appreciated.

Kind regards

Nick Cutler
Principal Planner (Strategy)
Fareham Borough Council
01329824318



From: [REDACTED]
To: [REDACTED]
Subject: NE Response: Fareham Borough Council SPD SEA Screening Assessments
Date: 17 March 2023 12:42:35
Attachments: [image001.png](#)

Dear Nick,

Our ref: 424018 & 424019

Thank you for your consultation on the SEA and HRA Screening of the proposed Fareham Borough Council Biodiversity Net Gain SPD and the Self and Custom Build SPD.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Based on the information submitted, Natural England agree with the assessment that the supplementary planning documents do not require a SEA or HRA.

Should the proposal change, please consult us again.

Kind regards,
Louise

Louise Wyatt
Sustainable Development Lead Adviser
Thames Solent Team
Natural England
[5th Floor, Northgate House, Valpy Street, Reading, RG1 1AF](#)
Mobile: [REDACTED]

<http://www.gov.uk/natural-england>



From: Nick Cutler [REDACTED]
Sent: 03 March 2023 09:53
To: Andrew, Mary [REDACTED]; Lax, Laura [REDACTED]
[REDACTED]; [REDACTED]
Subject: Fareham Borough Council SPD SEA Screening Assessments

Dear colleagues,

Please find attached SEA Screening Assessments of the Fareham Borough Council Biodiversity Net Gain SPD and for the Self and Custom Build SPD for your consideration.

If you could please let me have your response by the 17th March for the BNG SPD if possible and the 24th March for the Self and Custom Build SPD that would be much appreciated.

Kind regards

Nick Cutler
Principal Planner (Strategy)
Fareham Borough Council



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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|-------------------------------------|
| Portfolio: | Policy and Resources |
| Subject: | Corporate Strategy 2023-2029 |
| Report of: | Assistant Director (Democracy) |
| Corporate Priorities: | All Corporate Priorities Apply |

Purpose:

Following agreement at Executive on 15 May 2023, the draft Corporate Strategy 2023-2029 was circulated for public consultation. This report summarises the outcome of the consultation.

Executive summary:

The Council's Corporate Strategy is a key document within the Council's Strategic Framework, setting out our Vision and Priorities for the Borough. It influences our medium-term budget planning, day to day service delivery and the large-scale projects that we will undertake in the future.

Our existing Corporate Strategy covers the period 2017–2023. To ensure that we retain a current Corporate Strategy, work has been undertaken to prepare a new Corporate Strategy to cover the period 2023–2029.

On 15 May 2023, the Executive agreed that the draft Corporate Strategy 2023–2029 be circulated for public consultation. As a result of this, a four-week public consultation ran 5 June 2023 – 3 July 2023.

Prior to the consultation, some minor changes were made to the text colour in the draft Strategy to ensure that the document met online accessibility criteria.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) notes the outcomes of the public consultation and agrees the draft Corporate Strategy 2023-2029; and
- (b) recommends the Corporate Strategy 2023-2029 to Council for approval, subject to any further amendments.

Reason:

The existing Corporate Strategy for Fareham Borough Council expires in 2023. To maintain a current Corporate Strategy for the Council a new Strategy document must be adopted.

Cost of proposals:

The financial implications of the projects listed under each of the Council's Priorities would need to be reflected in the Council's medium-term financial strategy.

Appendices:

A: Draft Corporate Strategy 2023-2029

B: Full analysis of consultation responses

Background papers: None

Reference papers: Report to the Executive 15 May 2023 – Draft Corporate Strategy 2023-2029

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|--------------------------------|
| Date: | 09 October 2023 |
| Subject: | Corporate Strategy 2023-2027 |
| Briefing by: | Assistant Director (Democracy) |
| Portfolio: | Policy and Resources |

INTRODUCTION

1. The Corporate Strategy sets out the Council's vision and priorities and shows how we plan to ensure that Fareham remains a prosperous, safe, and attractive place to live and work. It guides the work of the Council, influences our medium-term budget planning, our approach to day-to-day service delivery and the large-scale projects we will undertake in the future.
2. The Strategy functions alongside other key documents and strategies, such as our Local Plan, to make up the Council's Strategic Framework. These documents ensure that the work of the Council is coordinated, consistent and delivers on our Vision for the Borough.

BACKGROUND

3. The existing Corporate Strategy covers the period 2017–2023. To ensure that we retain a current Corporate Strategy, work has been undertaken to prepare a new Corporate Strategy to cover the period 2023–2029.
4. The new draft Corporate Strategy has been developed to ensure that it reflects the views and values of the organisation, management, and staff. The Chief Executive and his management team, as well as the Council's Executive, have been closely involved with the preparation of the new draft Strategy. Additionally, an all-staff survey and senior managers' workshop were undertaken.
5. Feedback received from all staff engagement activities has influenced the new draft Corporate Strategy, including the updated vision, values, and priorities.
6. The draft Corporate Strategy 2023-2029 was presented to the Executive on 15 May 2023, where it was agreed that the document be circulated for public consultation. A four-week public consultation asking for feedback on the six priorities set out in the draft corporate Strategy 2023-2029 ran 5 June 2023–3 July 2023. The consultation

took the form of an online survey, with paper copies also available. It was promoted through the e-Panel, social media channels and at the summer CAT meetings.

7. The Corporate Strategy will cover a period of six years but will be reviewed annually. With a new Senior Leadership Team now in place, and an updated Comms and Engagement Strategy in development, the Council is currently experiencing a period of change. The annual review will be an opportunity to ensure that the Corporate Strategy continues to reflect the values, vision and priorities of the Council.
8. Prior to the consultation taking place, the text colour on the draft Corporate Strategy 2023-2029 was amended to ensure that it passed the online accessibility test. The amended version is included as Appendix A.

CONSULTATION OUTCOMES

9. A total of 74 responses were received in response to the consultation. The consultation asked for residents' reactions to the proposed Corporate Priorities. All the priorities were broadly welcomed and there were no overarching themes or concerns to emerge from the responses. A full analysis of the responses is included as Appendix B.
10. A new Comms and Engagement Strategy is currently being developed to ensure that the Council is engaging with residents in a meaningful and transparent way. This will ensure that the Council is reassured that we have received a representative response to consultations and that our values, vision and priorities continue to reflect the views of all residents.
11. Residents had the option of recording a 'neutral' or 'don't know' response. These have been excluded from the summary analysis below.
12. **Provides Housing Choices**
 - A majority (60%) of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1, whilst 20% responded with either 'disagree or strongly disagree'. Of those:
 - 7 respondents (9%) expressed concern that there is a lack of infrastructure to support housing developments in the Borough.
 - 6 respondents (8%) would like additions to the priority. These included additional infrastructure, increased use of brown sites and abandoned homes and provision of adequate green spaces.
13. **Respond To Climate Change and Protect the Environment**
 - A majority (60%) of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 2, whilst 14% responded with either 'disagree or strongly disagree'. Of those:
 - 5 respondents (7%) wanted to see an expansion of the Council's recycling collections, whilst 3 respondents (4%) questioned the pollution created by Solent Airport and how that was justified.
 - 6 respondents (8%) would like to see a commitment to expanding recycling in the Borough added to this priority, whilst 3 respondents (4%) would like subsidies for new environmental technologies and 2 respondents (3%) would like to see a commitment to electric vehicle charge points in the Borough added to priority 2.

14. Strong, Safe and Healthy Communities

- Almost half (47%) of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 3, whilst 32% responded with either 'disagree or strongly disagree'. Of those:
- 7 respondents (9%) disagreed with the Longfield Avenue development, and the lack of existing infrastructure was again raised as an issue by 5 respondents (7%).
- A total of 31% of respondents would like additions to this policy. The most common (by 5 respondents, 7%) being that residents would like to see proposals for how infrastructure in the Borough will cope with new housing developments.

15. Promote Economic Development

- Almost half (48%) of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 4, whilst 27% responded with either 'disagree or strongly disagree'. Of those:
- 12 respondents (16%) disagreed with the development of Solent Airport at Daedalus, whilst 9 respondents (12%) noted that there is a need to regenerate Fareham Town Centre as a priority and 6 respondents (8%) were concerned that the new Osborn Road surface car park would not be large enough.
- 37% of respondents wanted to add to this priority. Responses were evenly split between the development of public transport links, provision of further parking in the town centre and a need to address the number of empty shops and business premises in the Borough.

16. Leisure Opportunities for Wellbeing and Fun

- Over half (57%) of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 5, whilst 15% responded with either 'disagree or strongly disagree'. Of those:
- 7 respondents (9%) disagreed with Fareham Live, whilst 5 respondents (7%) disagreed with the development at Longfield Avenue.
- Almost a third of respondents (30%) would add to this priority. The most frequent comment (7 respondents, 9%) was that respondents would like to see an expansion and improvement to the cycle and walking infrastructure in the Borough as part of this priority. 2 respondents (3%) asked that parking charges at green spaces and coastal areas be stopped to support this priority.

17. Responsive, Inclusive and Innovative Council

- 51% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 6, whilst 24% responded with either 'disagree or strongly disagree'. Of those:
- 2 respondents (3%) stated that they did not believe transitioning to a cloud-based server would improve data security, whilst 2 respondents (3%) suggested that the priority needed more detail and transparency.
- 22% of respondents would like to see additions to this priority. These were clarity around the Council's plans to generate additional income and a view that the Council should listen to residents' views, respond, and take appropriate action.

18. Any Further Comments

- Respondents left a further 10 comments under this question. The most common answers (3 each) related to services provided by Hampshire County Council and concerns that resident's views are not listened to.

SUMMARY

19. There has been a general decline in the number of responses received to online consultation surveys since the COVID-19 pandemic. The consultation on the current Corporate Strategy 2017-2023 attracted 98 responses (25% higher than the draft new Strategy). A new Comms and Engagement strategy is being developed to support effective engagement going forward.
20. Most responses were positive, answering with either 'agree or strongly agree' to four of the priorities. Over 40% of responses were positive, answering with either 'agree or strongly agree' for the other two priorities.
21. Whilst there were no clear overarching themes, several issues were raised across multiple priorities. These are addressed by supporting strategy documents across the Council:
 - *Lack of infrastructure to support housing development:* The Fareham Borough Council Local Plan has recently been adopted which sets out the Council's planning strategies up until 2037. In developing the Local Plan, the Council consulted in line with the Fareham Borough Statement of Community Involvement which lists the people, communities and organisations we consult with. Included in the list are statutory bodies, service and utility providers who are responsible for supporting infrastructure in the Borough (for example, Hampshire County Council as the Highways Authority and Southern Water). This ensures that all agencies involved with housing developing are signed up to the same commitment to planning strategies in the Borough.
 - When dealing with planning applications for major development, the Council requires applicants to provide details of any identified infrastructure essential in order to make the proposal acceptable in planning terms. The type and scale of infrastructure provided, or financial contributions towards such infrastructure, will vary on a case-by-case basis but might include, for example, measures to improve school facilities close to a housing site, improvements and upgrades to roads, footpaths and cycleways and affordable housing to help meet the locally identified need for an area.
 - The Council is committed to maintaining open spaces across the Borough. Policy NE10 (Protection and Provision of Open Space) requires that the loss of open space is replaced by at least equivalent or better in terms of quantity, quality and accessibility. This includes allotments and community gardens. Strategic Policy TIN1 (Sustainable Transport) in the adopted Local Plan provides that development should contribute to the delivery of cycle, pedestrian and other non-road user routes and connect with existing and future public transport network.
 - *Development of land at Longfield Avenue:* This development remains open for public comment pending a planning decision. The site itself is included in the Local Plan 2037 as a Housing Allocation site. The criteria set out above for

planning applications for major developments has been applied at Longfield Avenue.

- *Continued investment in Solent Airport at Daedalus:* Daedalus is a key employment site within the Borough, with Solent Airport having a critical role to play in attracting businesses and visitors to the site. The Daedalus Financial Strategy was approved by the Executive on 7 March 2022, and incorporated into the Council's medium-term investment plan. In 2015 the Council adopted a Vision and Outline Strategy for Daedalus, which was revisited in 2018 in a report updating on the progress made in fulfilling the Council's stated objectives for Solent Airport at Daedalus and business parks.
- *Fareham Town Centre:* Town centres across the country have been affected by the collapse of the department store sector, shifts in customers' shopping habits, and many high street brands either moving online or disappearing altogether. Whilst Fareham town centre has much to offer residents and visitors, it has been affected by these national trends. The Council has recently decided to set aside over £30m of funding to support a significant regeneration programme. Major investments are currently being made with the development of Fareham Live, and the forthcoming demolition of Osborn Road multi-storey car park in favour of a new surface car park. Work will be undertaken over the coming months to create a draft Regeneration Framework for public consultation and partner engagement alongside a detailed request for appropriate funding to support a further programme of regeneration work going forward.

FINANCIAL IMPLICATIONS

22. The financial implications of the projects listed under each of the Council's Priorities would need to be reflected in the Council's medium-term financial strategy.

CONCLUSION

23. The revised draft Corporate Strategy 2023-2029, attached as Appendix A, has been reviewed and the text adjusted to meet accessibility requirements.
24. Responses to the six priorities which form the basis of the draft Corporate Strategy 2023-2029 were generally positive. The concerns raised by respondents are addressed in detail by the Council in specific Strategy documents.
25. Minor changes to the draft Corporate Strategy 2023-2029 have been made as a result of the consultation. The Corporate Strategy is reviewed annually, and further engagement will be undertaken at the time of the next review to ensure that the document continues to reflect the Council's values, vision, and priorities.

NEXT STEPS

26. Following agreement of the draft Corporate Strategy 2023-2029, including any amendments as a result of the public consultation, the document will be recommended to full Council on 26 October 2023 for adoption and publication.
27. The current Corporate Strategy 2017-2023 has been in place for six years and will receive its final updates for publication in line with the adoption of the new Corporate Strategy.

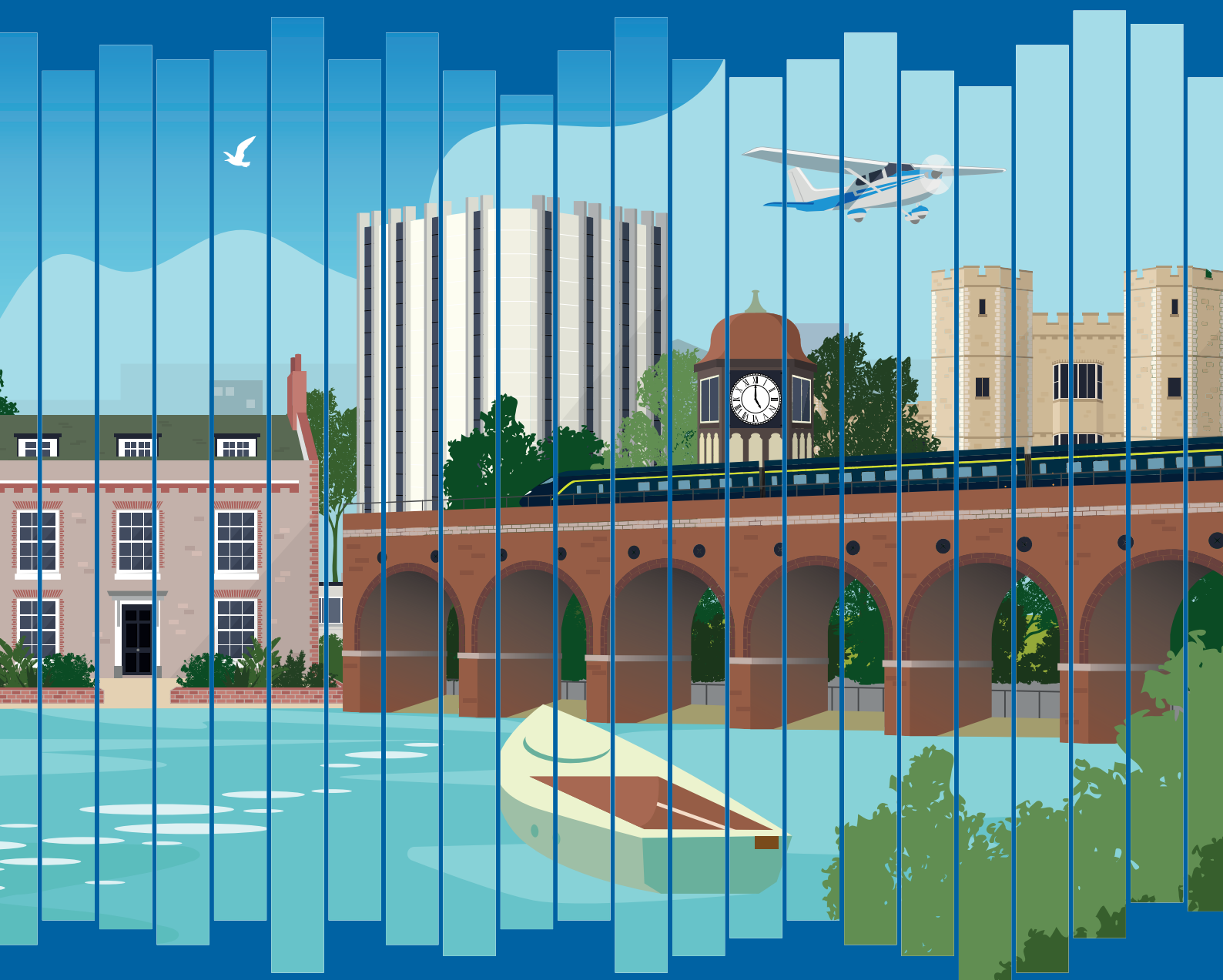
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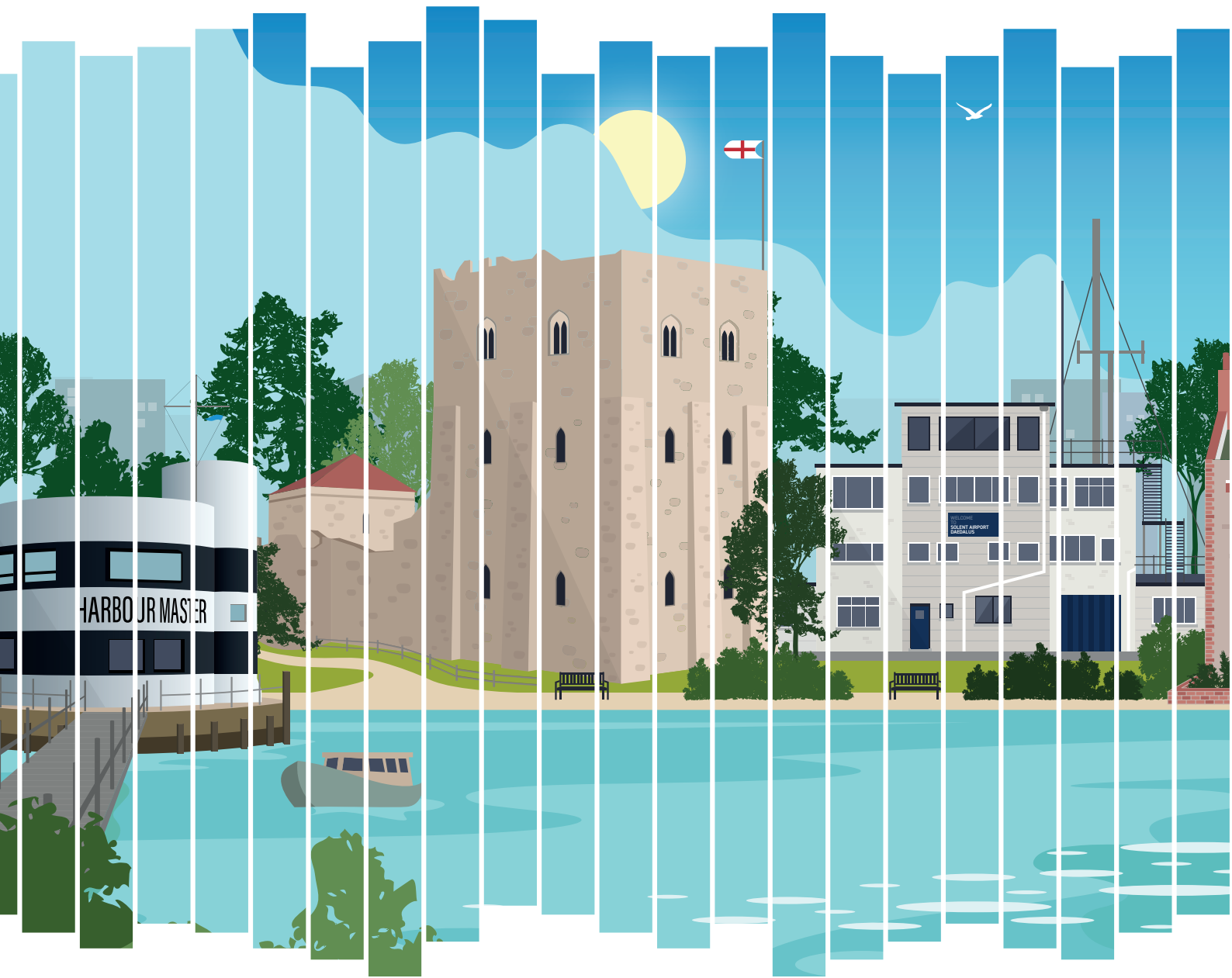
For further information on this report please contact Kat Hillman, Senior Policy Research and Engagement Officer (01329 824443).

FAREHAM

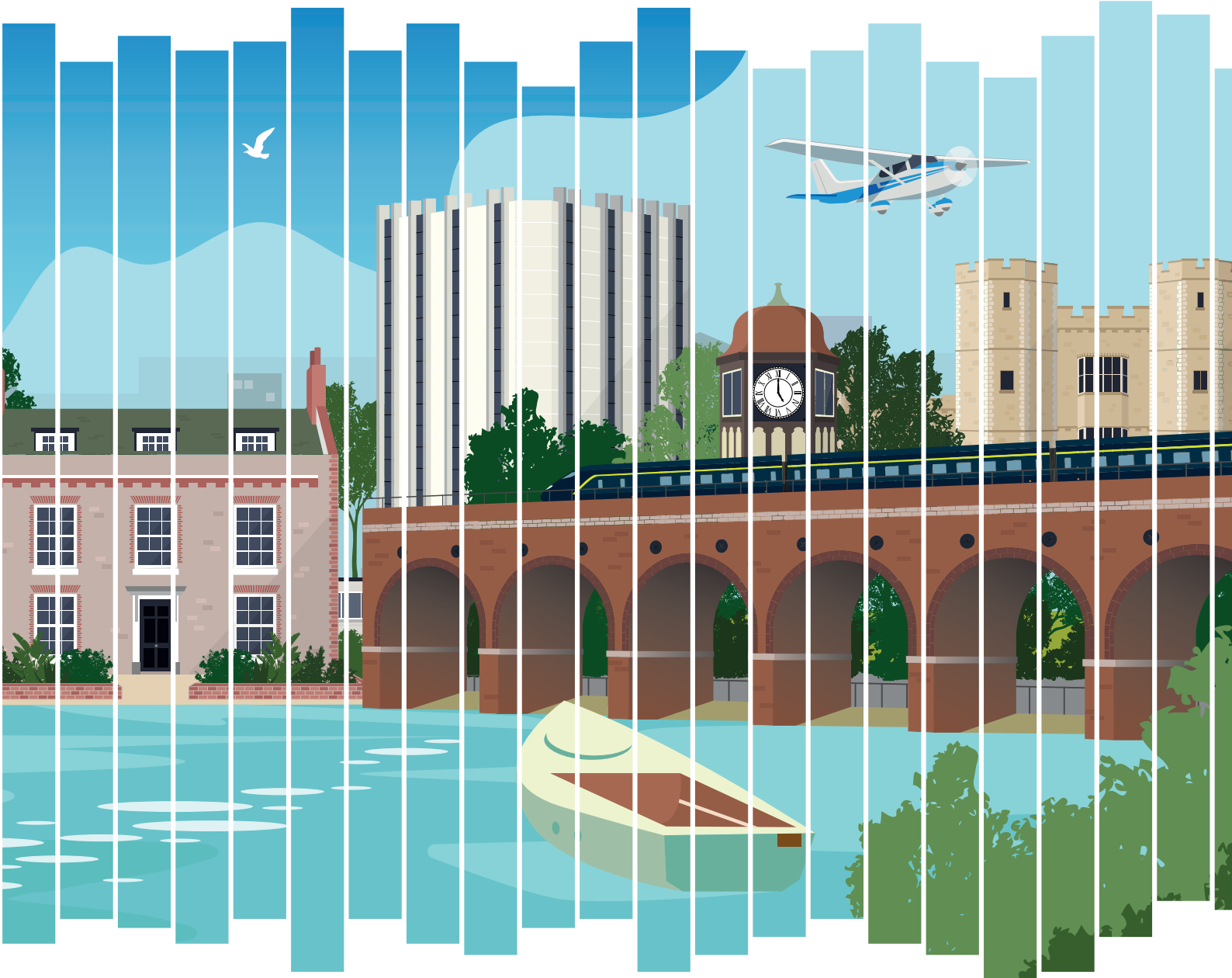
a great place to live and work

CORPORATE STRATEGY 2023-2029





Fareham is a great place to live and work



We will provide high quality, customer focused services that deliver value for money. Our work will help ensure Fareham remains a prosperous, attractive and safe place to be.

WELCOME TO OUR CORPORATE STRATEGY



What is a Corporate Strategy?

Our Strategy sets out how we will work over the next six years to ensure that Fareham remains a prosperous, safe and attractive place to live and work.



Our Strategy comprises three distinct yet interlinking elements



Our Vision
sets out our overall goal for the Borough



Our Values
describe the Council's approach to service delivery



Our Priorities
show where we will focus our resources over the next six years, including a list of projects that enable our residents to keep track of our progress

How do we decide our Corporate Strategy?

When writing our Strategy we consult our residents, staff, councillors, and partners.



We must also take into account external economic, social and environmental factors that will influence life in Fareham over the next six years.

Our Strategy guides the work of the Council

Our Corporate Strategy is part of our Strategic Framework. This Framework is made up of multiple documents that set out the Council's finances, planning strategy and day-to-day services. On page 26 we have included a Glossary to explain some key terms mentioned throughout the Strategy.

“We must also take into account external economic, social and environmental factors...”



Wallington Village

The documents that make up our Strategic Framework alongside our Corporate Strategy include:

Our Local Plan which guides future development in Fareham, allocating space for housing, employment, and community facilities

Our Medium-Term Financial Strategy structures and manages the Council's financial resources in line with our objectives

Our Annual Budget ensures the Council can respond to year-on-year changes and short-term service delivery issues

Local Service Agreements provide an annual overview of how Council services are performing



SINCE OUR LAST CORPORATE STRATEGY



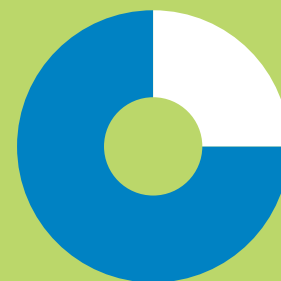
Our Corporate Strategy is written with our residents at the heart of what we do and considers local issues as well as the changing world around us.



Who lives in Fareham?

Since our last Strategy was published Fareham's population has increased by 3%.

The 2021 Census estimates that there are 114,500 people living in Fareham across 48,600 households. Our population is not increasing as much as was initially anticipated, however, the number of older people living in the Borough has continued to grow. In Fareham 25% of the population are aged 65 and above, which is higher than the national average of 19%.



25%
of Fareham's
population are
aged 65 and above

Finances

The Council takes pride in its careful financial planning.



However, since 2012 the funding the Council receives from central government through grants and business rates has significantly decreased. In response to this, the Council has continually reviewed its practices and strived for constant improvement and increased efficiency. Like most other councils, Fareham has had to increase the proportion of its budget funded through Council Tax. We will also explore additional savings and income generation opportunities over the next six years to ensure our services continue to be delivered to a high standard.

£2m+
implemented in savings
and income opportunities
over the last three years

While our key focus is on continuing to provide excellent day-to-day services, we still have exciting projects planned over the next six years.



Our Environment

Climate change is being discussed nationally and internationally like never before.

We know that climate change and wider environmental issues are a growing concern among Fareham residents, so ensuring that the Borough can respond and adapt to the local challenges that a changing climate will bring is a priority for the Council.

**“We know that
climate change and
wider environmental
issues are a
growing concern...”**

114,500
estimated number of
people living in Fareham

CORPORATE STRATEGY OVERVIEW



Our Vision for the Council

We will provide high quality, customer focused services that deliver value for money. Our work will help ensure Fareham remains a prosperous, attractive, and safe place to be.



Our Values

Everything we do is guided by a set of values which are shared by all councillors and employees.

OPENNESS

Listening to our customers, while being open and transparent in our decision making

COMMITMENT

Striving to meet the needs of our customers

LEADERSHIP

Embracing our leadership role within the Borough

COLLABORATION

Working as a team within the Council and using our influence to maintain productive relationships with our partners

CONSTANT IMPROVEMENT

Striving for continual improvement and value for money

MAKING A DIFFERENCE DAY-TO-DAY



Customers are at the heart of everything we do.

We know that it is the day-to-day services that are often the most important to you and our staff work hard to ensure that these services are high quality, efficient and provide value for money.



OUR PRIORITIES

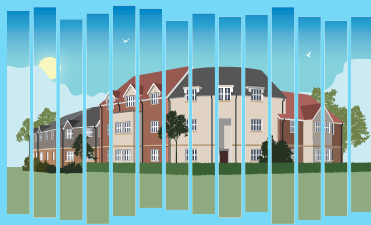


Our Priorities will guide how we direct our resources over the next six years. Working towards our Priorities while upholding our Values will ultimately help us achieve our Vision.

The following pages will guide you through the changes, local and national that have influenced our Priorities and the projects we will undertake to achieve them.



Welborne Garden Village



PROVIDE HOUSING CHOICES

- Diverse housing market
- Development of new homes
- High quality affordable housing
- Helping homeless people
- Welborne Garden Village

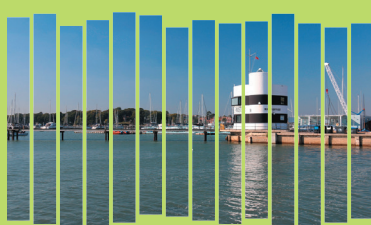
1



PROMOTE ECONOMIC DEVELOPMENT

- Economic vitality
- Fareham town centre regeneration
- Increase employment space
- Daedalus

4



RESPOND TO CLIMATE CHANGE AND PROTECT THE ENVIRONMENT

- Reducing carbon emissions
- Keep the Borough clean and attractive
- Support biodiversity and enhance green spaces
- Increase recycling
- Coastal management

2



LEISURE OPPORTUNITIES FOR WELLBEING AND FUN

- Communities come together
- Exercise
- High quality facilities
- Fareham Live

5



STRONG, SAFE AND HEALTHY COMMUNITIES

- Everyone feels safe
- Enabling communities to thrive
- Health and safety
- Emergency planning

3

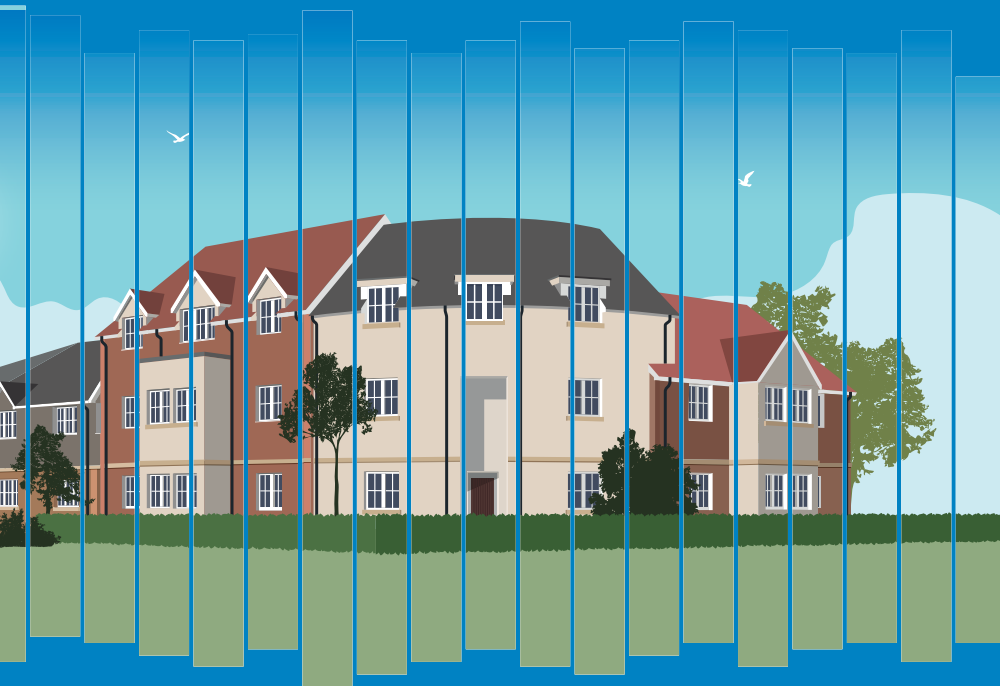


RESPONSIVE, INCLUSIVE AND INNOVATIVE COUNCIL

- Hard work
- Value for money
- Low Council Tax
- Customer engagement

6

PRIORITY ONE PROVIDE HOUSING CHOICES



1

← Sir Randal Cremer House, Portchester

Fareham is a popular place to live, and we must provide homes for our growing population.

We must also ensure the kind of houses being built serve the needs of the Borough. We have an ageing population and the number of people who live in the Borough and are under the age of 20 is declining. Nationally and locally the number of people who live alone is also increasing. The number of households in Fareham occupied by people living alone is 27%; this will influence the number of smaller homes required.

The majority of Fareham residents are well-housed. More than 80% of homes are now owner-occupied which is much higher than the national average of 69%.

While house prices have risen dramatically over the last 10 years, house prices in Fareham remain slightly lower than the regional average. However, first time buyers may struggle to get onto the property market as the ratio between average house prices and earnings is slightly higher than the national average.

Over the next Strategy period an increasingly high proportion of the Borough's new housing will be delivered at Welborne Garden Village. This development will provide homes and high-quality community facilities for existing and future Fareham residents.

27%

of households in Fareham occupied by people living alone

“We must ensure the kind of houses being built serve the needs of the Borough.”

PRIORITY ONE WHAT WE WILL DO



As the local planning authority, we will work with key partners to support a diverse housing market. We will use our new Local Plan to enable the development of new homes alongside the necessary infrastructure and environmental protection. We will continue to provide high quality affordable housing that offers a choice of tenures, while providing meaningful help and advice to those who are currently, or at risk of, becoming homeless.

1

Our key projects for the next six years are to:

Enable the delivery of a new Garden Village at Welborne

Support the delivery of the strategic housing sites allocated in the Local Plan 2037

Prepare a Vision and Masterplan for Fareham town centre regeneration that will provide increased opportunities for residential development

Implement a Fareham Housing Regeneration Strategy to ensure our housing stock remains of high quality

Prepare a new Affordable Housing Supplementary Planning Document

Deliver a new sheltered housing scheme at Assheton Court

Deliver new affordable Council homes, including Ophelia Court, land at Queens Road, and the redevelopment of Menin House

Prepare a new Self-Build and Custom-Build Supplementary Planning Document



Welborne Garden Village

80%+
of homes in
Fareham are
owner-occupied

PRIORITY TWO RESPOND TO CLIMATE CHANGE AND PROTECT THE ENVIRONMENT



2



← Fareham Creek

We share our residents' concerns about climate change and its effects on life in Fareham.

We are committed to reducing our impact on the environment, responding and adapting to climate change and supporting our residents to do the same.

In September 2019 we announced our ambition to become carbon neutral across our buildings and services by 2030. Delivery of our constantly evolving Climate Change Action Plan is now progressing with huge efforts being made across the whole of the Council to work towards this formidable goal.

We want to ensure residents and visitors can enjoy the wonderful natural environment Fareham has to offer. We recently opened new public open spaces at Abbey Meadows and the Queen Elizabeth II Platinum Jubilee Park at Daedalus.

Fareham Borough Council are also members of Coastal Partners which operates across five local authorities. This partnership plays a crucial role in managing coastlines, improving community resilience to flooding and erosion as well as enhancing the natural environment.

We know our residents want to do their bit to reduce their impact on the environment. Changes to legislation over the next six years will enable us to provide significant improvements to our waste and recycling services.

Delivery of our constantly evolving Climate Change Action Plan is now progressing...

“We want to ensure residents and visitors can enjoy the wonderful natural environment Fareham has to offer.”

PRIORITY TWO WHAT WE WILL DO



2

We will lower our operational carbon emissions, encourage reductions across the Borough and help make sure that Fareham is resilient to the changes a warming climate brings.

The Borough will remain a clean and attractive place to live and work and we will continue to deliver green space improvements in line with a new Biodiversity Strategy.

The Borough's extensive coastline will continue to be managed to protect our communities as sea levels rise. We will be ambitious in our efforts to minimise the generation of waste and maximise the collection of recyclable material.

Our key projects for the next six years are:

Redevelop our waste and recycling collections in line with the Government's new Environment Bill to increase recycling rates and reduce household waste

Work towards our 2030 carbon neutral target by delivering our Climate Change Action Plan

Explore opportunities for renewable energy generation as part of capital projects delivered by the Council and across our wider landholdings

Develop a rewilding plan as part of a new Biodiversity Strategy for the Council as set out in our new Local Plan and identify suitable sites for wildlife enhancement

Ensure that energy efficiency measures and low carbon technologies enable new homes in the Borough to be net-zero ready by 2025

Support the Welborne Master Developer to use new environmental technologies to reduce the energy needs of the new community

Review our vehicle fleet and prepare a programme of replacements to reduce the carbon emissions produced by our fleet

Progress coastal management protection and adaptation schemes through planning and funding processes to delivery



Hill Head beach

“The Borough's extensive coastline will continue to be managed to protect our communities as sea levels rise.”

PRIORITY THREE STRONG, SAFE AND HEALTHY COMMUNITIES



3



Fareham is a safe place to live, and our residents are generally healthier than most other areas in the country.

Overall crime levels are low when compared to similar Boroughs in Hampshire and life expectancy is higher than the national average. Deprivation levels across the Borough are generally very low, but we are aware that there are some small pockets of deprivation.

Community leadership is a role the Council takes seriously. Officers regularly take part in emergency planning training to ensure we are prepared for difficult situations, should they arise. Never was this role more important than during the Covid-19 pandemic. Throughout these difficult times it was amazing to see the strength of Fareham's community spirit.

We know it is important to local people that we celebrate existing and new communities within the Borough. In this Strategy we have included projects that will see new community facilities installed across the Borough to help communities stay healthy and develop a sense of connectedness.

“Overall crime levels are low when compared to similar Boroughs in Hampshire and life expectancy is higher than the national average.”

PRIORITY THREE WHAT WE WILL DO



3

By working with others, we will ensure Fareham is a place where everyone feels safe. We recognise the distinct communities that exist within Fareham and will provide them with facilities to enable them to thrive. We will continue to protect the health, safety and wellbeing of people who live, work, and visit the Borough.

Our key projects for the next six years are:

Support the development of new communities south of Longfield Avenue and Downend alongside the appropriate community infrastructure

Develop a community-led regeneration plan for improved community facilities and affordable housing in the Henry Cort Drive area

Support the developer and providers to enable delivery of the district and village centres, schools and health and well-being facilities at Welborne

Monitor and review local air quality across the Borough to ensure the health of our residents

Undertake a review of the Community Infrastructure Levy and Planning Obligations Supplementary Planning Document to secure developer contributions going forward

“We know it is important to local people that we celebrate existing and new communities within the Borough.”



← Fareham Market

PRIORITY FOUR PROMOTE ECONOMIC DEVELOPMENT



4



← Faraday Business Park

Fareham’s desirable location, combined with its award winning business parks, makes it an attractive destination for businesses.

This Strategy period will see increased investment in our town centre guided by the preparation of a Fareham town centre Regeneration Vision and Masterplan. The development of Fareham Live, a new arts and entertainment venue, with new parking provided alongside, will help meet the changing habits of visitors and breathe new life into the town centre.

Daedalus is proudly owned by the Council and forms part of the Solent Enterprise Zone. The site features two business park opportunities, Faraday and Swordfish, as well as the highly successful Fareham Innovation Centre, CEMAST and CTEC facilities. Over the next Strategy period, Daedalus will see further investment, principally at Faraday, so we can deliver on our Daedalus Vision and unlock further employment opportunities.

Solent Airport at Daedalus will see a further multi-million pound investment to improve the commercial offer and facilities provided and help attract more aviation businesses to the site.

The delivery of an all moves junction 10 on the M27 will also enable Welborne to provide further extensive employment space and jobs over the coming years.

We will produce a Town Centre Regeneration Vision and Masterplan

“This Strategy period will see increased investment in our town centre...”

PRIORITY FOUR WHAT WE WILL DO



4

Work with others and use our influence to support and promote the economic vitality of the Borough.

We will enable the regeneration of Fareham town centre. Economic growth and employment will be encouraged through the increased level of employment space allocated in our Local Plan 2037 and continued employment-led investment in Daedalus.

Our key projects for the next six years are:

Produce a Fareham Town Centre Regeneration Vision and Masterplan to attract investment, guide new development and public spaces, and ensure that the town centre meets changing needs

Transform the aging Osborn Road car park into a modern surface level car park with electric vehicle charging and the potential for solar energy infrastructure

Produce an Economic Development Strategy to outline our economic objectives, including business support and skills development across the Borough

Deliver a wide range of new employment floorspace at the Daedalus business parks to provide for new commercial tenants and job growth

Deliver a £5.5 million investment plan at Solent Airport at Daedalus to expand its commercial opportunities

Support developers to deliver the junction 10 M27 scheme and open up Welborne for delivery of employment



Fareham town centre

“We will enable the regeneration of Fareham town centre.”

PRIORITY FIVE LEISURE OPPORTUNITIES FOR WELLBEING AND FUN



5



← Fareham Live – artist's impression

Fareham is an attractive place to live and visit. It is well-equipped with a whole host of leisure activities.

We have invested significantly in leisure facilities across the Borough, such as the multi-million-pound Holly Hill Leisure Centre and £7 million of improvements at Fareham Leisure Centre.

In 2024 we will also see the exciting development of Fareham Live, our new community, arts and entertainment venue, that will kickstart wider investment in our town centre.

As well as investing in our large, central leisure venues we continue to recognise the importance of accessible, local leisure facilities such as community centres, sports pavilions and play areas that enable communities to come together.

Our community events such as our Christmas Light Switch-on are extremely popular with an ever increasing turnout. We will continue to provide events that enable Fareham residents to celebrate and have fun together.

£17m

**investment in
improvements for
Fareham Live**

“Over the next few years we will also see the exciting development of Fareham Live...”

PRIORITY FIVE WHAT WE WILL DO



Ensure that everyone across the Borough can come together to exercise, socialise and participate in arts and entertainment activities. We will ensure that everyone can enjoy the high-quality facilities Fareham has to offer.

5



Illustration of inclusive splash pad at Fareham Leisure Centre

“...introduce a schedule of improvements for play areas focusing on accessible equipment provision.”

Our key projects for the next six years are to:

- Launch our new community arts and entertainment venue: Fareham Live
- Deliver a programme of improvements to our community centres, sports pavilions and public toilets
- Introduce a schedule of improvements for play areas focusing on accessible equipment provision
- Provide a new community hub, including sports pitches, open space, conservation areas and allotment provision, on the land south of Longfield Avenue
- Develop new and improved community leisure facilities at Henry Cort Drive
- Support developers to deliver new recreation, greenspace and leisure facilities at Welborne Garden Village and establish future management arrangements



Abbey Meadows play area

PRIORITY SIX A RESPONSIVE, INCLUSIVE AND INNOVATIVE COUNCIL



6



We pride ourselves on putting residents, our customers, at the heart of everything we do.

We design our services through their eyes and have updated processes accordingly. Officers take ownership for customers' enquiries, to ensure they are not passed from department to department.

We are constantly seeking ways to reduce our spending and make your money work harder, so that we can continue to deliver vital services. We will continue to adopt a prudent approach, while investing in key projects, and utilise our influencing powers to shape lives for the better in the Borough.

Council staff will continue to work hard and are committed to serving the Borough and its residents. We will engage with residents regarding the work we do and the decisions we make by keeping them informed and enabling them to have their say on decisions that shape their lives.



“Council staff will continue to work hard and are committed to serving the Borough and its residents.”

PRIORITY SIX WHAT WE WILL DO



6

By making customers the focus of everything we do, our staff will continue to work hard and flexibly to deliver quality services that provide both high levels of customer satisfaction and value for money.

Our key projects for the next six years are to:

Ensure effective property asset management across the Council's extensive property holdings

Produce a New Way of Working Strategy to ensure the Council works in a modern and flexible way and is complemented by major investment in the Council buildings

Redevelop our Local Service Agreements document so residents are more clearly informed about how Council services are performing

Launch a new Communications and Engagement Strategy

Transition Council systems to cloud based servers to enable the Council to work more flexibly and improve data security

Explore commercial opportunities available to the Council to support the Council's financial position

Update our Opportunities Plan to enable the Council to continue to generate additional revenue whilst reducing costs



Fareham Council offices



Fareham Creek

“We are constantly seeking ways to reduce our spending and make your money work harder...”

KEEPING UP WITH THE CORPORATE STRATEGY



Thank you for reading our Corporate Strategy and engaging with the work of the Council.



While the Corporate Strategy is updated every year to take into account any new and completed projects, there are other ways you can keep in touch.

LOCAL SERVICE AGREEMENTS

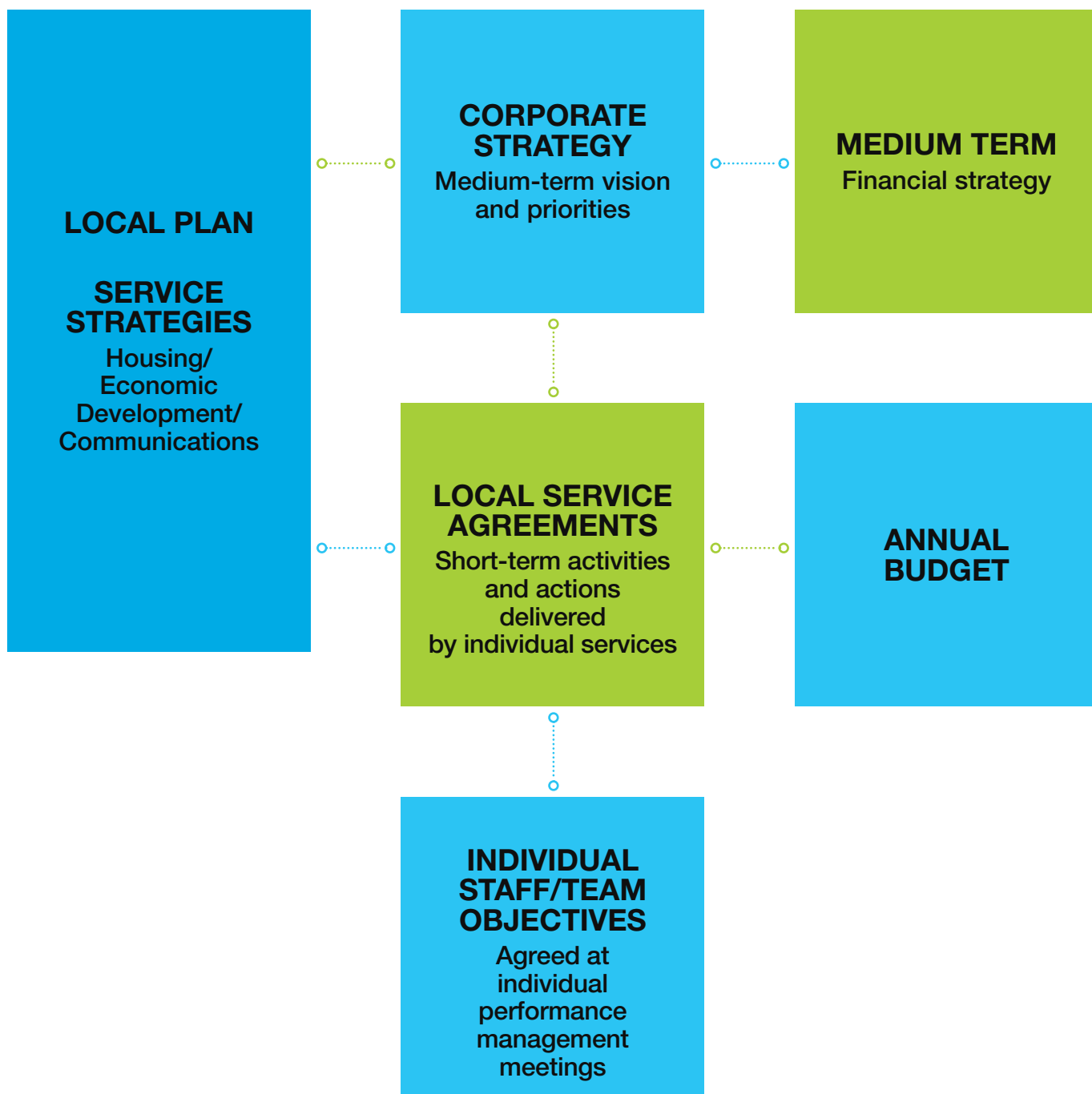
These enable residents to see how Council services are performing

E-PANEL AND FAREHAM TODAY
Sign up for regular updates directly to your inbox

SOCIAL MEDIA CHANNELS

We post regular updates on Facebook, X and Instagram





GLOSSARY OF TERMS



Affordable Housing Supplementary Planning Document

This document expands on the affordable housing policy in the Local Plan to provide additional guidance on the provision of affordable housing as part of development. It is considered when making planning decisions regarding affordable housing provision but is not part of the Local Plan.

All moves Junction 10

M27 Junction 10 currently has restricted access. The proposed improvements include the provision of an underpass underneath the M27; the provision of two new slip roads and a replacement for the existing west-bound off-slip to create an all moves junction.

CEMAST

Fareham College's Centre of Excellence in Engineering, Manufacturing and Advanced Skills Training.

Climate Change Action Plan

The Plan sets out the projects the Council plans to complete to help us on our journey to become carbon neutral, as well as supporting the wider Borough where we can.

Cloud Based Servers

Servers are computers that provide applications and data to other computers on a network. A cloud-based server is not physically stored on site and computers can connect to it via the internet.

Community Infrastructure Levy (CIL)

CIL is a charge that Local Planning Authorities can levy on a new development to help deliver the infrastructure that is needed to support development in the area. For example, leisure, community and recreational facilities.

Council Housing Regeneration Strategy

This lays out how we will maintain and improve our existing social housing stock and what will be considered when making decisions related to our existing housing stock.

CETC

Fareham College's Civil Engineering Training Centre.

Fareham Housing Regeneration Strategy

This sets what decisions we will make in relation to significant projects to maintain and improve the Council's own housing stock.

Net-zero ready

A building that has the potential to produce more energy than it uses, typically they are more energy efficient and have the capacity for energy generation technologies such as solar panels.

Operational Carbon Emissions

Carbon emissions associated with the day-to-day running of Council services. For example vehicle fuel, electricity and gas.

Planning Obligations

Helps reduce the impact of development on the local area, making it acceptable in planning terms.

The Planning Obligations Supplementary Planning Document

This document expands on the policies associated with infrastructure in the Local Plan to provide additional guidance on the use of planning obligations to secure the provision or improvement of infrastructure, including open space, education and transport and the approach to calculating financial requirements. It is considered when making planning decisions but is not part of the Local Plan.

Rewilding

The process of restoring an area of land to its natural uncultivated state.

Sheltered Housing Scheme

Housing specifically designed for older people to allow them to live independently.

Solent Enterprise Zone

The Zone at Daedalus is one of 46 enterprise zones set up nationally to support local economic growth with a focus on advanced engineering and manufacturing, particularly in the marine, aerospace and aviation sectors.

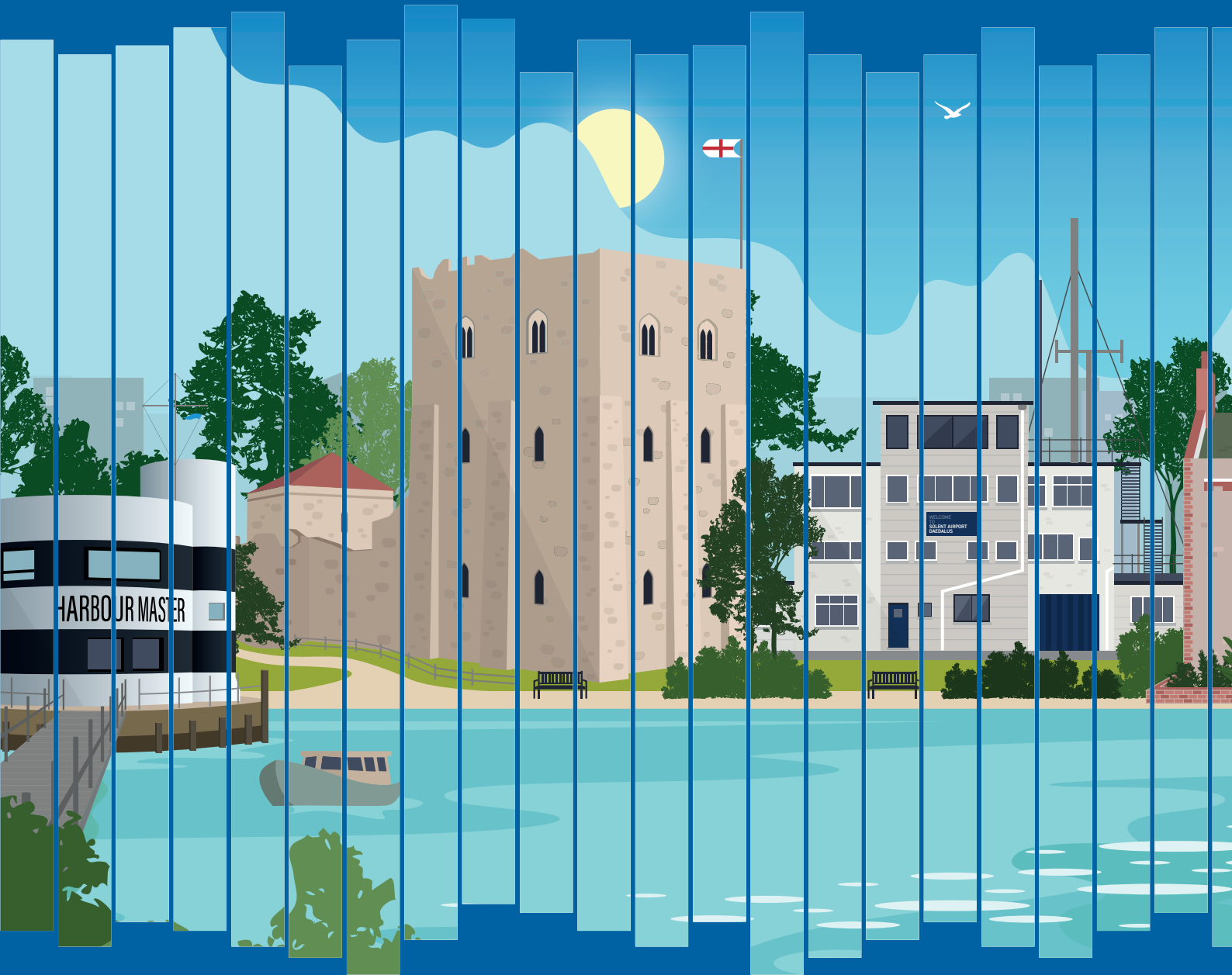
Strategic Housing Sites

Large scale residential development allocations set out in the Local Plan which help address the strategic priorities of the Council such as providing sufficient housing with a mix of tenure, size and type to meet the Borough's needs.



Solent Airport at Daedalus

www.fareham.gov.uk



Appendix B - Draft New Corporate Strategy 2023-2029 Consultation Analysis

Fareham Borough Council is preparing its new Corporate Strategy which will help inform budget planning, day-to-day service delivery and the large-scale projects we will complete over the next six years. An online survey was produced to gather feedback from local residents to understand if they agreed with our approach and if they thought anything was missed. The survey took place from 5 June to 5 July and received a total of 74 responses. The following analysis outlines the main results and themes to emerge.

1. To what extent do you agree with our approach to priority 1 - Provides Housing Choices?

| | |
|-------------------|-----|
| Agree | 52% |
| Neutral | 19% |
| Disagree | 11% |
| Strongly Disagree | 9% |
| Strongly Agree | 8% |
| Don't know | 2% |

- 60% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. While 19% of respondents felt neutral.
- Compared with 20% that responded with either 'disagree or strongly disagree'.

2. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|--|----------|
| There is no infrastructure to support the many housing developments. Schools, surgeries, hospitals and roads are already overloaded. | 7 |
| Areas of green land are being lost | 2 |
| Deliver Welborne in a timely manner | 2 |
| Welborne is unnecessary/ I don't agree with it | 3 |

- The most common theme in response to priority 1 with 7 comments, was that there is already a lack in infrastructure therefore, there was concern over how new housing developments will be supported.
- The second most frequent theme was that residents thought Welborne was unnecessary or that they did not agree with the development.

3. Would you add anything to this priority?

| | |
|-----|-----|
| No | 71% |
| Yes | 29% |

4. What would you add to this priority?

| Themes | Comments |
|--|----------|
| Provide infrastructure | 3 |
| Strategy to find and develop brown sites and abandoned homes | 2 |

| | |
|---|---|
| Make sure there are adequate park areas and green spaces | 1 |
| the Council should describe how it will support those threatened by loss of their home and those who are homeless (in particular how it will address rough sleeping). | 1 |

- The most frequent response from residents was concern over the infrastructure provision in the Borough.
- Another common suggestion was that existing brown field sites were prioritised as development areas.

5. To what extent do you agree with our approach to Priority 2 - Respond To Climate Change and Protect the Environment?

| | |
|-------------------|-----|
| Agree | 48% |
| Neutral | 21% |
| Strongly Agree | 18% |
| Disagree | 11% |
| Strongly Disagree | 3% |
| Don't know | - |

- 66% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. Compared with 14% that responded with either 'disagree or strongly disagree'. While 21% of respondents felt neutral.

6. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|--|----------|
| Expand recycling collection | 5 |
| Why promote a local airport with its associated pollution and then seek other ways to reduce pollution | 3 |
| No real concrete commitment here. | 3 |
| Where is the science that this should be a priority | 2 |

- The main response to question 6 was why the Council has not expanded its recycling collection.
- Another reoccurring theme was questioning the pollution that Solent Airport creates and how that is justified.

7. Would you add anything to this priority?

| | |
|-----|-----|
| No | 65% |
| Yes | 35% |

8. What would you add to this priority?

| Themes | Comments |
|--|----------|
| Expand recycling collection | 6 |
| New environmental technologies e.g. solar panels, heat-exchange pumps etc/ subsidise for households | 3 |
| Provision of electric vehicle charging points across the Borough | 2 |
| Encourage more cycling and provide safe routes for bikes. Better buses running more frequently to encourage greater use of public transport. | 1 |

- The most common response was that residents would like to see an expansion of recycling collection options in the Borough.
- The second most frequent theme was that the Council should encourage new environmental technologies in new properties and provide subsidies for households.
- Another common theme was that respondents would like to see the provision of electric charging points across the Borough.

9. To what extent do you agree with our approach to Priority 3 - Strong, Safe and Healthy Communities?

| | |
|-------------------|-----|
| Agree | 33% |
| Strongly Disagree | 19% |
| Neutral | 18% |
| Strongly Agree | 14% |
| Disagree | 13% |
| Don't know | 3% |

- 47% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. While 18% of respondents felt neutral.
- 32% that responded with either 'disagree or strongly disagree'.

10. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|---|----------|
| Disagree with the Longfield Avenue development - green space | 7 |
| Lack of infrastructure Need more available services for people who already live here | 5 |
| Maintain strategic gap | 2 |
| Aviation will increase pollution | 2 |

- The most frequent response to question 10 was that respondents disagreed with the Longfield Avenue development.
- Another popular theme was that residents emphasised the lack of infrastructure already.

11. Would you add anything to this priority?

| | |
|-----|-----|
| No | 69% |
| Yes | 31% |

12. What would you add to this priority?

| Themes | Comments |
|---|----------|
| Housing Development <ul style="list-style-type: none"> - Overcrowded - Infrastructure provision - Standards/requirements | 5 |
| Monitor the air quality but take active measures. | 3 |
| Focus on the town centre improvements | 2 |
| Access to health and other key services | 2 |
| Maintain quality of sea and beaches | 1 |

- The most common response was that residents would like to see proposals for how infrastructure in the Borough will cope with the new housing developments.
- Another frequent suggestion was that the Council monitor the air quality in the Borough.

13. To what extent do you agree with our approach to Priority 4 - Promote Economic Development?

| | |
|-------------------|-----|
| Agree | 31% |
| Neutral | 25% |
| Strongly Agree | 17% |
| Strongly Disagree | 15% |
| Disagree | 12% |
| Don't know | - |

- 48% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. While 25% of respondents felt neutral.
- Compared with 27% that responded with either 'disagree or strongly disagree'.

14. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|--|----------|
| Disagree with the development of the airport at Daedalus | 12 |

| | |
|--|---|
| The need to regenerate Fareham Town Centre is a top priority | 9 |
| Osborn Road surface car park won't be large enough | 6 |
| No focus on other centres eg Portchester | 2 |

- The most significant negative response was that 12 residents disagree with the development at Solent Airport @ Daedalus.
- The second most common answer was that more priority should be placed on the town centre regeneration.
- Another reoccurring comment was that respondents stated the new Osborn Road surface car park will be too small to accommodate the needs of the town centre.

15. Would you add anything to this priority?

| | |
|-----|-----|
| No | 64% |
| Yes | 37% |

16. What would you add to this priority?

| Themes | Comments |
|---|----------|
| Continue to develop public transport links | 2 |
| Provide further parking in the town centre | 2 |
| Address the number of empty shops and business premises | 2 |
| Regeneration of Portchester precinct | 1 |

- A key theme was that respondents would like to see further development public transport links.
- Another popular comment was that the Council should look to provide further parking in the town centre.

17. To what extent do you agree with our approach to Priority 5 - Leisure Opportunities for Wellbeing and Fun?

| | |
|-------------------|-----|
| Agree | 44% |
| Neutral | 27% |
| Strongly Agree | 13% |
| Strongly Disagree | 8% |
| Disagree | 7% |
| Don't know | 2% |

- 57% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. While 27% of respondents felt neutral.
- Compared with 15% that responded with either 'disagree or strongly disagree'.

18. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|---|----------|
| Disagree with Fareham Live | 7 |
| Disagree with Longfield Avenue - Keep the green space - Bad for the environment | 5 |
| Open green space, conservation areas and allotments are important | 2 |

- There was a high number of comments disagreeing with the developments at Fareham Live and Longfield Avenue.

19. Would you add anything to this priority?

| | |
|-----|-----|
| No | 71% |
| Yes | 30% |

20. What would you add to this priority?

| Themes | Comments |
|--|----------|
| Expand and improve cycle and walking infrastructure - Ensure pathways and roads are fit for use | 7 |
| Stop parking charges at green spaces/coastal eg Wicor rec - Parking permits per household | 2 |
| Create green, healthy, clean spaces for people to visit | 2 |
| Fareham Town Centre have no village hall/meeting hall for low key/low-cost activities | 1 |

- The most frequent comment that respondents suggested was the improvement and expansion of cycling and walking infrastructure.
- Another popular comment was that residents would like to see charging at green spaces and coastal areas stopped.

21. To what extent do you agree with our approach to Priority 6 - Responsive, Inclusive and Innovative Council?

| | |
|-------------------|-----|
| Agree | 35% |
| Neutral | 25% |
| Strongly Agree | 16% |
| Disagree | 13% |
| Strongly Disagree | 11% |
| Don't Know | - |

- 51% of respondents answered positively with either 'agree or strongly agree' when asked to what extent they agreed with the approach to priority 1. While 25% of respondents felt neutral.

- Compared with 24% that responded with either 'disagree or strongly disagree'.

22. If you would like to tell us why, please enter your comments here:

| Themes | Comments |
|--|----------|
| Transitioning to cloud-based servers does not improve data security | 2 |
| More detail/transparency | 2 |
| You ask for feedback/comments and as far as I can see you ignore them | 1 |
| The "Opportunities Plan to generate additional revenue" implies that part of this could be investment of council taxpayer's money in schemes which may or may not be successful and which are therefore risky. | 1 |

- Some respondents stated that they did not believe transitioning to a cloud-based server would improve data security.
- A few comments suggested that the priority needed more detail and transparency.

23. Would you add anything to this priority?

| | |
|-----|-----|
| No | 78% |
| Yes | 22% |

24. What would you add to this priority?

| Themes | Comments |
|--|----------|
| Definition and limits as to what the council may do to generate additional revenue | 3 |
| Listen to residents' views and respond and take action to their needs | 2 |

- The most frequent response was that there needs to be clarity around what the Council may do to generate additional income.
- A few respondents stated that the Councils should listen to the views of residents and take action.

25. If you have any further comments, please leave them below

| Themes | Comments |
|--|----------|
| Hampshire County Council issues <ul style="list-style-type: none"> - Potholes - Services | 3 |
| Listen to your residents | 3 |
| Stick to dealing with the basics well | 2 |
| More detail and transparency | 2 |

- The most common answer from respondents were problems with services associated with Hampshire County Council such as road maintenance. There was also the suggestion of putting pressure on the County.
- Another frequent comment was that residents felt that their concerns will not be listened to regarding the new strategy.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|--|
| Portfolio: | Policy and Resources |
| Subject: | The Council Tax Support Fund |
| Report of: | Assistant Chief Executive Officer |
| Corporate Priorities: | A dynamic, prudent and progressive Council |

Purpose:

To seek Executive approval of The Council Tax Support Fund Policy, which deals with the allocation of Fareham’s proportion of Government funding. The aim is to assist those residents receiving Council Tax Support who have an outstanding Council Tax liability, by awarding additional Council Tax Support of up to £25.00 via a Mandatory Scheme. Also, to provide a Discretionary Fund, where local authorities can determine their own approach to supporting economically vulnerable households with their Council Tax.

Executive summary:

On 23 December 2022 the government announced the Council Tax Support Fund, stating that they recognised the impact of rising Council Tax bills.

“The government will be distributing £100 million of new grant funding in 2023/24 for local authorities to support economically vulnerable households in their area with Council Tax payments”.

This policy covers the administration of Fareham’s proportion of the fund which is £99,331, split between:

- A mandatory fund, which assists those receiving Council Tax Support who have an outstanding Council Tax liability of up to £25.00.
- A Discretionary Fund, where local authorities can determine their own approach to supporting economically vulnerable households.

Recommendation/Recommended Option:

It is recommended that the Executive agrees that the key principles of the Council Tax Support Fund Policy, as outlined in this report, be approved for adoption in Fareham.

Reason:

The principles have been drawn up to help develop a policy which maximises the benefit that can be provided to as many residents as possible who are in receipt of Council Tax Support.

Cost of proposals:

The Government has allocated £99,331 to fully fund this scheme. It is not intended to make any payments beyond this funded sum.

Background papers: None

Reference papers:

This scheme has been designed based on general guidance issued by the Department for Levelling Up, Housing and Communities. The guidance can be found at: www.gov.uk/government/publications/council-tax-support-fund-guidance

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|-----------------------------------|
| Date: | 09 October 2023 |
| Subject: | The Council Tax Support Fund |
| Briefing by: | Assistant Chief Executive Officer |
| Portfolio: | Policy and Resources |

INTRODUCTION

1. On 23 December 2022 the government announced the Council Tax Support Fund, stating that they recognised the impact of rising Council Tax bills, “the government will be distributing £100 million of new grant funding in 2023/24 for local authorities to support economically vulnerable households in their area with Council Tax payments”.
2. This policy covers the administration of a mandatory Council Tax Support Fund, which will reduce the Council Tax of those receiving Council Tax Support, with an outstanding Council Tax liability by up to £25.00, and a Discretionary Fund, where local authorities can determine their own approach to supporting economically vulnerable households.
3. Councils can decide locally how to best make use of the discretionary funding to provide support to vulnerable households with Council Tax bills.
4. The Government has allocated £99,331 in funding for the mandatory and discretionary schemes, the expectation being that all funds will be utilised to maximise the support given to vulnerable households through a reduction to their Council Tax balances.
5. This scheme has been designed based on general guidance issued by the Department for Levelling Up, Housing and Communities. The guidance can be found at: www.gov.uk/government/publications/council-tax-support-fund-guidance
6. Any additional assistance, outside of the funding, would fall to be paid by the Council itself. Therefore, once all the allocated funds are exhausted, no further reduction in Council Tax liability will be made under this policy.
7. Payments of the support will be made using our discretionary powers under Section 13A(1)(c) of the Local Government Finance Act 1992.

FUNDING

8. Government has provided funding to the Council which is to be distributed by 31 March 2024. Payments of the support will be made using our discretionary powers under Section 13A(1)(c) of the Local Government Finance Act 1992.
9. The Government's funding is to provide a mandatory and discretionary scheme, and it expects the council, where possible, to use all the funding provided. The Council will fully utilise the funding to maximise the support given to vulnerable households with paying their Council Tax. Any additional assistance, outside of the funding, would fall to be paid by the Council itself. Therefore, once all the allocated funds are exhausted, no further reduction in Council Tax liability will be made under this policy.

THE COUNCIL TAX SUPPORT FUND SCHEMES

10. The Council Tax Support Fund scheme is separated into two elements, the mandatory scheme and discretionary scheme. In all cases, Government expects billing authorities to apply the reductions to the 2023/24 Council Tax bills.

MANDATORY SCHEME

11. Awards have already been made to all non-zero Council Tax Support claimants who on 1 April 2023, were responsible for the payment of Council Tax and had an outstanding Council Tax liability for the 2023/24 financial year.
12. The award was a maximum of £25.00 per household. To confirm:
 - Where the Council Tax liability for 2023/24 is, following the application of any relevant discounts and Council Tax support, £25.00 or more, a further reduction in Council Tax liability of £25.00 will be made.
 - Where the Council Tax liability for 2023/24 is, following the application of any relevant discounts and Council Tax support, greater than nil but less than £25, then a further reduction in Council Tax liability will be made to reduce the liability to nil, and
 - Where the Council Tax liability for 2023/24 is, following the application of any relevant discounts and Council Tax support, nil, then no further reduction to Council Tax liability will be made.
13. Where there are joint occupiers of a property and one or both of whom are in receipt of Council Tax Support, the maximum Council Tax Support Fund awarded onto the Council Tax account will be £25.00.
14. There will be no requirement for any taxpayer to apply for this support as the award will be credited automatically to their Council Tax account.
15. We have already made the Mandatory £25.00 award to relevant cases from 01 April 2023. This was reflected in Council Tax bills issued in March 2023. We have also made an award of up to £25.00 **from the discretionary fund** to any new Council Tax Support claimants since April 2023. Both these actions have delivered a total of £42,337.43 worth of relief to 2,190 claimants.

16. The mandatory scheme will not pay any further new claims from 01 April, this late in the year, as claims are rarely backdated.

DISCRETIONARY SCHEME

17. The Council will use residual funding of £56,993.57 (£99,331 less £42,337.43) after the application of the mandatory scheme, and a proportion already paid from the Discretionary fund as detailed above (See paragraph 15), to further support eligible households by:
- Increasing the Mandatory Scheme Support of up to £25.00 by up to a further £25.00 from the discretionary fund, so that the total support provided is a maximum of up to £50.00. The amount will be applied automatically to the Council Tax account, along with the Mandatory award, with no need for an application. This is estimated to cost £43,000.
 - Providing all remaining households who receive Council Tax Support during 2023/24 with a maximum award of £50.00 from the discretionary fund. This will be funded from the residual fund of £13,993.57 (£56,993.57 less £43,000.00).
18. The funding will be reviewed regularly and if there appears to be an excess of funding unspent, this will be used to assist exceptional hardship cases as designated by Local Tax and Corporate Debt Manager or the Benefits Manager.
19. Claimants will not need to make a separate application for the award as this will be applied automatically to the Council Tax account:
20. To confirm, following the application of any relevant discounts and Council Tax support and a maximum of £25.00 from the Mandatory fund, where the remaining Council Tax liability for 2023/24 is:
- £25.00 or a higher sum, the reduction in Council Tax liability will be £25.00.
 - Greater than nil but less than £25.00, then a further reduction in Council Tax liability will be made to reduce the liability to nil, and
 - Nil, then no reduction to the Council Tax liability will be made.
21. Only one allocation of a maximum of £50.00 will be made to each household, claiming Council Tax Support, so if a claimant moves during 2023/2024, they will not receive further funding.
22. Once the total grant funding has been awarded, the discretionary scheme will close, and no further awards will be made.

NOTIFICATION OF DECISIONS

23. Awards of the mandatory scheme was notified to claimants in their Council Tax bill for the 2023/24 year in March 2023, with the amount of Council Tax Support Fund awarded.
24. Where a discretionary award is made throughout 2023/24 a Council Tax bill will be issued to confirm the amount awarded.

CHANGES IN CIRCUMSTANCES

25. Where a claimant has a change in circumstances that affects the amount of Council Tax Support, the Council Tax Support Fund award will be recalculated.
26. Where a claimant moves address, any residual Council Tax Support Fund up to a total maximum amount of £50.00, can be awarded onto the new Council Tax account.

REVIEW OF DECISIONS

27. Whilst there is no statutory appeal process, the Council will operate an internal review process and will accept an applicant's request for an appeal of its decision by the Local Tax and Corporate Debt Manager or the Benefits Manager
28. All such requests must be made in writing or by e-mail to the Council, within 21 days of the Council's decision, and should state the reasons why the applicant is aggrieved with the decision of the Council.

FRAUD

29. The Council is committed to protecting public funds and ensuring funds are awarded to households that are rightfully eligible to them. Neither the Council, nor Government will accept deliberate manipulation of the scheme and fraud.

RECOVERY OF AMOUNTS INCORRECTLY PAID.

30. If it is established that a Council Tax Support Fund has been awarded incorrectly or in error, due to a failure to provide correct or accurate information to the Council by an applicant or their representative(s), the Council will adjust the Council Taxpayers account and the taxpayer will be sent a bill.

DATA PROTECTION AND USE OF DATA

31. All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy.

[Council Tax and Business Rate Privacy Notice \(fareham.gov.uk\)](http://fareham.gov.uk)

Enquiries:

For further information on this report please contact Adrian Collier Local Tax and Corporate Debt Manager (01329) 824632

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 09 October 2023

| | |
|------------------------------|---|
| Portfolio: | Policy and Resources |
| Subject: | Annual Review of Corporate Strategy 2017-2023 and Local Service Agreements 2022/23 |
| Report of: | Assistant Director (Democracy) |
| Corporate Priorities: | All Corporate Objectives Apply |

Purpose:

The Council's performance management framework requires the Executive to undertake an annual review of the corporate vision and priorities. The purpose is to update the wording where necessary and to provide an overview of the Council's performance for the 2022/23 financial year. This is the final review for the current 2017-2023 Corporate Strategy, with the adoption of a new Corporate Strategy for 2023-2029 due in October 2023.

Executive summary:

The Corporate Strategy provides a clear focus on the most important issues to be addressed for the 2017-2023 period. This annual review is an opportunity to consider progress made in delivering corporate priorities during 2022-2023 and to assess the impact of any other influences on the Council's services and initiatives.

The Council's strategic framework includes Local Service Agreements to provide details of actions delivered by individual services. Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy. The annual review is an opportunity to consider how well the Council is performing, both as a whole and in key service areas.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) agrees the proposed revisions to the Corporate Strategy, as set out in Appendix B of this report;
- (b) recommends the Annual Review of the Corporate Strategy 2017-2023 to Council for approval, subject to any further amendments; and
- (c) notes the Council's performance for the 2022/2023 financial year.

Reason:

To meet the requirements of the Council's performance management framework and to provide details of Fareham Borough Council's performance for the 2022/2023 financial year.

Cost of proposals:

None.

Appendices: **A:** Corporate Strategy 2017-2023 – current
 B: Proposed updates to the Corporate Strategy - 2023
 C: Local Service Agreements April 2022 – March 2023

Background papers:

Reference papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

| | |
|---------------------|---|
| Date: | 09 October 2023 |
| Subject: | Annual Review of Corporate Strategy 2017-2023 and Local Service Agreements 2022/23 |
| Briefing by: | Assistant Director (Democracy) |
| Portfolio: | Policy and Resources |

INTRODUCTION

1. The Council's performance management framework requires the Executive to undertake an annual review of the corporate vision and priorities. The purpose is to confirm future priorities and update the wording where necessary.
2. The 2017-2023 Corporate Strategy was adopted by the Council on 14 December 2017. This is the sixth and final review of the current Corporate Strategy, with the adoption of a new Corporate Strategy for 2023-2029 due in October 2023. A copy of the current Corporate Strategy document is attached as Appendix A.
3. Any proposed changes to the wording will need to be approved by the Council, because the Corporate Strategy falls within the Council's policy framework under the Constitution. Details of the proposed updates to the wording in the Corporate Strategy are attached as Appendix B.
4. The Council's strategic framework includes Local Service Agreements to provide details of the actions delivered by individual services. The Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy. This report is the tenth update since the Local Service Agreements were implemented in 2012 (a Local Service Agreements review did not take place for the 2019-2020 year due to the COVID-19 pandemic).
5. A copy of the Local Service Agreements document, updated with the details for the 2022-2023 financial year, is attached as Appendix C.

ANNUAL REVIEW OF THE CORPORATE STRATEGY 2017-2023

6. The Corporate Strategy sets out the Council's priorities for 2017-2023 and shows how we have planned to ensure that Fareham remains a prosperous, safe, and attractive place to live and work.
7. The Strategy sets out six Corporate Priorities. Progress on each priority in the year 2022 - 2023 is set out below:

Providing Housing Choices

- The Council's Local Plan, which plans for the provision of new homes, and employment space across the Borough up to 2037 has now been adopted.
- The Council continued to deliver affordable rent housing, with the opening of affordable housing for older people at Station Road in Portchester.
- We supported the development of a shared ownership development at Capella Close in Hill Head.

Protect and Enhance the Environment

- This year, the Council opened the Queen Elizabeth II Platinum Jubilee Park at Daedalus. The 40-acre park features a network of accessible paths and cycle routes, dog exercise area and various habitats. Around 21,000 trees have been planted in the area.
- A trial of the use of biofuel (HVO) in our garden waste collection vehicles and smaller diesel vehicles was successfully completed this year.

Strong, Safe, Inclusive and Healthy Communities

- 'Fareham in Bloom' has been bringing our community together for over 25 years. The competition ran virtually again in 2022, with hundreds of entries across six categories.
- The delivery of a new Garden Village at Welborne took a further step forward with the formal submission of the Strategic Design Code and Streets Manual this year. A Strategic Outline Business Case for a proposed railway station has been commissioned.

Maintain and Extend Prosperity

- The Council has continued to support local businesses with a series of projects, including the ongoing Live Love Local campaign. We also launched the Fareham Start-Up Launchpad programme in partnership with the Solent Local Enterprise Partnership and held the first Fareham Business Expo.
- All four business units at Faraday Business Park are now occupied.
- Planning permission to replace Osborn Road multi-storey car park with a surface car park has been approved.

Leisure Opportunities for Health and Fun

- Work to remodel Ferneham Hall into Fareham Live is now well underway, with demolition work beginning on site in September 2022.
- The Council continues with its work to enhance our play areas with a range of inclusive equipment. This year, communication boards were installed at Kenwood Road, Kites Croft Close and Blackbrook Park.

A Dynamic, Prudent and Progressive Council

- We have continued to ensure that our residents have the opportunity to comment on the things that matter to them with regular summer Community Action Team (CAT) meetings taking place across the Borough. An additional meeting and exhibition took place at Daedalus relating to the consultation on the installation of Aeronautical Ground Lighting (AGL) at Solent Airport.
- The Council has conducted public consultations throughout the year, including those on the Local Plan, Play Areas, the Osborn Road Car Park, Public Space Protection Orders (PSPO) and Ward Boundaries.

EXTERNAL IMPACTS

8. The Council supported our residents with the rising Cost of Living through the provision of information and signposting for support with travel costs, household bills, housing and benefits, and community pantries.
9. The community support offer from the Council was updated to ensure that the many charities and voluntary organisations that offer help and support to our residents are appropriately signposted.

ANNUAL AUDIT

10. The Council's external auditors, Ernst and Young, provide an Auditor's Annual Report which covers the Council's accounts for the previous year. The most recent report received for the year ended 31 March 2022 concluded that there were no risks of significant weaknesses in the Council's Value for Money arrangements for 2021/22.

PROPOSED CHANGES TO THE CORPORATE STRATEGY DOCUMENT

11. The Corporate Strategy has remained on track throughout its six-year lifespan. It is proposed that the Executive recommends that the Council approves the minor revisions to the Corporate Strategy document, attached as Appendix B.
12. This will be the final version of the 2017-2023 Corporate Strategy with the adoption of the 2023-2029 Corporate Strategy and its six revised Corporate Priorities planned for October 2023, subject to agreement.
13. After the report has been presented to the Policy and Resources Scrutiny Panel and the Executive, it will be presented to Council for adoption, including any additional recommendations. The proposed changes to the Corporate Strategy document will be clearly identifiable throughout the document when it is presented to Council for approval. All proposed changes will be highlighted in the form of an asterisk in the top right-hand corner of each page containing an amendment, with the amended wording also being shaded.

LOCAL SERVICE AGREEMENTS 2022-2023

14. The Council's strategic framework includes Local Service Agreements to provide details of the actions delivered by individual services. The Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy.
15. Overall, the Council's performance indicators show our services are performing well with some measures returning to pre-pandemic levels.
16. Some service indicators have improved compared to 2021/22, such as:

- The number of Environmental Health inspections carried out has increased by 41, from 374 to 415.
- The proportion of people in Fareham claiming Jobseeker's Allowance decreased from 1.9% in 2021/22 to 1.7% in 2022/23, which is 1.1% below the South East regional average of 2.8%.
- There has been an increase of 350,706 visits to Fareham and Holly Hill Leisure centre rising from 878,037 to 1,228,743 in 2022/2023.

17. Some service indicators have not improved since 2021/22, such as:

- The occupancy rate of retail units in the town centre has not changed from 2021/2022, remaining at 75%.
- We attended 86.9% of housing repair appointments on time which is a decrease of 1.77% from 2021/22. The average time taken to complete a housing repair increased from 12.51 days to 14.2 days.
- The percentage of Business Rates that were collected decreased from 98.43% to 96.40%, as the current economic climate has made collection significantly more challenging.

18. Appendix C shows a copy of the Local Service Agreements document updated with the details for the 2022/23 financial year.

10/10 SURVEYS

19. During the COVID-19 pandemic, 10/10 surveys were temporarily put on hold. These have not yet resumed, and there is no 10/10 survey data available for 2022/23.

FINANCIAL IMPLICATIONS

20. There are no anticipated financial implications associated with the proposed updates to the current Corporate Strategy 2017-2023 or the Local Service Agreements update.

CONCLUSION

21. This report is a key stage in the Council's performance management framework. The Executive is invited to consider the proposed amendments to the Corporate Strategy 2017-2023 and recommend these changes to Council.

22. The Council's performance across most Local Service Agreements is broadly comparable to previous years.

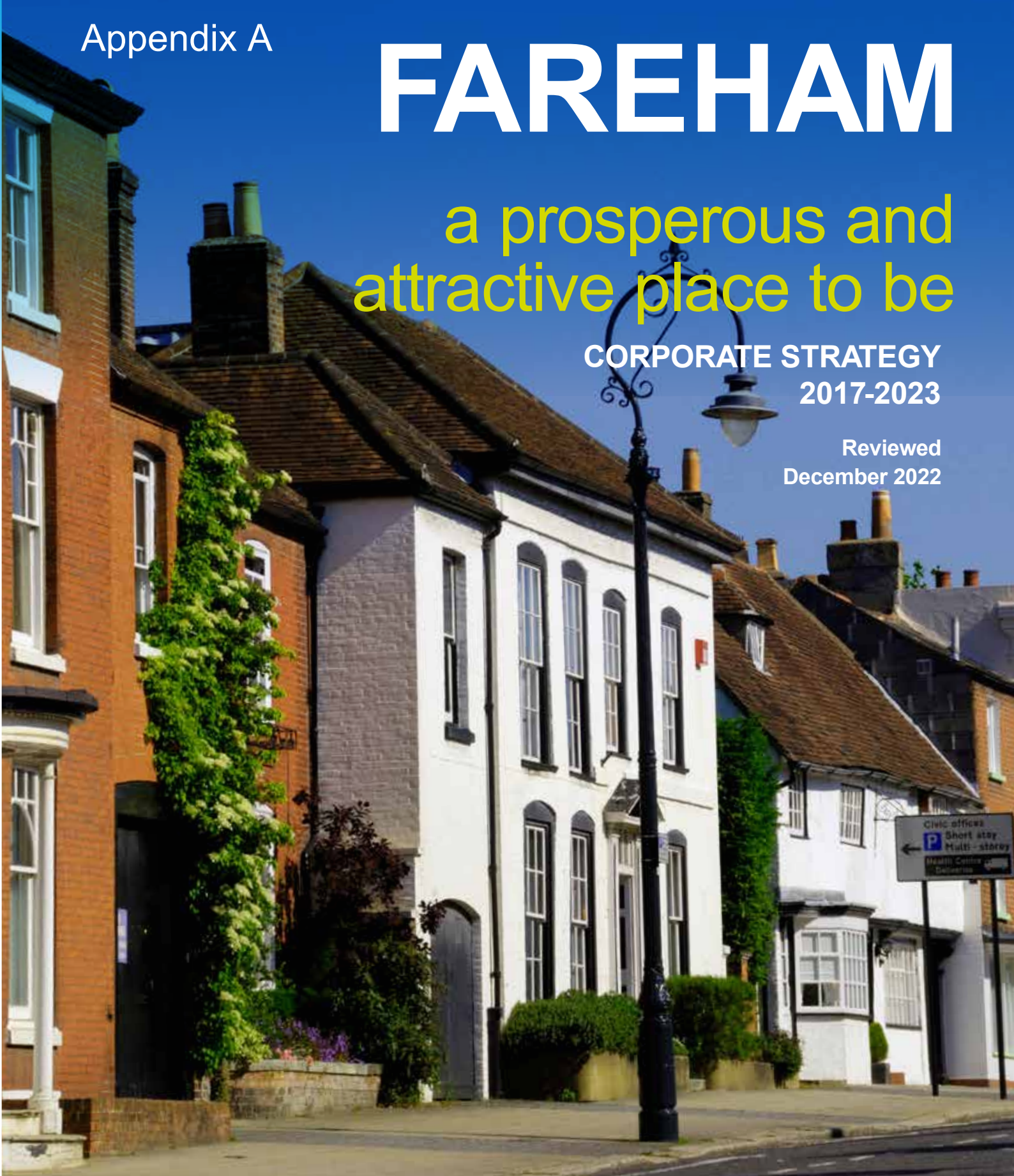
Enquiries: For further information on this report please contact Kat Hillman (01329 824443)

FAREHAM

a prosperous and
attractive place to be

CORPORATE STRATEGY
2017-2023

Reviewed
December 2022



PLANNING FOR FAREHAM'S FUTURE



Prosperous, safe, attractive...

Our corporate strategy for Fareham Borough Council sets out our priorities for the next few years, from 2017 to 2023, and shows how we have planned to ensure that Fareham remains a prosperous, safe and attractive place to live and work.

Our approach has been led by a number of factors. First and foremost, our residents, customers, partners and others have told us what is important to them. Our research has also highlighted a range of external influences we need to consider such as economic and social factors and indeed changes to the way our residents live and work.

One factor that cannot be ignored is the continuing reduction in government funding awarded to Fareham Borough Council.

Yet despite this reduction, as you will read, we have exciting plans for the next few years that will provide benefits to many people working and living within the Borough of Fareham.

By focusing on these we believe we can help make sure that Fareham continues to be a great place to live and work.

“...FAREHAM
CONTINUES TO
BE A GREAT
PLACE TO LIVE
AND WORK.”

A GREAT PLACE

TO LIVE...

Located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton, Fareham is a popular and attractive place to live. It is well connected to the M27 motorway and has good rail links to London and the wider rail network. There is also easy access to ferry ports and Southampton airport.

Fareham is growing. Our population has steadily increased over the last 30 years and that trend is expected to continue. People are living longer and we have an increasingly ageing population.

For example, Fareham has experienced the largest rise in the number of residents aged

“...THE MAKE-UP OF FAREHAM’S HOUSEHOLDS IS CHANGING.”




85+ in Hampshire during the last 20 years. By contrast the number of people of working age living in the Borough has reduced; particularly those aged between 25 and 39.

Consistent with the rest of the country the make-up of Fareham’s households is changing. Around a quarter of people now choose to live alone so that adds to the number of smaller homes that we need. Additionally an increase in divorce and break ups also means that there are now more ‘blended families’ living together than ever before. Minority ethnic groups make up a small, but slowly growing, proportion of the population.

Fareham has five distinct communities: **Fareham town; Portchester; Titchfield; Western Wards and Hill Head and Stubbington.** The development of **Welborne**, made up of of around 6,000 homes, will create a new distinct community whilst, at the same time, help to meet our future housing needs.

OPEN FOR BUSINESS

With a well-educated workforce and low levels of unemployment, Fareham is a thriving place for business.



A well-educated workforce makes Fareham an attractive proposition for local businesses. The local talent pool is rich with potential employees equipped with all the skills they need to meet their needs and, whilst Fareham salaries tend to be higher than the national average, they remain well below London-weighted salaries.

The proportion of Fareham residents educated to college level and above is higher than both the south east region and the country as a whole. This is a boost to businesses both in Fareham and its neighbouring cities.

Fareham is a hard-working Borough with the percentage of local people in work higher than both regional and national averages. By contrast the number of residents claiming out of work benefits is low.

We helped local businesses affected by the COVID-19 pandemic and paid out over £64 million in business grants and reliefs as part of a package of measures announced by the Government.



“...FAREHAM IS A THRIVING PLACE FOR BUSINESS.”

HIGH FLYING PLANS...

Solent Airport at Daedalus is owned by Fareham Borough Council. Forming part of the Solent Enterprise Zone, the site features two new business parks: Faraday and Swordfish.

“...AN UNFLINCHING COMMITMENT TO SUPPORTING AND ENCOURAGING BUSINESS GROWTH...”

Underpinned by an unflinching commitment to supporting and encouraging business growth, Fareham Borough Council’s vision for the award winning Solent Airport at Daedalus has already begun to take shape.

The Council’s Fareham Innovation Centre opened in 2015 as an incubation hub to provide support and guidance to small and start-up businesses. It reached 100% occupancy within a year of opening. A £7m extension was opened in 2018.

The Daedalus Vision plan was reviewed in 2019, with plans for the next three to five years including: the provision of new commercial buildings for employment opportunities, additional community facilities, improved airport infrastructure and expansion opportunities. Four business units at Faraday Business Park at Daedalus (completed 2021) are available for

occupiers, and all the new aviation hangars are now occupied.

Two of the four Faraday units are already occupied.

The new Gate Guardian sculpture has been installed adjacent to the Peel Common roundabout.

The Daedalus Financial Strategy was adopted by the Council in March 2022. The overarching principle is that the Council’s interest in the whole Daedalus site should make a sustained positive contribution to the Council’s overall financial position and, as a minimum, the revenue costs associated with operating and investing in Daedalus be cost neutral to council taxpayers.



SAFE AND HEALTHY

Fareham is a safe and healthy place to live and work. Overall crime levels are low when compared to similar Boroughs in the area.

Life expectancy is higher than the national average for both men and women and our residents are generally healthier than most other areas in the country. Deprivation levels across the Borough are generally very low, but there are some small pockets of deprivation within Fareham town.

Fareham is a great place to be healthy and has a variety of sports and leisure facilities for residents to enjoy. We have invested significantly in facilities such as the multi-million-pound refurbishments of Holly Hill Leisure Centre and Fareham Leisure Centre.

Within the Borough, residents benefit from two leisure centres, 17 community centres, 27 football pitches, nine cricket squares and two rugby pitches. There are also 17 outdoor recreation sites and 46 children's play areas (this includes the new area at Abbey Meadows which was opened to the public in July 2021), 6 skate parks and 5 outdoor gyms. The Council also continues to support a wide range of cultural and entertainment activities including Westbury Manor Museum. We have also produced a vision to remodel Ferneham Hall into Fareham Live, a new arts and entertainment venue, with the building currently closed for refurbishment. The project was paused during the COVID-19 pandemic but restarted in 2021.

66% of adults aged 16+ in Fareham are considered to be active (defined as doing at least 150 minutes of physical activity each week)



HOME is where the HEART is...

Fareham residents are, on the whole, well housed. More than 86% of homes are now owner occupied, which is much higher than the county and national averages. By contrast the proportion of social and private rented housing is very low.

Despite an increase of 38% in property prices between 2013 and 2018 for an average home in Fareham, house prices remain slightly lower than the Hampshire average although they are higher than some neighbouring authorities. First-time buyers in Fareham struggle to get onto the property market as the ratio between average house prices and earnings is higher than the level for most other areas in south Hampshire.

“FIRST-TIME BUYERS IN FAREHAM STRUGGLE TO GET ONTO THE PROPERTY MARKET...”



THE GREAT OUTDOORS...

With many acres of space safeguarded for wildlife and miles of natural coastline there are ample opportunities for getting out and about with or without the family.

The Council manages 331 acres of land for nature conservation across 25 different sites that include two nature reserves (Holly Hill Woodland Park and Warsash Common), and a Site of Special Scientific Interest (Portchester Common).

Cultivated spaces are important too and add quality to our everyday lives. Two open spaces, the Sensory Garden in Fareham Town Centre and Holly Hill Woodland Park, have consistently been awarded the prestigious Green Flag Award. A wheelchair swing has been installed at Holly Hill to complement a range of inclusive equipment (complete 2022). A new open space and play area, Abbey Meadows, is now fully open at Titchfield.

2021 was the 25th anniversary of the annual 'Fareham In Bloom' competition. In response to the COVID-19 pandemic we successfully ran it virtually, with over 150 entries across six categories.

The great outdoors includes our streets and buildings too and important historic buildings are protected for future generations.

In fact there are 13 conservation areas and nearly 600 listed buildings within the Borough, each offering a little piece of history and helping to weave a picture of Fareham across the ages.

THERE ARE 13 CONSERVATION AREAS:

CAMS HALL
CATISFIELD
FAREHAM HIGH STREET
HOOK
OSBORN ROAD
PORTCHESTER, CASTLE STREET
SARISBURY GREEN
SWANWICK SHORE
TITCHFIELD
TITCHFIELD ABBEY
TOWN QUAY
WALLINGTON
WARSASH



Tell us what **WORKS** and what **DOESN'T**

Listening to residents' views is essential to the way the Council works and helps us deliver better services.

Community Action Team (CAT) meetings take place where there is a local 'hot topic' of interest to residents. There are also regular YCAT meetings where young people can ask questions and have their say. Whilst we were unable to hold the usual CAT meetings during the COVID-19 pandemic, 2021 saw a return to in-person consultation meetings. In 2022 consultations on the Local Boundary Review and Taxi Licencing Policy were undertaken. These ensure our residents continue to have the opportunity to comment on the things that matter to them.

Residents can have their say using an online Customer Engagement Panel (the E-Panel) to help customers better understand how we work, have their say and increase openness and transparency. They can also take part in various consultations that take place throughout the year.

Social media is important too. Residents can contact the Council directly on Facebook and Twitter, both of which are used to keep customers up-to-date with useful information including details of any new consultations taking place, public



Our website contains all the Council's latest news and copies of the Council's Online magazine 'Fareham Today'. Digital screens in Fareham Shopping Centre (installed in 2022) provide a further opportunity for us to share information.

Sign up for the Council's e-panel at:
www.fareham.gov.uk/epanel

Check out any current consultations at:
www.fareham.gov.uk/consultations

**SIGN UP TO OUR
ONLINE CUSTOMER
ENGAGEMENT PANEL
(THE E-PANEL) AND JOIN
IN THE CONVERSATION**



OUR VISION

Fareham is a prosperous, safe and attractive place to live and work. This has occurred through careful management and development, as well as constant attention to our environment and the needs of our communities. Our vision for Fareham's future is based upon the assumption that residents want to preserve all that is good about Fareham, whilst increasing prosperity, providing new homes for our growing communities and making it an even more inclusive and attractive place to live and work.

“FAREHAM IS A PROSPEROUS, SAFE AND ATTRACTIVE PLACE TO LIVE AND WORK.”

OUR VALUES

Everything we do is guided by a set of values which are shared by all elected members and employees.

OUR CORPORATE VALUES

Listening and being responsive to our customers

Recognising and protecting the identity of existing communities

Enhancing prosperity and conserving all that is good

Being efficient, effective and providing value for money

Leading our communities and achieving change for the better

“LEISURE OPPORTUNITIES AVAILABLE FOR RESIDENTS AND VISITORS ALIKE...”

OUR PRIORITIES

We will achieve our vision by focusing our efforts and resources on six corporate priorities:



1 PROVIDING HOUSING CHOICES

by working with our key partners to enable and support a diverse housing market so that residents have access to good quality housing that is affordable and offers a choice of tenures. We will take positive steps to prevent homelessness and assist individuals and families in finding good quality accommodation.



2 PROTECT AND ENHANCE THE ENVIRONMENT

by ensuring that Fareham remains a clean and attractive place to live and work. We will make sure that our heritage and natural environment are conserved and enhanced for future generations. We will also minimise the impact on the environment by reducing our use of natural resources; minimising the generation of waste and maximising the collection of recyclable materials.



3 STRONG, SAFE, INCLUSIVE AND HEALTHY COMMUNITIES

by working with others to provide an environment where people of all ages feel safe. We will give people greater influence over the decisions that affect their lives and build more inclusive communities by providing easy access to information and services provided by the Council. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.



4 MAINTAIN AND EXTEND PROSPERITY

by working with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities, together with the delivery of an employment-led vision for Daedalus will be vital to achieving this.



5 LEISURE OPPORTUNITIES FOR HEALTH AND FUN

so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.



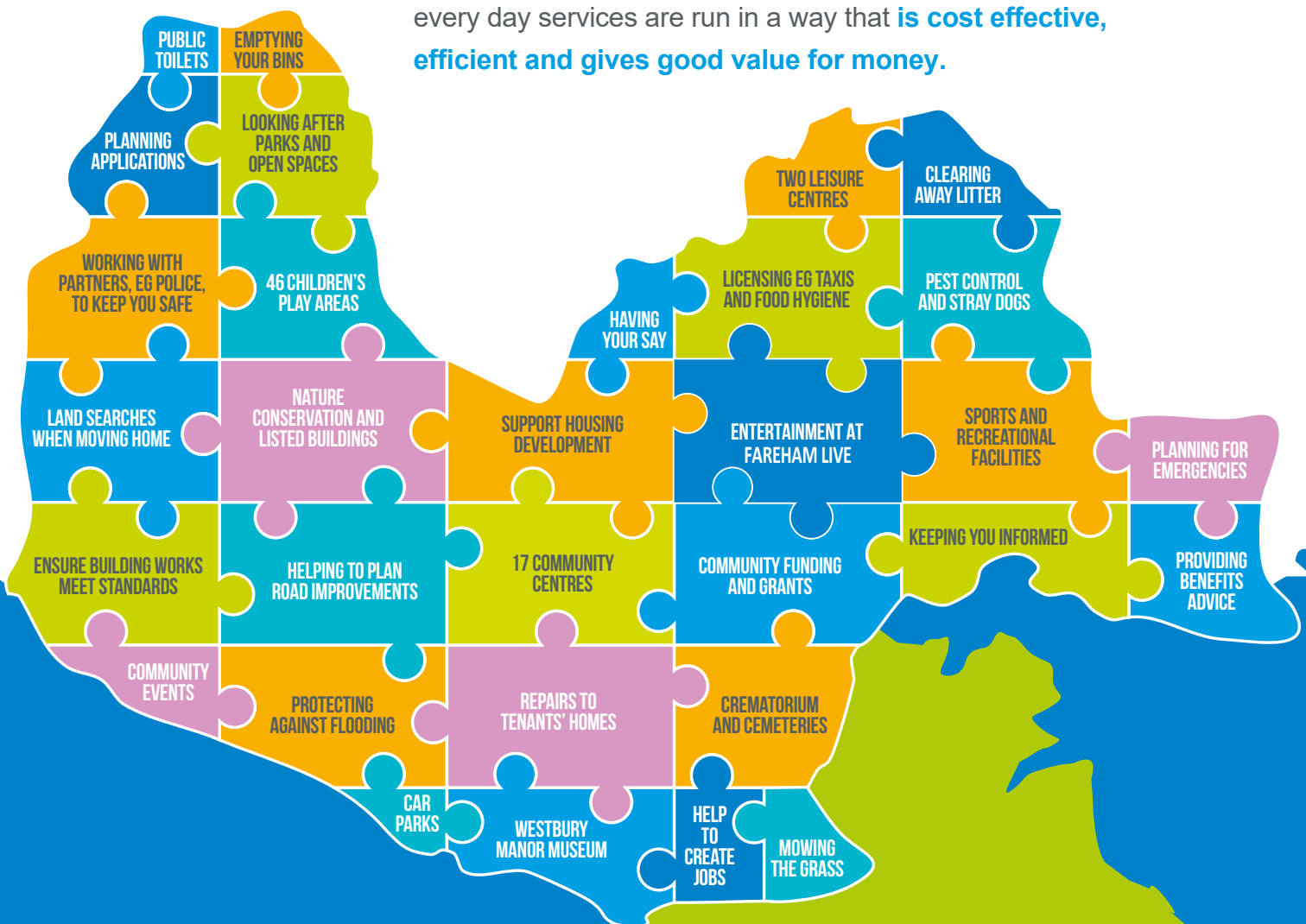
6 DYNAMIC, PRUDENT AND PROGRESSIVE COUNCIL

by making sure that the decisions we make are transparent and that arrangements are in place to secure on-going improvement. Our overall priority is to ensure that we offer good value for money by providing high quality services and maintaining high levels of customer satisfaction, whilst keeping council tax levels low when compared to other district councils.

“WE WILL GIVE PEOPLE GREATER INFLUENCE OVER THE DECISIONS THAT AFFECT THEIR LIVES...”

It's the **LITTLE THINGS** **THAT MATTER**

Although it is the big projects that get the headlines, it is the day to day work we carry out that takes up most of our time and energy. It is also what the Fareham element of your council tax pays for. We know how important it is to you that we get the basics right and we work really hard to ensure that every day services are run in a way that **is cost effective, efficient and gives good value for money.**



PRIORITY one

Between now and 2023 we have big plans for improvements all of which are driven by our corporate priorities. You will be able to keep an eye on how we are doing as key milestones will be included in our annual review.

PROVIDING HOUSING CHOICES

Ensuring everyone has somewhere to live is a vital role for Council.

Working against the backdrop of a national shortfall in housing and accommodation, we have worked hard to develop key strategies that will enable us to ensure there are housing choices for people in Fareham. We will...

- Enable the delivery of a new Garden Village at Welborne, providing thousands of new homes, new jobs, new schools, and new leisure facilities. Outline planning consent for Welborne, including Junction 10 improvements for the M27, was granted in 2021.
- Prepare a new Local Plan, which will plan for the provision of new homes, and employment space, across the Borough up to 2037.
- Prepare and implement a new Affordable Housing Strategy, which will determine the Council's future role in the provision of housing. (Complete October 2019).
- Support the development of affordable housing at Rose Court (complete in 2021) and begin work on affordable rent housing for older people at Station Road in Portchester.



PRIORITY two

PROTECT AND ENHANCE THE ENVIRONMENT

The environment in which we live helps to shape our experiences and the way we live our lives. We want to make sure that the things we enjoy today will still be around for future generations.

As well as protecting our assets, the next few years will see some exciting developments across the Borough. We will...

- Transform the fields and verges on the boundary of Daedalus into Daedalus Common, an exciting new area of public open space for the local community.
- Create Abbey Meadows, a new park in Titchfield, providing easy access to the countryside for local people.
- Transform woodland areas at Coldeast to create new public open spaces. (Complete July 2017).
- Deliver a major coastal defence scheme at Hill Head (complete December 2017).
- Increase our recycling rates and reduce the amount of household waste. 'Clip and Collect' garden waste subscription service launched 2021.
- Continue with our 'Give Plastic the Push' campaign. New anti-littering campaign 'No More Rubbish Excuses' launched March 2022.
- Deliver and develop our Climate Change Action Plan to reduce the Council's carbon footprint and to mitigate and adapt to the impacts of climate change in Fareham.
- Trial the use of biofuel (HVO) in our garden waste collection vehicles and smaller diesel vehicles for a period of 12 months.
- Celebrate the Queen's Platinum Jubilee by sponsoring two areas of tree planting - Queen's Copse and Platinum Copse (opened 2022).

"WE WANT TO MAKE SURE THAT THE THINGS WE ENJOY TODAY WILL STILL BE AROUND FOR FUTURE GENERATIONS."



PRIORITY three

STRONG, SAFE INCLUSIVE AND HEALTHY COMMUNITIES



Feeling safe in our homes and everyday activities is vital for our wellbeing and peace of mind.

We also know it is important to local people that we recognise and protect the identity of existing and new communities.

This includes the provision of local facilities. We will...

- Promote and support the delivery of a Garden Village at Welborne, as part of a planned sustainable new community to come forward over the next 20 years.
- Create 400 new graves as an extension to Holly Hill cemetery to increase the number of burial plots available to residents of the west of the Borough. (Complete June 2020).
- Review our approach to Community Safety, including analysis of CCTV, street lighting and landscaping to ensure that we make the Borough as safe as possible. (Complete November 2020.)
- Deliver four sustainable measures supported as part of the Council's 'Let's Clear the Air' campaign, aimed at ensuring nitrogen dioxide levels across Fareham do not exceed national guidelines. (Complete January 2020.)

“PROMOTE AND SUPPORT THE DELIVERY OF WELBORNE...”

PRIORITY four

MAINTAIN AND EXTEND PROSPERITY

We recognise that business growth is essential to the local economy, providing good quality jobs for local people and creating attractive, vibrant town and district centres.

As well as supporting and protecting existing businesses we want to attract new employers to our Borough providing opportunities for future generations. We will...

- Commence the regeneration of Fareham Town Centre, which will include the provision of new homes, improvements to retail, leisure and entertainment facilities and changes to parking provision.
- Enable the redevelopment of Portchester District Centre, which will include improvements to the shopping precinct, the provision of new homes and improvements to car parking facilities.
- Continue to implement our vision for Daedalus, unlocking new employment opportunities to enable business to relocate and grow their business on the site, alongside investment in airport services and facilities.
- Support the construction of major highway schemes across the Borough to include the Stubbington Bypass (opened 2022), improvements to the southern section of Newgate Lane and a redesigned “all moves” Junction 10 on the M27.
- Encourage a broader choice of Further Education provision in the Borough, including T Levels.
- Implement plans to replace Osborn Road multi-storey car park with a surface car park.
- Use funding from both the Reopening High Streets Safely and Welcome Back Funds to support the safe return to our high street and coastal areas following the lifting of COVID restrictions.
- Support the area’s diverse range of unique, independent shops and food and drink businesses to bounce back after the challenges of the pandemic with the launch of the Live Love Local message in 2021.



“A VIBRANT SHOPPING CENTRE IS AN ASSET TO ANY COMMUNITY...”

PRIORITY

five

LEISURE OPPORTUNITIES FOR HEALTH AND FUN

Fareham is an attractive place to live and well-equipped with a whole host of leisure activities.

As a Council we are constantly seeking to improve leisure facilities for residents and over the coming years we will see some exciting developments. We will...

- Transform Westbury Manor into a vibrant “culture stop” in Fareham Town Centre. (Complete July 2017).
- Transform Ferneham Hall into a new arts and entertainment venue, Fareham Live, with a community focus. This project has now restarted following a pause during COVID-19.
- Provide new sports pitches and children’s play area at Coldeast. (Complete July 2018).
- Provide a new allotment site in the Stubbington area.
- Improve the facilities at Cams Alders Recreation Ground to meet the needs of the sports and encourage greater participation by the community.



“TRANSFORM WESTBURY MANOR MUSEUM INTO A ‘CULTURE STOP’...”

PRIORITY six

A DYNAMIC, PRUDENT AND PROGRESSIVE COUNCIL

We are constantly seeking ways to reduce our spending and make your money work harder so that we can continue to deliver good services. We will...



- Continue to work within a balanced and sustainable budget, recognising the reduction in Government funding.
- Continue to implement systems thinking* across all Council services to ensure a customer focused approach and the quick resolution of problems.
- Develop the Civic Offices to be an attractive working environment for existing and prospective tenants.
- Undertake a major review of all Council owned land and buildings to ensure that we are making the best use of our assets.
- Be alive to new opportunities for further investment in commercial properties to help meet corporate priorities.
- Continue to explore opportunities for shared services, partnerships and joint working with neighbouring Councils.
- Deliver a programme of work under the Opportunities Plan, to enable the Council to generate additional revenue, reduce costs and respond to service pressures and opportunities.
- Manage delivery of the Government's Grants to help support Fareham-based businesses in response to COVID-19.

Strategic FRAMEWORK

Our strategic framework is made up of key financial and planning documents that help shape the work of the Council.

CORPORATE STRATEGY sets out our vision and priorities for the medium-term (i.e. five years). It also includes a set of improvement actions that describe the key projects and initiatives that we will focus on over this period.

LOCAL PLAN sets out the policies that will determine future land use to meet the needs of the corporate strategy.

MEDIUM TERM FINANCIAL STRATEGY AND ANNUAL BUDGET addresses the financial implications of all the Council's strategies and plans.

The corporate strategy and other strategies and plans are supported by local service agreements, which include a range of measures that demonstrate the general performance and degree of success of the Council.

Email your comments to consultation@fareham.gov.uk



APPENDIX B

Corporate Strategy - Proposed Changes 2022/23

| Page and paragraph | Current text | Proposed change |
|--------------------|---|---|
| Front page | Reviewed December 2022 | Reviewed December 2023 |
| Page 4 | We helped local businesses affected by the COVID-19 pandemic and paid out over £64 million in business grants and reliefs as part of a package of measures announced by the Government. | We helped local businesses following the COVID-19 pandemic with a series of projects, including the Live Love Local campaign. In 2023 we launched The Fareham Start-Up Launchpad programme in partnership with the Solent Local Enterprise Partnership and held the first Fareham Business Expo. |
| Page 5 | Two of the four Faraday units are already occupied. | All four of the Faraday units are now occupied. |
| Page 6 | We have also produced a vision to remodel Ferneham Hall into Fareham Live, a new arts and entertainment venue, with the building currently closed for refurbishment. The project was paused during the COVID-19 pandemic but restarted in 2021. | Work to remodel Ferneham Hall into Fareham Live, a new arts and entertainment venue, is now well underway. Demolition work on site began in September 2022. |
| Page 8 | A wheelchair swing has been installed at Holly Hill to complement a range of inclusive equipment (complete 2022). | A range of inclusive equipment has been installed across Fareham play areas. These include a wheelchair swing at Holly Hill (complete 2022) and communication boards at Kenwood Road, Kites Croft Close and Blackbrook Park (complete 2023). |
| Page 8 | 2021 was the 25th anniversary of the annual 'Fareham In Bloom' competition. In response to the COVID-19 pandemic we successfully ran it virtually, with over 150 entries across six categories. | 'Fareham In Bloom' has been bringing our community together for over 25 years. The competition ran virtually again in 2022, with hundreds of entries across six categories. |
| Page 9 | Community Action Team (CAT) meetings take place where there is a local 'hot topic' of interest to residents. There are also regular YCAT meetings where young people can ask questions and have their say. Whilst we were unable to hold the usual CAT meetings during the COVID-19 pandemic, 2021 saw a return to in-person consultation meetings. In 2022 consultations on the Local Boundary Review and Taxi Licencing Policy were undertaken. | Regular summer Community Action Team (CAT) meetings take place across the Borough and where there is a local 'hot topic' of interest to residents. In 2022/2023 consultations on the Local Plan, Play Areas, the Osborn Road Car Park, Public Space Protection Orders (PSPO) and Ward Boundaries were undertaken. These ensure our residents continue to have the opportunity to comment on the things that matter to them. |

| | | |
|----------------|---|---|
| | These ensure our residents continue to have the opportunity to comment on the things that matter to them. | |
| Page 14 | Enable the delivery of a new Garden Village at Welborne, providing thousands of new homes, new jobs, new schools, and new leisure facilities. Outline planning consent for Welborne, including Junction 10 improvements for the M27, was granted in 2021. | Enable the delivery of a new Garden Village at Welborne, providing thousands of new homes, new jobs, new schools, and new leisure facilities. Outline planning consent for Welborne, including M27, Junction 10 improvements was granted in 2021. The Welborne Strategic Design Code and Streets Manual were formally submitted (complete 2023) and a Strategic Outline Business Case for a proposed railway station has been commissioned. |
| Page 14 | Support the development of affordable housing at Rose Court (complete in 2021) and begin work on affordable rent housing for older people at Station Road in Portchester. | Support the development of affordable housing at Rose Court (complete in 2021) and affordable rent housing for older people at Station Road in Portchester (complete 2023). Support the development of a shared ownership development at Capella Close in Hill Head (complete 2023). |
| Page 15 | Transform the fields and verges on the boundary of Daedalus into Daedalus Common, an exciting new area of public open space for the local community. | Open the Queen Elizabeth II Platinum Jubilee Park at Daedalus (complete 2022). The 40-acre park features a network of accessible paths and cycle routes, dog exercise area and various habitats. Around 21,000 trees have been planted in the area. |
| Page 15 | Create Abbey Meadows, a new park in Titchfield, providing easy access to the countryside for local people. | Create Abbey Meadows, a new park in Titchfield, providing easy access to the countryside for local people (opened in 2021). |
| Page 15 | Trial the use of biofuel (HVO) in our garden waste collection vehicles and smaller diesel vehicles for a period of 12 months. | Trial the use of biofuel (HVO) in our garden waste collection vehicles and smaller diesel vehicles for a period of 12 months (complete 2023). |
| Page 17 | Support the construction of major highway schemes across the Borough to include the Stubbington Bypass (opened 2022), improvements to the southern section of Newgate Lane | Support the construction of major highway schemes across the Borough to include the Stubbington Bypass (opened 2022), improvements to the southern section of Newgate Lane |

| | | |
|----------------|---|--|
| | and a redesigned “all moves” Junction 10 on the M27. | (complete) and a redesigned “all moves” Junction 10 on the M27. |
| Page 17 | Implement plans to replace Osborn Road multi-storey car park with a surface car park. | Implement plans to replace Osborn Road multi-storey car park with a surface car park – planning permission granted 2023. |

*Date when the Council agree changes to document

Additional updates following CXMT

| Page and paragraph | Current text | Proposed change |
|---------------------------|--|--|
| Page 14 | Prepare a new Local Plan, which will plan for the provision of new homes, and employment space, across the Borough up to 2037. | Adopt a Local Plan, which plans for the provision of new homes, and employment space, across the Borough up to 2037 (complete 2023). |

**Local Service Agreements
How are we doing?**

**Performance from
April 2022 to March 2023**

Introduction

This document gives an overview of how the Council is performing and provides more detail about Council services and its Priorities as set out in the Corporate Strategy 2017-23.

What are the priorities?

- To Provide Housing Choices 
- To Protect and Enhance the Environment 
- To build Strong, Safe, Inclusive and Healthy Communities 
- To Maintain and Extend Prosperity 
- To provide a range of Leisure Opportunities for Health and Fun 
- To be a Dynamic, Prudent and Progressive Council 

What are Local Service Agreements?

Each priority has a number of measurements that allow the Council to monitor how well it is performing from year-to-year. These are known as Local Service Agreements and they allow the Council to be open and transparent, by making its performance available to the residents of the Borough.

In previous years the Council has conducted 10/10 surveys to gather customer feedback on their experience of Council services. These surveys were suspended during the pandemic as resources were focused on the Council's emergency response. These surveys will be resumed in 2023/24.



Providing Housing Choices



What is this priority about?

We will work with our partners to enable and support a diverse housing market so that residents have access to good quality housing that is affordable and offers a choice of tenures. We will take positive steps to prevent homelessness and assist individuals and families in finding good quality accommodation.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Enable the delivery of Welborne Garden village, providing thousands of new homes, new jobs, new schools and new leisure facilities;
- Prepare a new Local Plan, which will plan for the provision of new homes, and employment space across the Borough up to 2037 (Adopted April 2023).
- Prepare and implement a new Housing Strategy to include affordable options (Complete October 2019).



• What else are we doing?

Supporting and enabling an affordable housing market

- Providing more affordable homes, ensuring they are the right homes, in the right places, for those in need of affordable housing.
- Enabling access to rented homes for people on low incomes and people who are homeless or vulnerable.
- Ensuring that there is enough land for housing development across the Borough.
- Ensuring that all sectors of the community are able to be housed appropriately.
- Working with landlords to maintain housing standards.
- Offering advice and grants to help reduce energy costs.
- Providing home safety and security checks.
- Providing grants to adapt homes to enable people with disabilities to live independently.

Preventing homelessness

- Providing advice and assistance to prevent homelessness.
- Ensuring that good temporary accommodation is available for homeless people in priority need, by increasing the provision of Council owned temporary accommodation.
- Working with Fareham Street Aid partners to help those sleeping rough in the Borough and to help vulnerable people off the streets.
- Implement the new Homelessness and Rough Sleeping Strategy (adopted March 2022) to ensure the Council meets the duties laid out in the Homeless Reduction Act.

Providing access to affordable housing

- Providing affordable homes for people in housing need.
- Providing a support and advice service to the Council's tenants.
- Repairing and improving the Council's housing.
- Increasing the number of new affordable homes delivered by Fareham Borough Council, including projects to regenerate and improve existing housing stock.
- Consulting and involving the Council's tenants in the way the service is delivered.



Maintaining the Borough's rented housing stock

- Develop a more in-depth understanding of the Council's housing stock through commencement of a full stock condition survey.
- Providing advice on the legal standards for rented housing.
- Improving standards of Houses in Multiple Occupation (HMOs).
- Reducing the level of hazards under the Housing Health and Safety Rating System.
- Helping to ensure homes become greener and more energy efficient, to include 'green' improvements to some Council owned homes.
- Bringing empty properties back into use.
- Reducing the number of vulnerable households living in sub-standard homes.
- Working closely with private sector landlords to improve housing conditions and standards of management and maintenance.

Challenges

- Changes to future national planning policy.
- Sufficient funding to enable the delivery of more Council owned homes and to improve existing Council owned homes.
- Securing appropriate affordable housing through the planning system.



How did we do in 2022/23?



Providing Housing Choices



11 new shared ownership homes completed at Capella Close (Hill Head).
Converted 2 properties in Arundel Drive providing affordable homes for families with a disabled family member.



£65,000 granted from government to move forward plans for rail services at Welborne



Local Plan approved by government appointed inspector

86.90%



responsive repairs appointments attended on time, a decrease of 2% from 2021/22. The Council took on average 14.2 days to complete a housing repair.



Launched a scheme to match homeless people with potential employers and provide them with job application and interview skills

159



Council homes improved through additional insulation and/or solar panel provision

Protect and Enhance the Environment



What is this priority about?

We will make sure that our heritage and natural environment are conserved and enhanced for future generations. We will also minimise the impact on the environment by reducing our use of natural resources; maximising the collection of recyclable materials.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Transform fields and woodland across the borough to create exciting new areas of public open space;
- Deliver major coastal defence schemes Hill Head (Hill Head complete 2017);
- Appraised potential coastal management options to create a new intertidal habitat at Hook Lake, Warsash;
- Appraised coastal erosion and flood defence options at Salterns Recreation Ground and the coastline between Cador Drive and Alton Grove;
- Reduce the quantity of household waste and maximise the amount that is reused or recycled.



What else are we doing?

Planning the future shape of the Borough

- Preparing plans that guide the future use and development of land within the Borough.

Ensuring high quality development

- Providing planning advice to applicants seeking to undertake development in the Borough.
- Ensuring planning applications meet the Council's policies.

Conserving and improving public spaces

- Protecting historic buildings and areas, trees and wildlife areas.
- Undertaking environmental improvements in public spaces.

Managing the coast and responding to climate change

- Keeping the beaches clean.
- Looking after coastal erosion and flood defences.
- Developing an action plan to mitigate and adapt to impacts of climate change in Fareham and reduce our carbon footprint.

- Continuing with our Give Plastic the Push campaign, to reduce the use of Single Use Plastic in the Borough.
- Helping residents to improve home energy efficiency.

Enabling easy access to well managed public and open spaces

- Providing and maintaining parks, open spaces, woodlands and allotments for your enjoyment.
- Mowing the grass.

Improving local air quality and ensuring land is free from contamination

- Improving air quality through the local air quality action plan.
- Continuously monitoring air quality.
- Investigating land for contamination.
- Ensuring local businesses do not pollute the environment.

Keeping streets and open spaces clean and tidy

- Cleaning the streets.
- Providing litter bins.
- Removing abandoned vehicles.
- Using a Public Spaces Protection Order (PSPO) to tackle irresponsible dog ownership.
- Fining people for littering, dog fouling and fly tipping.
- Providing clean toilets for public use.
- Removing graffiti.

Providing a sympathetic and caring burial service

- Maintaining cemeteries.
- Arranging burials and working in partnership to run Portchester Crematorium.

Collecting waste

- Collecting household waste for incineration, as well as garden waste, health care waste and recyclable materials.
- Providing assisted collections for households in need.
- Providing chargeable collections for bulky household waste, trade waste and commercial recycling.

Challenges

- Securing sufficient funding to ensure we can continue to look after coastal erosion and flood defences and to implement policies to manage the potential impacts of climate change to coastal areas, including rising sea levels.
- Ensuring there is sufficient uptake from drivers to upgrade their older taxis, having secured £300,000 as an incentive.
- Cleaning up of identified contaminated land, as there is always a significant cost involved.
- Hampshire County Council's proposal to withdraw payments for the sale of recyclates will impact on our capacity to reduce the quantity of household waste and maximise the amount that is reused or recycled.
- Finalising a nitrate mitigation strategy and preparing a bird mitigation strategy.
- Managing the Council's transition to become carbon neutral whilst being cost effective.
- Ensuring that alongside new development in the Borough, improved habitats are provided for wildlife.

How did we do in 2023/23?



Protect and Enhance the Environment

100%



of abandoned vehicles were removed on time, in line with statutory time frames.

100%



of offensive graffiti and fly-tipped waste was removed within 5 working days.

68 homes

received fully-funded energy efficiency improvements as part of the Warmer Homes programme

Opened New Queen Elizabeth II Platinum Jubilee Park at Daedalus



100%



of refuse and recycling bins were collected on time with 35.68% of household waste sent for reuse, recycling and composting.



Coastal Partners secured £457,500 of funding to assess and develop long-term coastal management options at Fareham Quay and Alton Grove to Cadour Drive



Strong, Safe, Inclusive and Healthy Communities



What is this priority about?

We will work with others to continue to provide an environment where people of all ages feel safe. We will give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy access to information and services provided by the Council. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Promote and support the delivery of a Garden Village at Welborne, as part of a planned sustainable new community to come forward over the next 20 years;
- Create 400 new graves as an extension to Holly Hill cemetery to increase the number of burial plots available to residents of the west of the Borough (Complete June 2020);
- Review our approach to Community Safety, including analysis of CCTV, street lighting and landscaping to ensure that we make the Borough as safe as possible (complete November 2020).
- Deliver four sustainable measures supported as part of the Council's 'Let's Clear the Air' campaign, aimed at ensuring nitrogen dioxide levels across Fareham do not exceed national guidelines (completed).
- Review our approach to engaging with our tenants living in council-owned properties to ensure they are safe, are listened to and have access to redress when things go wrong.

What else are we doing?

Reducing crime and disorder

- Providing CCTV coverage across the Borough.
- Providing community lighting for the safety of pedestrians on the public highway, parks and open spaces.

Protecting the health and safety of people

- Controlling pests and preventing the spread of infectious diseases.
- Collecting stray dogs and encouraging responsible dog ownership.
- Controlling the pollution of air, land and water.
- Ensuring businesses comply with food safety and health and safety legislation.
- Licensing and checking of premises, vehicles and people to ensure activities are undertaken and provided safely.
- Using powers to ensure residents live in satisfactory housing conditions.
- Ensuring public safety and protecting the community against the consequences of major incidents.
- Providing an emergency out-of-hours service.
- Protecting public health and preventing nuisance.

Managing highways, traffic and parking

- Assisting Hampshire County Council to manage traffic and keep the highways safe.
- Managing car parks and residents' parking schemes, and taking action against parking offences.

Promoting good health

- Working with Fareham and Gosport Clinical Commissioning Group to improve access to health facilities.

Ensuring new and existing buildings are safe

- Ensuring building works comply with building regulations and safety standards.
- Providing residents with pre-application advice on construction related projects.
- Providing a 24 hour emergency response service for unsafe buildings.
- Ensuring the safe demolition of buildings.
- Carrying out necessary enforcement where building regulations are breached.
- Ensuring all new and existing properties have appropriate addresses.

Building stronger communities



- Providing opportunities for local people to get involved in their neighbourhoods.
- Ensuring customers can make their views known to the Council.

Building inclusive communities

- Making sure all customers can access the Council's services.

Enabling people to play an active part in society

- Helping vulnerable or disadvantaged people to become involved in community activities and use community facilities.
- Planning and providing community and leisure facilities.
- Providing grants to voluntary organisations.
- Ensuring that people who are eligible to vote are registered to vote.

Paying housing and Council Tax Support

- Providing a housing benefit and council tax benefits service.
- Investigating all allegations of benefit fraud.

Challenges

- The ongoing roll out of Universal Credit will affect the delivery of Housing Benefit Service and the way in which Council Tax Support is administered.
- The Local Council Tax Support scheme requires a radical redesign as the Universal Credit roll out accelerates, moving towards a less means-tested scheme.
- Potential changes to the guidance for food safety inspections may impact resource levels.



How did we do in 2022/23?



Strong, Safe, Inclusive and Healthy Communities



Installed a wheelchair swing at Holly Hill Play Area and inclusive communication boards at 3 of our other play areas



£69,436

worth of grants were paid out in community funding

415

Environmental health inspections carried out

264

vehicles licenced

7 Days



it took on average to deal with **new Benefit claims**



2 Days

it took on average to deal with **change of circumstances in Benefit claims**



90% of food premises have a hygiene rating of **3* or above**

Maintain and Extend Prosperity



What is this priority about?

We will work with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities, together with the delivery of an employment-led vision for Daedalus will be vital to achieving this.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Create attractive, vibrant town and district centres, providing new homes, and improvements to retail, leisure, entertainment and parking facilities;
- Continue to implement our vision for Daedalus by supporting the development of the airport and encouraging employers to relocate and grow their businesses on the site;
- Support the construction of major new highway schemes across the Borough.

What else are we doing?



Enabling employment opportunities

- Securing an adequate supply of land for business development in easy to get to locations.
- Encouraging new businesses and attracting well-paid jobs to the borough.
- Working with partners to enable residents to improve their workplace skills.
- Managing the Council's commercial land and properties.

Meeting transport and mobility needs

- Providing travel choices that are accessible and environment friendly.
- Supporting the provision of public and community transport.

Improving town and district centres

- Planning a district centre for Welborne.
- Enhancing the prosperity and vibrancy of Fareham town centre through comprehensively masterplanned regeneration.
- Identifying new sites for business development.
- Carrying out environmental improvements.
- Supporting the town centre.
- Supporting the provision of markets.
- Providing a range of off-street parking choices.
- Redeveloping Osborn Road car park.

Challenges

- Maintaining the current level of market stalls, as markets are in a state of decline nationally.
- Encouraging new development in the current economic environment.
- Attracting future funding for continuation of prosperity.
- Enabling the future prosperity of town and district centres for changing needs.

How did we do in 2022/23?



Maintain and Extend Prosperity

1.7%



of working age residents in Fareham were claiming Jobseeker's Allowance. This is below the South East regional average of 2.8%



£1 million

received from the government's Shared Prosperity Fund to help Fareham communities and businesses

75%



of shops in Fareham town centre were occupied, this figure remains the same as 2021/22

The Council partnered with the Solent Enterprise Partnership to launch a mentoring programme for business start ups



Two new businesses, All4 Logistics and DFS Composites, moved into Faraday Business Park at Daedalus

Leisure Opportunities for Health and Fun



What is this priority about?

We will provide opportunities for residents and visitors of all ages to socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Transform Westbury Manor Museum into a vibrant “culture stop” in Fareham Town Centre (Complete July 2017).

What else are we doing?



Providing leisure and cultural opportunities

- Remodelling Ferneham Hall into Fareham Live, a new community arts and entertainment venue, providing a balanced programme of arts and entertainments activities.
- Providing improved and accessible play equipment to meet the needs of the local community.
- Providing swimming, indoor sport and fitness facilities at Fareham Leisure Centre and Holly Hill Leisure Centre.
- Organising community events to enable people to come together, have fun and celebrate.
- Providing opportunities for residents and visitors to the Borough to explore the local history.

Challenges

- Providing accessible play equipment in our play areas.



How did we do in 2022/23?



Leisure Opportunities for Health and Fun



Construction work commenced to remodel Fareham Live, our new community arts and entertainment venue.

We also received £50,000 to provide a changing places toilet to ensure everyone can enjoy our new facilities.



10,653 visited Westbury Manor Museum, an increase of over 1,000 since 2021/22



63.1% of adults aged 16+ in Fareham, were considered to be active.

Active is defined as doing at least 150 minutes of physical activity each week. This is in line with the national average of 63.1%.

719,489 

Visitors to Fareham Leisure Centre

509,254 

Visitors to Holly Hill Leisure Centre



5,000 people

attended our beacon lighting event at Portchester Castle to celebrate the Platinum Jubilee

A Dynamic, Prudent and Progressive Council



What is this priority about?

We will make clear decisions that can be understood by all. Action will be taken to improve our openness in decision-making. Above all our priority is to offer good value for money by providing high quality services and maintaining high levels of customer satisfaction, whilst keeping council tax levels low when compared to other district councils.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Continue to work within a balanced and sustainable budget, recognising the limitations in Government funding;
- Continue to implement the Vanguard Methodology across all Council services to ensure a customer focussed approach and the quick resolution of problems;
- Develop the Civic Offices to be an attractive working environment for existing and prospective tenants;
- Undertake a major review of all Council owned land and buildings to ensure that we are making the best use of our assets;
- Be alive to new opportunities for further investment in commercial properties to boost income and help meet corporate priorities;
- Continue to explore opportunities for shared services, partnerships and joint working with neighbouring Councils;
- Deliver a programme of work under the Opportunities Plan, to enable the Council to generate additional revenue, reduce costs and respond to service pressures/opportunities.

What else are we doing?

Managing the Council's resources

- Publishing a statement of the Council's accounts.
- Maintaining effective financial control and internal audit.
- Maximising the rate of Council Tax collection.
- Preventing, detecting and investigating fraud and corruption.
- Putting plans in place to keep our services going in an emergency.

Ensuring transparent decision making

- Supporting elected members to carry out their role.
- Providing timely access to meeting papers and maximising decisions made in public.
- Setting rules and procedures to be followed by the Council and Committees when carrying out their business.

Encouraging local democracy

- Registering residents who are eligible to vote in elections.
- Organising elections.
- Reviewing boundaries and election arrangements.

Ensuring suitable measures are in place to bring about steadily improving services

- Demonstrating continuous improvement and achievement of value for money.
- Maximising partnership arrangements with other organisations to benefit the Borough.
- Reviewing services and achieving better value for money.

Challenges

- Achieving further savings across the Council.
- Works to Civic Offices to ensure an attractive, customer focussed environment for customers, tenants and Council employees.

How did we do in 2022/23?



A Dynamic, Prudent and Progressive Council

£1,972.60



is the **Council Tax for a band D property in Fareham for a year.**

From this Fareham Borough Council only takes a sum of £180 to help fund your services. Fareham receives just over 8% of the Council Tax you pay compared to Hampshire County Council who receive 74%.

96.4%



of business rates due were collected. This is a decrease of 2.3% on the previous year

39%



residents turned out to vote in local elections in May 2022

2.75



of the **floors** in the **Civic Offices** are taken up by **tenants, generating income**

Electoral Review completed

From May 2024 Fareham will have an additional ward and Councillor to ensure equal representation across the Borough



98.3%

of Council Tax due was collected

Strategic Framework

